

ARTICLES IN THE WARRANT

FOR THE

ANNUAL TOWN MEETING

TOWN OF CHATHAM

MONDAY, MAY 14, 2007

6:00 P.M.

WITH

RECOMMENDATIONS OF

BOARD OF SELECTMEN

AND

FINANCE COMMITTEE

CHATHAM HIGH SCHOOL

425 CROWELL ROAD

INTRODUCTION

This *warrant* will follow generally the same format to which you, residents and taxpayers, have become accustomed. Each *article* in the *warrant* is enumerated, as required by law. In addition, the *motion* which introduces the *article* to Town Meeting and cites its funding amount and source, if applicable, is included for your consideration. The *article's speaker* and/or *proponent* is listed and the recommendations of the Board of Selectmen, Finance Committee, and any other appropriate board or committee is noted on each *article*. Finally, a brief *explanation* of the content of the article is provided.

Again this year, a detailed sub-line item budget is provided in an Appendix at the end of this booklet. Several other Appendices are provided as well. All of our efforts in the past few years have been geared towards the goal of providing a clear, concise *warrant* and enough information on each *article* so that you may be prepared on the subject matter as you arrive at the meeting.

William G. Hinchey
Town Manager

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Finance Committee Report

Since January, the Finance Committee has met weekly with the Town Manager, the Finance Director and Department Heads to review the proposed Operating and Capital Budgets for FY 2008. These meetings included detailed reviews of all budget elements with particular attention to staffing plans and capital needs.

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

1. We strongly support the Town Administration's efforts to continue to refine and implement the comprehensive Capital Facilities Plan to identify, assess and prioritize our capital needs over the next ten to fifteen years, within the context of future tax levies. We urge the Board of Selectmen to continue to manage this plan and employ it as a framework for development and investment decisions. This matter is particularly critical since some of our facilities, are already woefully inadequate and the full dimensions of the coming Wastewater Management Plan are still unknown. Two articles will be presented at the May 2007 Town Meeting. Article 10, NStar Property Purchase, in the amount of \$265,000, is for a piece of land in South Chatham at the corner of Rt. 137 and Rt. 28, suitable for a possible Chatham Fire substation. The other, Article 11, PD/Annex, \$15.5 million, is for a combined Police Department and Town Annex.
2. Chatham has been fortunate during the past several years to operate with budgets that have been tightly controlled and well managed. During a period when our Commonwealth and many of our neighboring towns have experienced severe fiscal constraints, we have stayed within the limits of Proposition 2 ½, while enjoying excellent services from our municipal government. We are concerned that the cost of employee benefits continues to increase at double digit rates. The Town's ability to control these expenses is limited by mandates from the State but the Committee will continue to explore possible relief measures.

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

1. Free Cash, which consists of funds remaining from operations of the previous fiscal year, available for appropriation, and certified as of July 1, 2006, represents 4.9% of the FY06 operating budget, or \$1,495,101. We believe that sound financial practices dictate that the Town should generate at least \$1,500,000 annually in Free Cash, to fund the five year capital plan (projects between \$5,000 and \$250,000).
2. The Stabilization Fund had a balance of \$ 1,970,107 as of February 28, 2007. You will recall that this account is used to fund items of an extraordinary nature and, by State law, can only be spent with a two-thirds Town Meeting vote. We believe that the Town should continue to maintain this reserve fund.

3. Projects in The Mid-Range Capital Plan, those of mid-range cost, between \$250,000 and \$2,000,000, will be proposed for funding, starting this year. The initial funding request is Article 12, the Road/Sidewalk/Bike Path Bond Issue, with the property tax component of the bond payment \$1.3 million. The annual impact on the tax rate is one cent, a cost to the average taxpayer of \$7/year, declining.

4. The Town's existing debt service will be \$42,971,015 as of July 1, 2007. The outstanding debt principal will be \$34,684,594 with the interest on that debt totaling \$8,286,421. In addition, the Town has \$3,891,000 in authorized, but unissued debt as of February 28, 2007. Of the several issues on this list, the larger items include \$1.1 million for the Wastewater Treatment Facility design, and \$1.3 million for a water supply well and pump house.

5. The total debt service included in the FY08 Budget is \$6,286,953 and represents 19% of the total Operating Budget. Chatham's debt has been significantly reduced in recent years as a result of careful financial management. Compared to eight years ago, our total debt has been reduced 44.5%, from \$77.5 million to \$43.0 million. Annual debt service has been reduced 8.7% from \$6.9 million to \$6.3 million.

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

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

Respectfully submitted,

Alice A. Clack, Chairman
Ira L. Seldin, Vice-Chairman
Roslyn B. Coleman

W. Blake Foster
Catherine Laurent
Daniel McPhee

Maria G. Melone
Coleman C. Yeaw

Resolution: Resolved that the Town vote to adopt the following rules of procedure for the Annual Town Meeting of May 14, 2007.

- A) The Moderator shall have the option of reading each Article in the Warrant verbatim or summarizing the subject matter therein in general terms, at his discretion.
- B) Upon an Article having been disposed of by vote, the Moderator shall entertain a motion to reconsider said Article or to accept a Resolution pertaining to said Article only during the same session during which said vote was acted upon.
- C) A motion to move the previous question shall require a two-thirds vote and may not be debated.
- D) The Moderator shall not accept a motion to move the previous question by any person discussing the Article until after an intervening speaker has discussed the Article.
- E) A non-voter may request the privilege of addressing the meeting on a motion made under any Article or Resolution offered, the request to be granted by the Moderator unless there is an objection by a voter. Upon objection, the Moderator shall poll the meeting by voice or count, at his discretion, and a majority vote in favor shall entitle said non-voter to address the meeting. However, the Moderator may grant the privilege of the floor to any non-resident Town Department Head without necessity of a vote.
- F) The Moderator shall not entertain the question of the presence of a quorum at any point at which a motion to move the previous question has already been voted.
- G) Speakers addressing the meeting shall be limited to five (5) minutes within which to present their remarks. The Moderator will not recognize anyone who has previously spoken on the Article until all persons wishing to address the meeting have had an opportunity to speak. The Moderator may exercise reasonable discretion in enforcement of this rule.

The foregoing rules are not intended to alter or change the traditional conduct of the Town Meetings in Chatham except as specifically stated above.

COMMONWEALTH OF MASSACHUSETTS

**TOWN OF CHATHAM
ANNUAL TOWN MEETING WARRANT
MONDAY, MAY 14, 2007
6:00 P.M.**

THE COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

GREETINGS:

To any of the Constables of the Town of Chatham in the County of Barnstable.

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to NOTIFY and WARN the INHABITANTS OF THE TOWN OF CHATHAM, qualified to vote in elections and Town affairs to meet in the gymnasium of the Chatham High School on Crowell Road in said Chatham on the 14th day of May at 6:00 o'clock in the evening, then and there to act on any business that may legally come before said meeting, and to meet again in the Depot Road School on Thursday, the 17th day of May, 2007 to elect the necessary Town Officers as contained in the Warrant.

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

Ballot Questions

Article 9 – Capital Exclusion Ballot Question - #1

Shall the Town of Chatham be allowed to assess an additional \$500,000 in real estate and personal property taxes for the purposes of funding the construction/reconstruction of a parking lot behind the Colonial Building for the fiscal year beginning July 1, 2007?

Article 11 – Debt Exclusion Ballot Question - #2

Shall the Town of Chatham be allowed to exempt from the provisions of Proposition Two and One Half, so called, the amounts required to pay for the bonds issued for the purpose of paying costs of construction, renovating and equipping, a new Police Department/Town Offices Annex on the site of the current Annex Facility, including the payment of all other costs incidental and related thereto?

Article 12 – Debt Exclusion Ballot Question - #3

Shall the Town of Chatham be allowed to exempt from the provisions of Proposition Two and One Half, so called, the amounts required to pay for the bonds issued for the purpose of paying costs for the design and construction/reconstruction of various projects involving roads, intersections, sidewalks and bike paths, including the payment of all other costs incidental and related thereto?

Article 14 – Debt Exclusion Ballot Question - #4

Shall the Town of Chatham be allowed to exempt from the provisions of Proposition Two and One Half, so called, the amounts required to pay for the bonds issued for the purpose of purchasing the Mobil Station at 678 and 686 Main Street, Chatham, including all costs incidental and related thereto?

Article 1 – Annual Town Election

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

- Two Selectmen for a three (3) year term
- Two School Committee members for a three (3) year term

Motion: None

Article 2 – Accept Annual Reports

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

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town Moderator and Board of Selectmen be authorized to appoint the necessary Town officers whose appointment is not otherwise provided for and that the Town hear and accept the reports of various Town officers and committees as they appear in the Town Report.

Speaker: William G. Litchfield, Moderator

Explanation: *The purpose of this Article is to enable a Town officer or committee member to address the Town Meeting, particularly if said officer or committee was not able or did not choose to submit a Town Report.*

Article 3 – Fix Salaries – Elected Officials

To fix the salaries of the elected Town Officers for the fiscal year beginning July 1, 2007, or take any other action in relation thereto.

<u>Officer</u>	<u>Appropriation FY07</u>	<u>Request FY08</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500

(Board of Selectmen)

Motion: By Deborah Connors, Vice Chairman, Board of Selectmen
I move that the Town vote to fix the salaries of the elected Town officers in accordance with the positions and amounts in this Article.

Speaker: William G. Hinchey, Town Manager

Explanation: *In accordance with Massachusetts General Law, Chapter 41, Section 108, salaries and compensation of elected Officers must be fixed annually by vote of the Town at an Annual Town Meeting. This Article fixes, but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 5 – Town Operating Budget.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 4 – Consolidated Revolving Funds

To see if the Town will vote pursuant to the authority granted under Massachusetts General Law Chapter 44, Section 53E1/2, to establish or reestablish the following Revolving Funds for the purpose of receiving revenues and making disbursements in connection with the following authorized Town activities, or take any other action in relation thereto.

A) **Airport Revolving Fund**

All monies received by the Airport Commission from the operation of the Chatham Municipal Airport shall be credited to this fund. The Airport Commission shall be authorized to expend from this fund, without further appropriation, to defray the expenses of the Chatham Municipal Airport operated by the Commission. No more than \$85,000 shall be expended from this fund during fiscal year 2008.

B) **Bassett House Revolving Fund**

All monies received by the Town from the operation of the lease of the Bassett House shall be credited to this fund. The Town Manager shall be authorized to expend from this fund, without further appropriation, to defray the maintenance expenses of the House operated by the Chamber of Commerce. No more than \$8,000 shall be expended from this fund during fiscal year 2008.

C) **Inspectional Services Revolving Fund**

10% of all monies received by the Town from the issuance of all inspection permits shall be credited to this fund. The Community Development Department, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation to defray the expenses of consulting services associated with the approval of inspectional permits. No more than \$40,000 shall be expended from this fund during fiscal year 2008, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen
I move that the Town authorize and approve the Airport Revolving Fund, Bassett House Revolving Fund and Inspectional Services Revolving Fund for the purposes and in the amounts listed in Article 4 of the Warrant.

Speaker: William G. Hinchey, Town Manager

Explanation: *The purpose of these revolving funds is to segregate the revenues generated by each of these operations and to restrict the use of those revenues to the purpose for which they are collected. As required by State statute, the following is an accounting of these funds for the last eighteen months:*

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
<u>Airport Revolving Fund</u>				
FY06	\$12,024.17	\$25,996.00	\$36,943.69	\$1,076.48
FY07	\$ 1,076.48	\$14,781.00	\$15,663.96	\$ 193.52
				(Thru 12/31/06)

<u>Bassett House Revolving Fund</u>				
FY06	\$6,746.87	\$2,750.00	\$2,157.57	\$7,339.30
FY07	7,339.30	\$1,500.00	\$ 836.40	\$8,002.90
				(Thru 12/31/06)

<u>Inspectional Services Revolving Fund</u>				
FY06	\$9,786.54	\$38,855.32	\$39,915.40	\$ 8,726.46
FY07	\$8,726.46	\$16,846.87	\$ 6,837.50	\$18,735.83
				(Thru 12/31/06)

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 5 – Town Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Town expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town's departments and offices, all for the fiscal year beginning July 1, 2007 and ending June 30, 2008 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Budget Overview

Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
Expenses				
Operating Budgets				
General Government	\$1,861,900	\$1,905,032	\$1,910,474	\$1,887,198
Public Safety	4,081,510	4,504,822	4,648,185	4,606,885
Community Development	652,944	754,727	808,833	787,833
Health & Environment	745,923	783,675	834,662	834,662
Public Works & Facilities	3,305,490	3,571,316	3,851,820	3,687,287
Community & Social Services	828,843	877,756	944,789	918,139
Education	6,950,697	7,008,553	8,789,256	8,789,256
Employee Benefits	4,002,557	4,441,649	3,215,964	3,215,964
Undistributed Ins. & Reserve Fund	394,555	399,623	348,560	348,560
Debt Service	4,255,034	4,866,778	5,118,384	5,118,384
Operating Budget Total	\$27,079,453	\$29,113,931	\$30,470,927	\$30,194,168

Motion:

By Ronald Bergstrom, Board of Selectmen

I move that the Town vote to appropriate the sum of \$30,194,168 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2007 for the purposes and amounts designated in the column titled "Proposed Budget FY 08" of Article 5 of the Warrant and to meet said appropriation, the Town raise \$28,890,059 through the tax rate and transfer \$220,000 from the Waterways Improvement Fund, \$333,375 from the Community Preservation Fund, \$727,734 from the Land Bank Fund, \$10,000 from the Wetlands Protection Fund, \$10,000 from the Cemetery Perpetual Care Fund, and \$3,000 from the Railroad Museum Fund.

Speaker:

William G. Hinchey, Town Manager

Explanation: *(Appendices A, B and C provide additional budget information and detail.)*

Inflationary costs associated with certain significant annual expenditures in our operating budget posed a very real challenge in our FY08 planning. Health insurance costs continued to climb, pension costs increased significantly and fuel and other utility costs skyrocketed. The Town's property tax funds approximately 70% of our total operating budget. By State law, a community can raise its property tax levy by no more than 2 ½% each year without an operating override. The allowed 2 ½% levy growth planned for FY08 will generate somewhat less than \$500,000 of new revenue growth next year. Since our local economy continues to prosper, new property being taxed for the first time, or "new growth", accounts for \$250,000 of additional available revenue to fund the upcoming year's operating budget. Each year, if the Town's proposed budget exceeds these two available funding sources, then either funding for other budget components such as our capital budget is diminished, or an override becomes necessary.

The FY08 budget was able to absorb the inflationary costs described in the previous paragraph (health, pension and utilities). The FY08 budget as proposed allows an increase in our School's budget, another budgetary sub-category which is particularly difficult to control since it consists primarily of salary and utility costs which grow with inflation. Therefore, the FY08 budget proposed intentionally limits new programs or positions. Increased service demands will be accommodated through reassignment of duties or reorganization of existing resources. Four new positions were added to the FY08 budget and funding for these additional costs were garnered by either existing or new funding sources or through budgetary efficiencies in our existing budget.

Each year the Board of Selectmen establishes its goals for the upcoming year. The Town thereafter assembles its resources in order to effectively and efficiently accomplish those goals. One major planning component used to address additional service needs is a five year staffing plan. In FY08 four new positions envisioned in the staffing plan were added to the operating budget. One position was added to the Police Department, one to the Conservation Division, one to the Information Technology Department and one to the Building and Grounds Department. In addition, part-time positions were added to the Recreation and Community Development Departments.

The Police Department position has been added to enhance community policing in the Town of Chatham and to fortify our shift coverage and to help lower the amount of overtime use. An Assistant Conservation Agent will be added to help address the increasing workload of permit applications, project oversight and to begin to assist in the planning for conservation land management. The Building and Grounds position will add an additional janitorial position in order to fully staff the new Community Center and the Information Technology Department will add a second staff member to its Channel 18 division. The part-time Recreation Department position will complete the staffing required for the Community Center and the Community Development part-time position will provide increased secretarial services for the HBDC.

The significant increase in the School Department's budget represents a shift in School costs from the Town's budget to the School's. Otherwise, the actual increase in the FY08 School budget is less than 4%. This cost shifting was necessitated by a new cost sharing formula which allocates new revenue growth to the Town and School budgets in accordance with respective budget size.

The FY08 operating budget will continue to allow the full breadth of municipal services to which we have become accustomed.

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

Article 6 – Water Department Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town Water Department for the fiscal year beginning July 1, 2007 and ending June 30, 2008 inclusive, or take any other action in relation thereto.

(Water and Sewer Commissioners)

				Proposed
				Water Budget
Description	06Actual	07Approp	08 Dept Req	FY 08
WATER FUND				
Water Costs				
Operating				
Salaries	119,634	146,869	147,992	147,992
Expenses	930,779	952,400	964,770	964,770
Sub-total Operating	1,050,413	1,099,269	1,112,762	1,112,762
Debt				
Principal	688,686	861,429	819,644	819,644
Interest - Long-term	312,471	330,832	298,925	298,925
Interest - Short-term	110,000	30,000	50,000	50,000
Subtotal Debt	1,111,157	1,222,261	1,168,569	1,168,569
Total Water Direct Costs	2,161,570	2,321,530	2,281,331	2,281,331
Overhead - Indirect Costs	134,839	139,806	149,037	149,037
Overhead - GF Loan Repayment	64,150	64,150	64,150	64,150
Overhead - Rate payback for Bett	169,133	157,101	151,025	151,025
Overhead - Deficit payback	44,204			
Subtotal Overhead	412,326	361,057	364,212	364,212
Water Operating Budget	2,573,896	2,682,587	2,645,543	2,645,543

Motion: By Sean Summers, Board of Selectmen
 I move that the Town vote to appropriate \$2,281,331 for direct costs, and further that an additional \$364,212 be transferred to the General Fund to be applied to overhead and indirect costs associated with the Water Department Operating Budget of the Town for the fiscal year beginning July 1, 2007, for the purposes and in the amounts designated in the column titles "Proposed Water Budget FY 08" of Article 6 of the Warrant and to meet said appropriation, the Town raise \$2,245,543, through water receipts and raise \$400,000 through the tax rate.

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

Explanation: *The FY 08 Water Department budget was directed towards continuing to improve the quality of water we provide to our customers, customer relations, and providing a high level of reliability to the water supplies and distribution system to ensure that the Town has safe drinking water and the required flows for fire fighting.*

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

- *Dissemination of information on the Department's water quality and services by preparing and mailing the "Chatham Water Department 2007 Water Quality Report" and the "Chatham Water News" to all water customers;*
- *Perform a valve exercising program with the spring water system disinfecting and flushing program;*
- *Maintain all public fire hydrants and perform fire flow tests;*
- *Optimizing the corrosion control system to ensure the water system continues to meet lead and copper regulations;*
- *Cleaning, painting, and keeping organized all well pumping stations;*
- *Update water main and service records;*
- *Maintain and replace water meters; and*
- *Optimize the accuracy of all existing and new accounts on the Town's centralized computer system;*

All the above will be performed by funding the Water Department's budget line items based on FY 2006 actual expenses and increases in the contract services for operating the water system based on the increase in the existing contracts with Earth Tech.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 7 – Cost of Living Adjustment (COLA)

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as are necessary to implement salary and wage adjustments in the Town's Personnel Policies-Classification and Compensation Schedule and to provide funding for other salary compensation not a part of the Classification Schedule including Police and Fire Union employees, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
 I move that the Town vote to raise and appropriate \$225,000 to implement salary and wage adjustments in the Town's Personnel Policies-Classification and Compensation Schedules, and other salary compensation not a part of the Classification Schedule, including Police and Fire Union employees.

Speaker: Jennifer Petit, Finance Director

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

The Consumer Price Index (CPI) for the Northeast rose an average of 3%. Cape municipalities are projecting a 3% cost of living adjustment for 2008. Fire Union contract salary adjustments are set for FY08 at 3%. Police salaries for FY08 are currently being negotiated. This article will fund cost of living pay raises for non-school employees at 3%.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 8 – Five Year Capital Authorization

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended for capital projects, equipment and expenses, or take any other action in relation thereto.

(Board of Selectmen)

Capital Budget Detail

Description	FY 07	FY 08	FY 08
	Actual	Request	Proposed
CAPITAL PROGRAM & BUDGET SUMMARY			
	CAPITAL		CAPITAL
	BUDGET		BUDGET
General Government	195,000	245,000	90,000
Public Safety	120,500	190,000	114,000
Community Development	0	25,000	0
Health & Environment	119,000	199,400	159,400
Public Works (without Water)	143,000	778,000	558,000
Equipment	257,000	750,000	666,000
Total Town Funded Capital Budget	834,500	2,187,400	1,587,400

Motion: By Deborah Connors, Vice Chairman, Board of Selectmen
I move that the Town vote to appropriate \$1,587,400 for the purpose of funding the FY 08 Capital Budget in the column titled "FY 08 Proposed" of Article 8 of the Warrant and to meet said appropriation, transfer \$1,495,035 from Free Cash, \$49,365 from Article 4 of the November 1998 Special Town Meeting, \$38,000 from the Waterways Improvement Account and \$5,000 from cemetery lot sales.

Speaker: William G. Hinchey, Town Manager

Explanation: *(Appendix F provides a full capital budget detail)*
This plan is prepared each year in order to propose maintenance, equipment and small project funding in the range of cost of \$5,000-\$250,000. This plan most directly supports our annual operating budget and is funded either by Free Cash or project turn-back funds. Spending for the Five Year Capital Plan is limited to available funds which, in turn, is determined by excess estimated receipts, such as hotel/motel tax or motor vehicle excise tax and unexpended funds from the previous year's operating budget. As our municipal budgeting has become tighter each year, turn-backs have declined. As our economy stabilized, estimated receipts have lessened as well. The result is a Free Cash level somewhat less than in previous years: approximately \$1.5M. The recurring Free Cash amount which should ideally be available for this recurring plan would be closer to \$2.0M. Therefore, estimated receipts used in previous years as a revenue source to fund operating growth will be stewarded for the next two budget years to be used to fund this plan alone. This action should allow estimated receipts to rebound to previous years' levels.

Approximately 50% of the Five Year Capital Plan is for recurring costs of maintenance operations, i.e., highway repaving, building maintenance, dredging and information technology. 42% of this capital authorization is earmarked for vehicle and equipment replacement. The remaining 7% of this authorization will be used for small new projects.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 9 – Main Street Municipal Parking Lot

To see if the Town will vote to raise and appropriate a sum of money for the purpose of paying costs of constructing/reconstructing and expanding the municipal parking lot behind the Colonial Building and for the payment of all costs incidental and related thereto, and to determine how to raise this appropriation and provided, however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2007.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen

I move that the sum of \$500,000 be and hereby is appropriated by taxation for the purpose of paying costs of constructing/reconstructing and expanding the municipal parking lot behind the Colonial Building and for the payment of all costs incidental and related thereto; provided, however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2007 in accordance with the provisions of Chapter 59, section 21C, Clause (i1/2) of the Massachusetts General Laws (Proposition Two and One Half), and that the Town Manager and the Selectmen are further authorized to apply for and accept grants or contributions that may be available toward the cost of said project from the Federal government, the Commonwealth of Massachusetts or otherwise.

Speaker: Dan Tobin, Director of Public Works

Explanation: *The issue of increased parking in the downtown area has been a goal of the Board of Selectmen for many years. Recently, the Town attempted to address the issue, in part, with a consolidated parking lot at the location of the old water department building in cooperation with adjacent businesses that would have resulted in an increase in parking spaces. This joint project would have also addressed issues of traffic flow, pedestrian safety, and stormwater management. Unfortunately, a joint agreement could not be reached. The Town is moving forward with a scaled down version involving Town property only, with no increase in spaces.*

In an effort to increase the number of downtown spaces, the Town has looked at other opportunities. The existing municipal lot off Main St., behind the Colonial Building, is nearing a time when complete reconstruction will be necessary due to pavement age. This lot is being impacted by construction activities related to the Stage Harbor Road reconstruction and the utility re-location project at St. Christopher's. Traffic flow through the lot will also be impacted by development on an adjacent parcel. In addition, the lot is a source of untreated stormwater runoff that enters Oyster Pond effecting water quality.

The Town has developed a plan that will address the issues noted above and increase the number of parking spaces. The existing municipal lot has 114 parking spaces; the proposed configuration will have 145, a net gain of 31. There will also be a net gain of 6 spaces on adjacent property, for an overall gain of 37 spaces. A new connection between the municipal lot and an adjacent parking area will be created to improve traffic flow. Flow in the municipal lot will be re-configured of necessity to accommodate development on an adjacent parcel, without a loss of spaces. Traffic islands will provide for increased green-space, improved traffic flow and pedestrian safety.

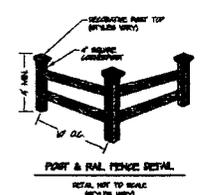
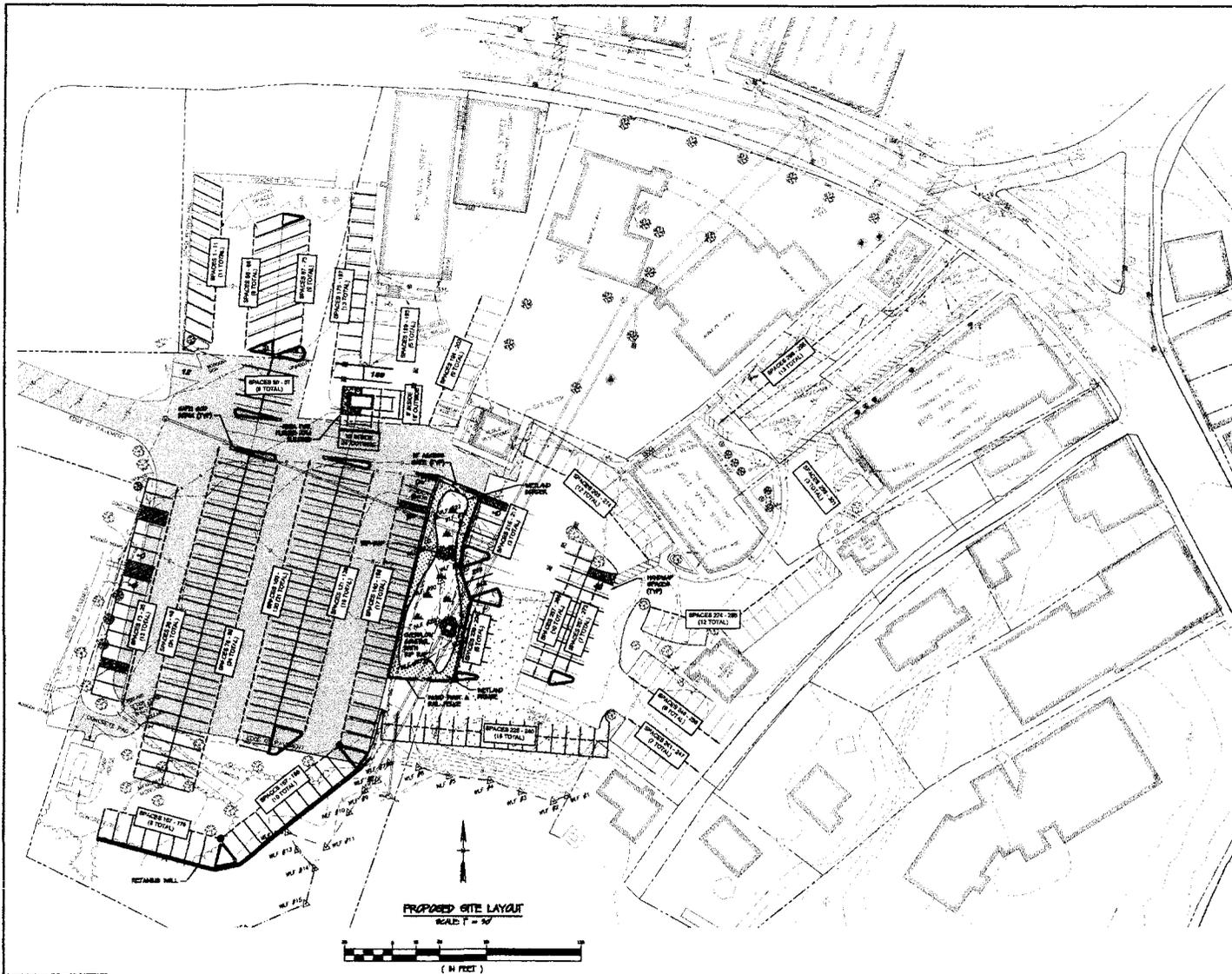
An existing depression that currently receives untreated stormwater runoff from the parking area will be altered into a constructed wetland that will provide for proper treatment of the stormwater runoff to minimize or eliminate adverse impacts to Oyster Pond. Treating stormwater runoff from the parking lot is part of the overall Oyster Pond Stormwater Management Plan. This constructed wetland will also provide attractive green-space to reduce the visual impact of the parking area.

The funding mechanism for this warrant article is threefold: a capital exclusion, a Coastal Pollution Remediation grant, and a contribution from a private party project abutter.

The total project cost is estimated to be \$700,000. \$80,000 - \$100,000 of this project cost is to be the responsibility of an abutting property owner. \$100,000 is to be applied for from a Coastal Pollution Remediation grant. The balance will be funded by a capital exclusion. This capital exclusion will be funded entirely by the over/under, or debt drop-off and, as a result will not increase our tax rate. This debt drop-off has been used in the past to fund the Town's stabilization fund. The goal funding level of the Town's stabilization fund of \$2M has been met.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0



EXISTING PARKING SUMMARY IN PROJECT AREA

	TOTAL	OTHER	GRAND TOTAL
TOTAL	14	14	28

CONCEPTUAL PARKING SUMMARY

	TOTAL	OTHER	GRAND TOTAL
TOTAL	14	14	28

- NOTES:**
1. HANDICAP SPACES WITH ANGLES TO CURB.
 2. CONCEPTUAL LAYOUT ONLY, NOT FOR CONSTRUCTION.
 3. ALL SPACES TOWN AND OTHER ARE 5'-0" WIDE.
- A LOCATION AND SIZE OF ATM BUILDING TAKEN FROM A PLAN ENTITLED "TOWNHALL PARKING LOT" BY ELDERBEE SUBSIDIARY, DATED AUGUST 25, 2004.

NOTES:
 Underground facilities, structures, and utilities have been plotted from available maps and records, and therefore their locations must be considered approximate only. There may be others, the existence of which is presently not known. Anyone using utility information and data provided herein shall "Call Dig-Scan" at 1-800-368-7333 (owner's toll free) prior to business days in advance to verify the location of utilities prior to start of construction.

3	REVISION					7				
	BY	DATE	BY							
2	REVISION					6				
	BY	DATE	BY							
1	NOT FOR CONSTRUCTION - CONCEPTUAL DESIGN					5				
	BY	DATE	BY							
	DATE	CHECKED	DESIGNED	APPROVED	DATE	4				
	PROJECT SUPERVISOR		DEPARTMENT SUPERVISOR							
	DATE	CHECKED	DESIGNED	APPROVED	DATE					

Stearns & Wheeler, LLC
 Environmental Engineers and Scientists
 HYANNIS, MA

TOWN OF CHATHAM			
MAIN STREET PARKING LOT IMPROVEMENTS			
FIGURE 2A - 10 SPACES			
CONCEPTUAL SITE LAYOUT			
JOB NO.	80080	CONTRACT	SHEET

Article 10 - NStar Property

To see if the Town will vote to appropriate and transfer from available funds, a sum of money to acquire by purchase for municipal purposes a parcel of land, .63 acres more or less, located at the corner of Main Street and Meetinghouse Road as presently shown on the Town of Chatham Assessors Map 4E-10-9 and further described at the Barnstable County Registry of Deeds in Deed Book 668 Page 587 and in Plan Book 77 Page 129.

(Board of Selectmen)

Motion: By Ronald Bergstrom, Board of Selectmen
I move that the Town vote to appropriate and transfer the sum of \$265,000 for the purpose of purchasing for municipal purposes a parcel of land, .63 acres more or less located at the corner of Main Street and Meetinghouse Road as presently shown on the Town of Chatham Assessors Map 4E-10-9 and further described at the Barnstable County Registry of Deeds in Deed Book 668 Page 587 and in Plan Book 77 Page 129 and to meet said appropriation transfer \$50,000 from the 2004 and \$115,000 from the 2005 Allowance for Abatement account and transfer \$100,000 from the stabilization account.

Speaker: Kevin McDonald, Director of Community Development

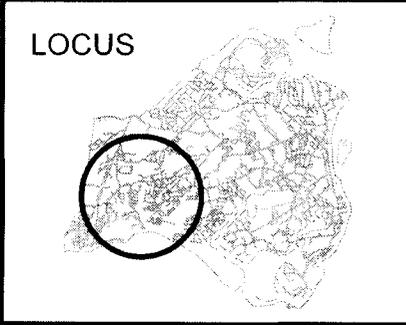
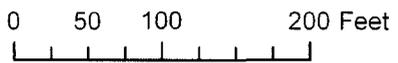
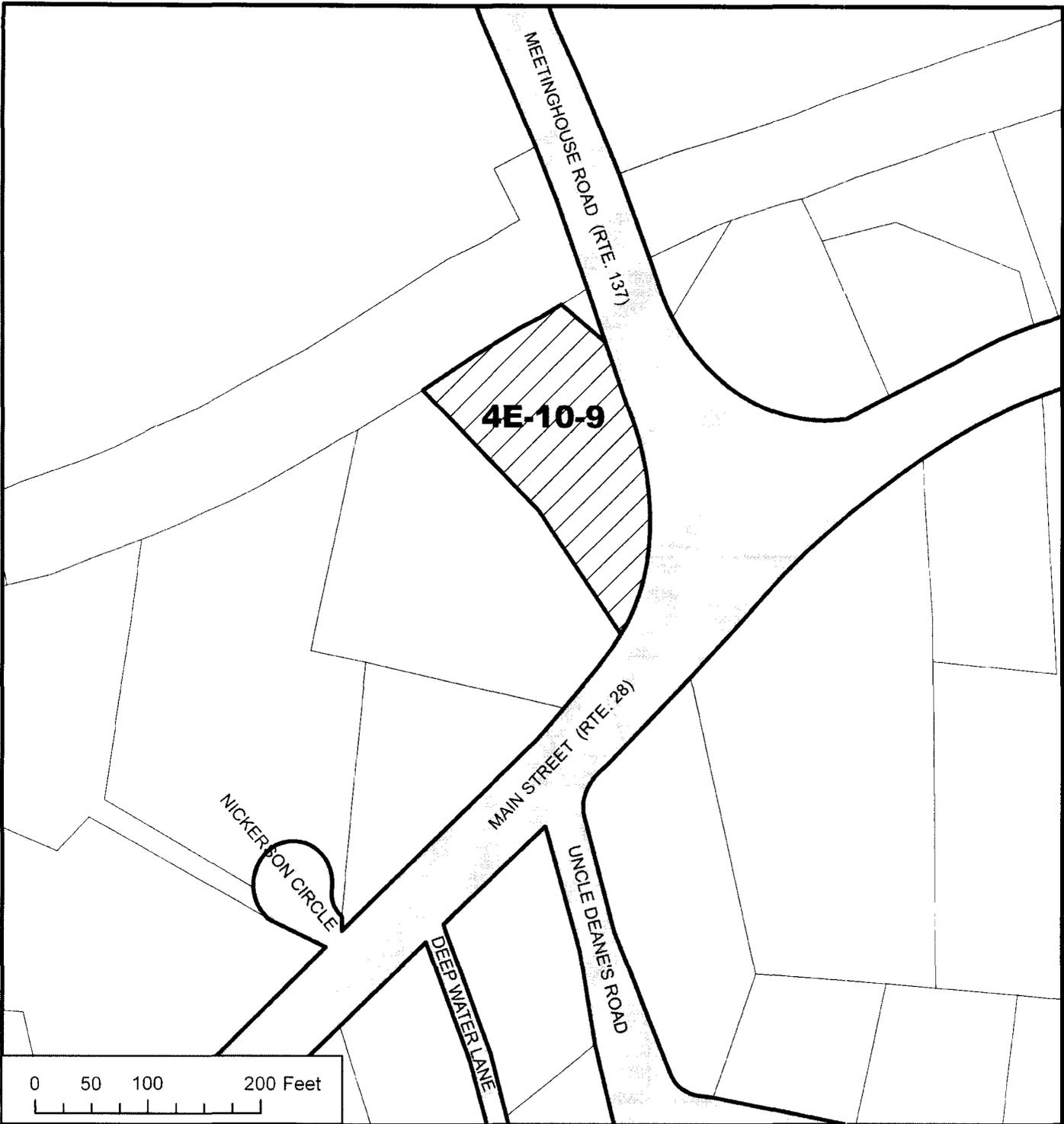
Explanation: *This Article seeks \$265,000 to purchase a parcel of land for which recently conducted response time studies indicate is a prime location for a fire department sub-station (detailed in Appendix G).*

The fire department provides a high quality fire and emergency medical service to the community. South Chatham has a lengthy response time in minutes from the present fire station located on Depot Road.

A sub-station at this location would improve response time to fire and emergency medical incidents in this area of Town.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 6-0-0



Proposed Land Purchase
NStar Property
± 0.63 Acres



Article 11 - Police Department/Town Offices Annex

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

(Board of Selectmen)

Motion: David R. Whitcomb, Chairman, Board of Selectmen

I move that the sum of \$15.5 million is hereby appropriated for the purpose of paying costs of constructing, renovating and equipping a new Police Department/Town Offices Annex on the site of the current Annex Facility including payment of all other costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3), or pursuant to any other enabling authority, and to issue bonds or notes of the Town, therefore; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitations imposed upon the total property taxes and may be levied with the Town by Chapter 59, Section 21C, of the Massachusetts General Laws (Proposition Two and One Half).

Speaker: William G. Hinchey, Town Manager

Explanation: *The Town has effectively moved forward with implementation of the Capital Facility Replacement Plan; the Fish Pier, Town Offices, and DPW projects have been completed and the Community Center is nearing completion. The next facilities to be addressed are the Police Department and Town Annex.*

The current police facility was constructed in 1962, with a small addition added in the mid 1970s. The existing facility falls well below any standard by which a modern police facility would be judged. The overall condition of the building is poor with serious issues related to officer and public safety, security, handicapped access, code-compliance, and operational efficiency. The cramped, sub-standard conditions at the facility mean that many areas involve multiple functions and inappropriate adjacencies.

The communications area is cramped, open to the front entrance and adjacent to prisoner booking/holding areas, all leading to distractions for those responsible for accurate, timely communication. Evidence and property storage areas lack

security and are located throughout the building making tracking difficult. The interview room doubles as the roll call room presenting serious conflicts and is severely limited in size. Locker facilities are deficient in size and totally lacking in basic services such as toilets, showers, sinks, etc. Mold contamination is problematic in many areas of the building due to water leaks. Officer work stations are inadequate, sharing functions such as weapons cleaning/maintenance without appropriate safeguards for health and safety.

Town Annex offices are located in buildings formerly Airport Lumber on George Ryder Rd. purchased in 1986, and a surplus portable classroom converted into meeting space. None of these facilities meet appropriate standards for office space and public meeting space. Utility costs are high due to the lack of insulation and numerous air leaks from their former uses. Building services have been cobbled together to meet the increased demands of technology based municipal functions.

Existing space has been maxed out and provides no room to accommodate future employees necessary to meet public service commitments. The meeting space is inadequate in size and the recycled nature of the building presents a poor layout for committee members and the public. Although an audio system is provided the layout hinders its effectiveness which is also hindered by noisy utilities. The only two restrooms, which have to serve both staff and the public, are separate from the meeting space and access is through the staff work area. These restrooms are seeing an increased public demand with the completion of the adjacent bike path.

To address current and future needs of the Police Department and the Town Annex a conceptual plan (Appendix H) has been developed for a consolidated Police Department – Annex facility on the George Ryder Road site. Consolidating these projects at the current Annex site provides space on Depot Road for future fire department expansion and cost savings from a combined facility. The proposed building and site plans have been developed to meet the space/storage needs of the departments involved, including room for future staff, address health, safety and security issues, provide appropriate public facilities (meeting space, restrooms), while providing a project that complements the adjacent residential neighborhood, airport, and bike trail.

The conceptual site and building designs addresses issues of enhanced buffering to neighbors, efficiently utilizes site topography, and incorporates Low Impact Design techniques to manage stormwater to lower costs and make the project more environmentally friendly.

The funding mechanism for this Warrant article is a 20 year bond issue. This project has been planned within the Capital Facility Replacement Plan. Despite the escalated cost of the project as proposed, it can be funded within the existing debt limit and will therefore not cause the tax rate to increase.

Board of Selectmen Recommendation: Approve 4-1-0

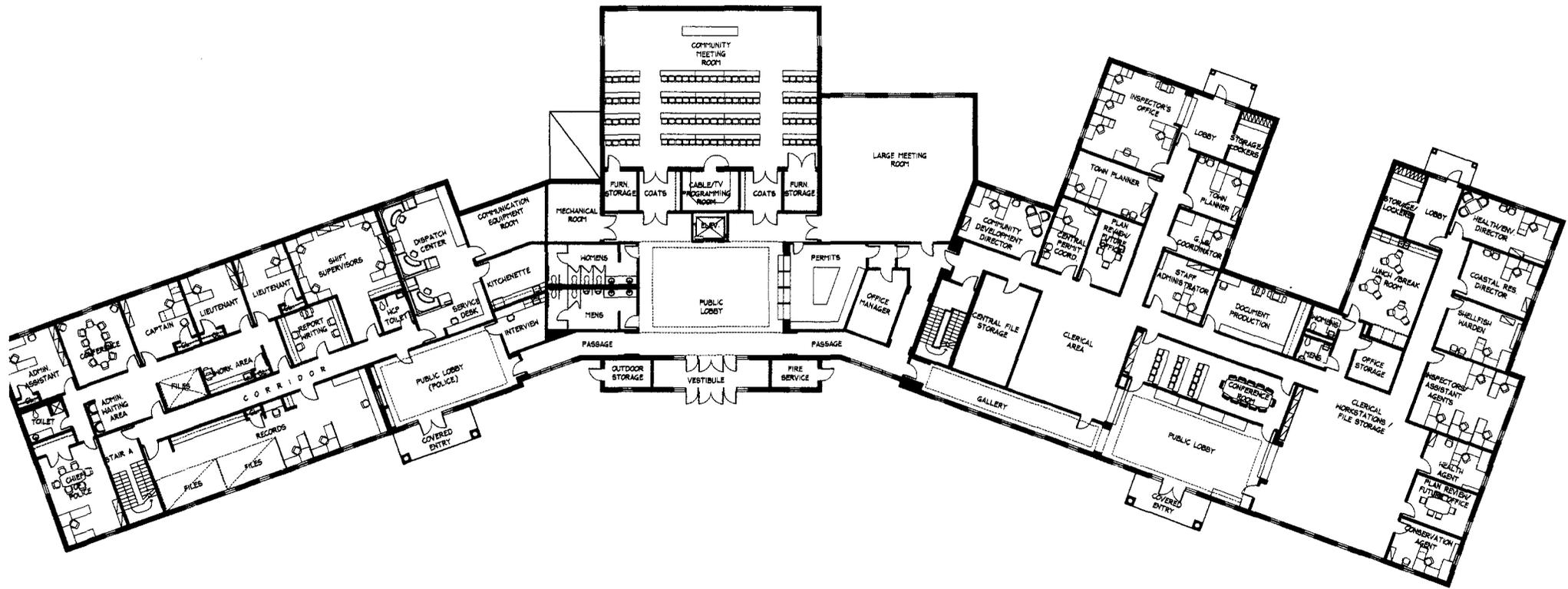
Finance Committee Recommendation: Approve 6-0-0

Article 11 - Police Department / Town Annex Offices



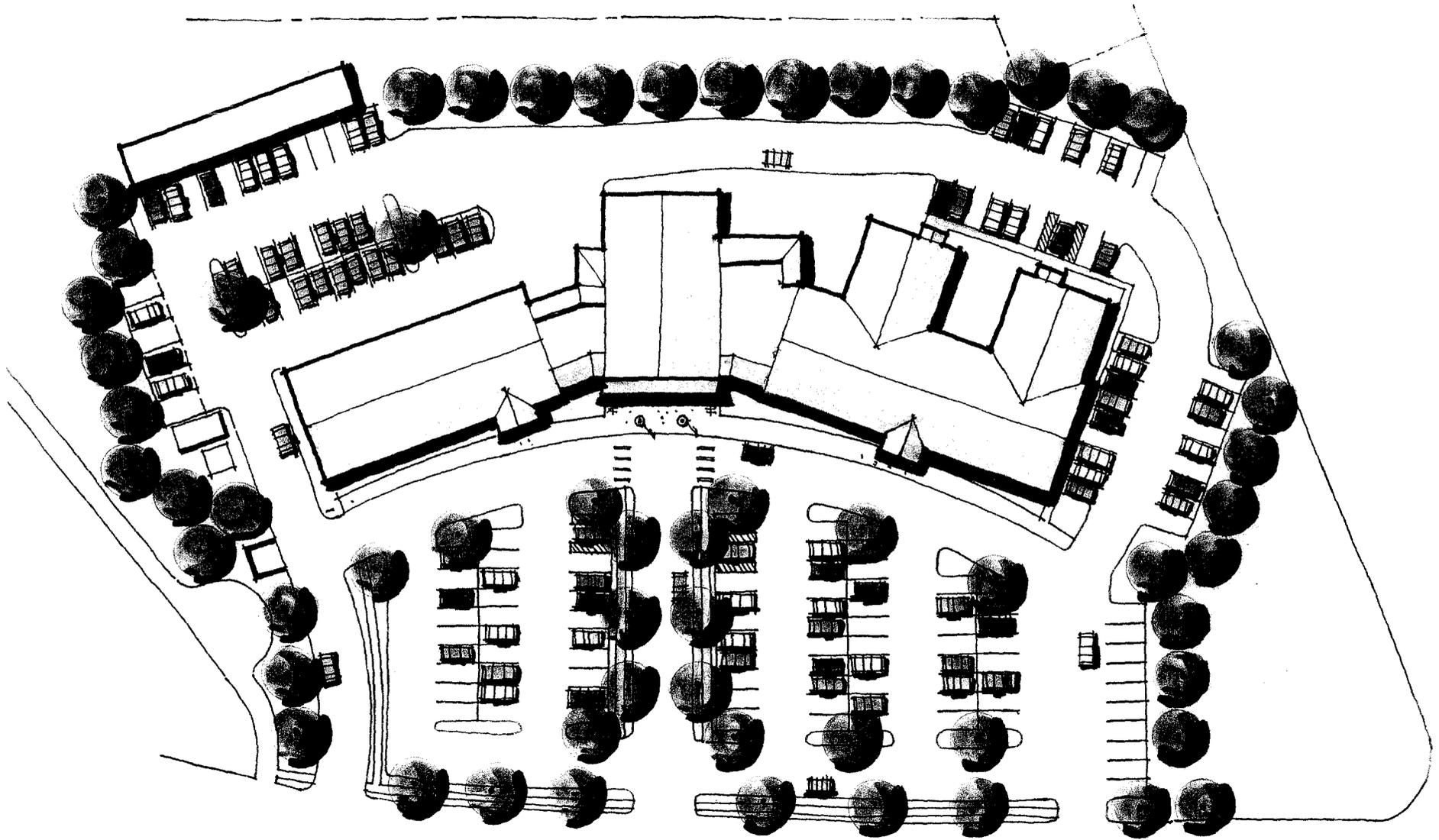
Proposed Building – Main Entrance

Article 11 - Police Department / Town Annex Offices



Proposed Main Floor Plan

Article 11 - Police Department / Town Annex Offices



Proposed Site Plan

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

January 30, 2007

Project Budget Worksheet

Hard Costs:		
Sitework and Construction	\$11,741,047	
(42,680 s.f. @ \$232.20/s.f. + sitework)		
Subtotal		\$ 11,741,047
Soft Costs:		
Furniture/Fixtures/Equipment (FF&E)	\$ 300,000	
A/E Fees (8%)	950,000	
Project Manager	350,000	
A-2/T-2 Site Survey	20,000	
Building Commissioning Services	30,000	
Geotechnical Engineering	15,000	
Special Inspections / Testing	30,000	
Telephone System	75,000	
Data Systems / Computer System Upgrade	250,000	
Audio Visual Systems	250,000	
Radio Communications/Dispatch Consoles	250,000	
Communications Antenna	80,000	
Building Equipment (fitness/maintenance)	25,000	
Relocation Costs / Moving Expenses	15,000	
Printing, Advertising, Bid Expenses	15,000	
Legal Fees / Bonding Costs	100,000	
Permit Fees	waived	
Subtotal		\$ 2,755,000
Project Contingency	\$ 1,000,000	\$ 1,000,000
Project Total		\$ 15,496,047

Construction costs are projected for spring 2008 construction start. Costs should be increased 5%/year to accommodate for cost escalation due to inflation.

Article 12 - Road/Sidewalk/Bike Path Bond

To see if the Town will vote to raise and appropriate a sum of money for the purpose of the design and construction/reconstruction of various projects involving roads, intersections, sidewalks and bike paths, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 7(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitations imposed upon the total property taxes that may be levied within the Town by Chapter 59 Section 21C of the General Laws (Proposition 2 ½); further that the Selectmen are authorized to apply for and accept grants that may be available from any sources on account of these programs, or take any other action in relation thereto.

(Board of Selectmen)

Motion: David R. Whitcomb, Chairman, Board of Selectmen

I move that the sum of \$1,450,000 is hereby appropriated for the purpose of paying costs for the design and construction/reconstruction of various projects involving roads, intersections, sidewalks and bike paths, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 7(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitations imposed upon the total property taxes that may be levied within the Town by Chapter 59 Section 21C of the General Laws (Proposition Two and One Half); further, that the Selectmen are authorized to apply and accept any grants that may be available from any sources on account of this program.

Speaker: Jeff Colby, Superintendent of Highways

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

The initial funding request for the Mid-Range Capital Plan will be a road/sidewalk/bike path bond issue. This bond authorization will allow the Town to improve drainage and resurface these roads sooner than would be possible

using the limited funds available in current Five Year Capital Plan allocations for drainage and road resurfacing. Specifically, the bond authorization will include funding for intersection improvements at Crowell Road and Queen Anne Road; Old Comers Road and Route 28; George Ryder Road and Route 28; and Barn Hill Road and Route 28. These intersections are some of the most dangerous in Town and all require extensive improvements to increase safety.

The bond authorization will also include new sidewalk and bike path improvements on Hardings Beach Road; Barn Hill Road; Old Queen Anne Road; Stage Harbor Road; Bridge Street; Queen Anne Road; and a bike trail spur to Volunteer Park. These locations are all highly used by pedestrians and bicyclists, and have no separate facility for those activities. Finally the bond authorization will also include drainage improvements and road resurfacing on Mill Creek Road, Training Field Road, Heritage Lane/Nob Hill Road; Crows Pond Road and Sea Pine Road; and Soundview Avenue and Pine Knoll Avenue.

The total proposed cost of the projects included in this bond issue is in excess of \$4M. However, the bulk of those costs will be offset from State Chapter 90 funding or paid directly by the State for Route 28 improvements. The property tax component of the bond issue will be approximately \$1.45M. The projects authorized in this bond issue are projected to take 5-7 years to be completed. The annual impact on the tax rate for this bond issue is one cent. A one cent increase on our tax rate is needed to pay for the principal and interest on bond repayment. The impact, therefore, on the average taxpayer is \$7/year, declining.

Board of Selectmen Recommendation: Approve 3-1-0

Finance Committee Recommendation: Approve 6-0-0

Article 13 - Land Bank Open Space Committee - Land Management

To see if the town will vote to raise and appropriate and/or transfer from the Land Bank Receipts Reserved for Appropriation Account a sum of money to be used to finance land management projects on properties purchased with Land Bank funds, or take any other action in relation thereto.

(Land Bank Open Space Committee)

Motion: By Emilie Kimball, Land Bank Open Space Committee
I move that the Town vote to appropriate and transfer from the Land Bank Receipts Reserved for Appropriation Account the sum of \$25,000 to be used to finance land management projects on properties purchased with Land Bank funds.

Speaker: Emilie Kimball, Land Bank Open Space Committee

Explanation: *The requested funds will be used by the Land Bank Open Space Committee and the Town for management projects on properties that have been purchased with Land Bank funds. The baseline projects include land surveys, installation of property bounds, creation of site plans, planning & engineering efforts for public access where applicable, monitoring, etc. The Land Bank Act allows for 3*

percent of Land Bank funds to be used for maintenance and improvements of acquired parcels.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 14 – Land Bank Open Space Committee - Main Street

To see if the Town will vote to appropriate and transfer a sum of money from the Land Bank Receipts Reserved for Appropriation Account and appropriate a sum of money to acquire by purchase for open space and recreation purposes for the general public as set out in Section 3 of Chapter 293 of the Acts of 1998 and general municipal purposes, two parcels of land off Main Street in Chatham, Massachusetts as identified by Assessors' Map 14E-49-28 and 14E-48-28A, as more fully described in deeds recorded with the Barnstable Registry of Deeds in Book 7727, Page 113 and Book 7727, Page 115 totaling approximately 0.98 acres, more or less, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed, and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL Chapter 184, Sections 31-33 for the front portion of this purchase, and to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3) of the General Laws or pursuant to any other enabling authority to meet this appropriation, and to issue bonds or notes of the Town therefore; provided, however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitation imposed upon the total property taxes that may be levied within the Town by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition Two and One Half), or to take any other action in relation thereto.

(Board of Selectmen)

Motion: By Sean Summers, Board of Selectmen

I move that the Town vote to appropriate and transfer the sum of \$750,000 from the Land Bank Receipts Reserved for Appropriation Account and appropriate an additional \$1,150,000 to purchase the land described in this Article with the front portion of this purchase for the purposes of open space and recreation consistent with the provisions of MGL Ch 40, s.8C and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts and the rear portion of this purchase for general municipal purposes, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed, to authorize the Board of Selectmen to assume the care, custody, control and management of the property, and to further authorize the Conservation Commission and the Board Selectmen to grant a perpetual conservation restriction for the front portion of this purchase to be held by the Chatham Conservation Foundation, and to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is hereby authorized to borrow \$1,150,000 under and pursuant to Chapter 44 Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing

authorized by this vote from the limitations imposed upon the total property taxes that may levied within the Town by Chapter 59, Section 21C of the General Laws (Proposition Two and One Half).

Speaker: William G. Hinchey, Town Manager

Explanation: *This Article proposes to purchase two parcels of land currently associated with the Chatham Mobil Station (678 and 686 Main Street), totaling 0.98 acre more or less. This purchase will enable the Town to establish a strong green gateway at the rotary into the downtown area through “un-development”. The general concept is for the Town to purchase the two parcels, with the front portion being transformed into a park and the remainder of the land reserved for general municipal purposes.*

Following this purchase the two existing parcels would be reconfigured.. The front portion of the purchase, a minimum of 10,000 square feet intended as the park, will have frontage along Main Street and Old Harbor Road. In accordance with the requirements of the Land Bank Act, a conservation restriction would be placed on this front portion which would be held by the Chatham Conservation Foundation. The rear portion of this purchase would be reserved for general municipal purposes.

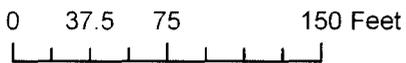
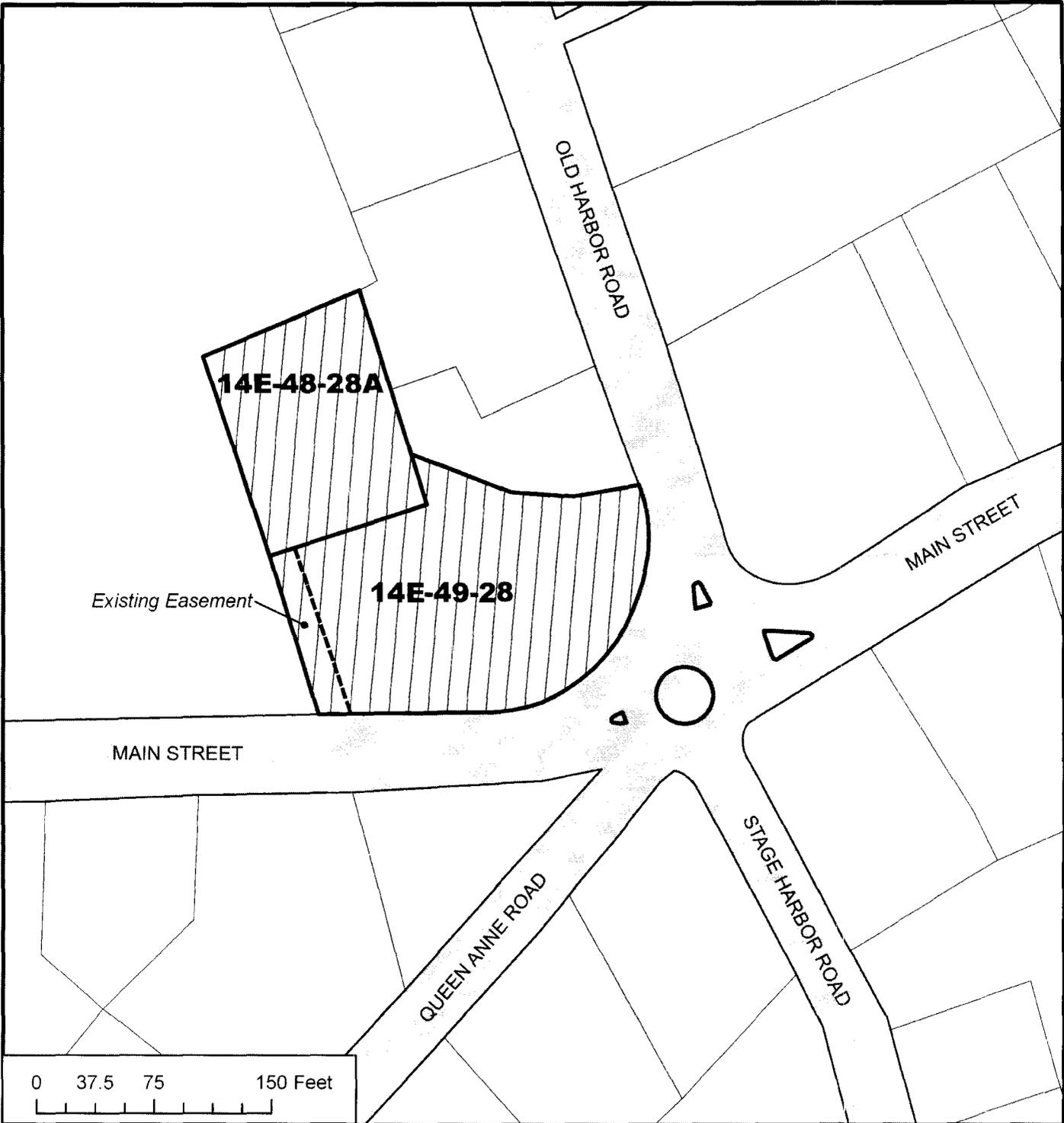
Land Bank funds would be used to purchase the front portion, and Town funds for the rear portion. The total purchase cost for this proposed acquisition is \$1,900,000, with \$750,000 coming from the Land Bank and the remaining \$1,150,000 coming from Town funds raised in this Article.

Prior to the Town taking possession of the two parcels, all the vestiges of the site’s current use as a service station would be removed by the current owner, providing the opportunity to create a park setting, similar to Nickerson Park across the rotary, fronting on Main Street. As part of the purchase agreement, the owner would be responsible with providing the Town with two vacant and environmentally “clean” parcels. Since the proposed timeline for the removal of the structures is one year before the Town would take possession of this property, the intervening period would be used to finalize a design concept, with public input, for the park portion of the project. Improvements to the property are estimated to be around \$150,000.

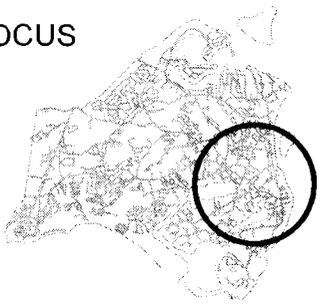
The Board of Selectmen and the Land Bank and Open Space Committee feel the “un-development” of this strategic location at the Chatham rotary with its adjacency to the new Community Center will provide village character and preservation benefits for future generations. This purchase strongly supports Land Use, Open Space and Recreation, and Community Character goals of the Comprehensive Plan.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 5-1-0



LOCUS



Proposed Land Purchase
Chatham Rotary/Main Street
± 0.98 Acres



Article 15 - Land Bank Open Space Committee - Mill Hill Road, South Chatham

To see if the Town will vote to raise and appropriate and/or transfer a sum of money from the Land Bank Receipts Reserved for Appropriation Account to acquire by purchase for the purposes of open space, conservation land, wildlife habitat protection, drinking water supplies, watershed protection and recreation for the general public, consistent with Section 3 of Chapter 293 of the Acts of 1998 and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, parcels of land off Mill Hill Road in South Chatham, Massachusetts as identified by Assessors Maps 3H-1A-B, 3H-1-N4 and 3G-7-M5 and as described in a deed recorded at the Barnstable Registry of Deeds in Book 15351, Page 128 and as shown as being Lot 5 on a plan recorded at the Barnstable Registry in Plan Book 561, Page 33 and as shown as being Parcel B on a plan recorded at the Barnstable County Registry of Deeds in Plan Book 553, Page 62 together containing approximately 30.21 acres, more or less, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed, and to meet additional costs of this acquisition, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow an additional sum of money under MGL Chapter 44, Section 7(3) or any other enabling authority, and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL Chapter 184, Sections 31-33, or take any other action in relation thereto.

(Land Bank Open Space Committee)

Motion: By Jack Farrell, Land Bank Open Space Committee

I move that in order to acquire the property described below, the Town vote to appropriate and transfer the sum of \$600,000 from the Land Bank Receipts Reserved for Appropriation Account to acquire by purchase for the purposes of open space, conservation land, wildlife habitat protection, drinking water supplies, watershed protection and recreation for the general public, consistent with Section 3 of Chapter 293 of the Acts of 1998 and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, parcels of land off Mill Hill Road in South Chatham, Massachusetts as identified by Assessors Maps 3H-1A-B, 3H-1-N4 and 3G-7-M5 and as described in a deed recorded at the Barnstable Registry of Deeds in Book 15351, Page 128 and as shown as being Lot 5 on a plan recorded at the Barnstable Registry in Plan Book 561, Page 33 and as shown as being Parcel B on a plan recorded at the Barnstable County Registry of Deeds in Plan Book 553, Page 62 together containing approximately 30.21 acres, more or less, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed, and to meet the additional costs of this acquisition, that the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow an additional sum of \$1,625,000 under MGL Chapter 44, Section 7(3) or any other enabling authority, and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL Chapter 184, Sections 31-33, or take any other action in relation thereto.

Speaker: Jack Farrell, Land Bank Open Space Committee

Explanation: *The property consists of approximately 30.21 acres of both upland and wetland, including a freshwater pond. The purpose of this purchase is to preserve for conservation purposes a strategic parcel of land located contiguous to town-owned forest and well fields and, therefore, within the Water Resource Protection District.*

The property has been used historically as the site of an excavation company and an unlicensed "stump dump". The stump dump encompasses approximately nine (9) acres and has been in operation for forty to fifty years accepting and burying wood waste material from local landscapers and property owners. After the completion of a lengthy application process with the Massachusetts Department of Environmental Protection ("DEP"), the present commercial tenant, T.W. Nickerson, Inc., has been issued a Final Permit to construct a Wood Waste Reclamation Facility (WWRF), thereby legalizing the existence of the stump dump. An additional permit from DEP to operate the WWRF will follow shortly.

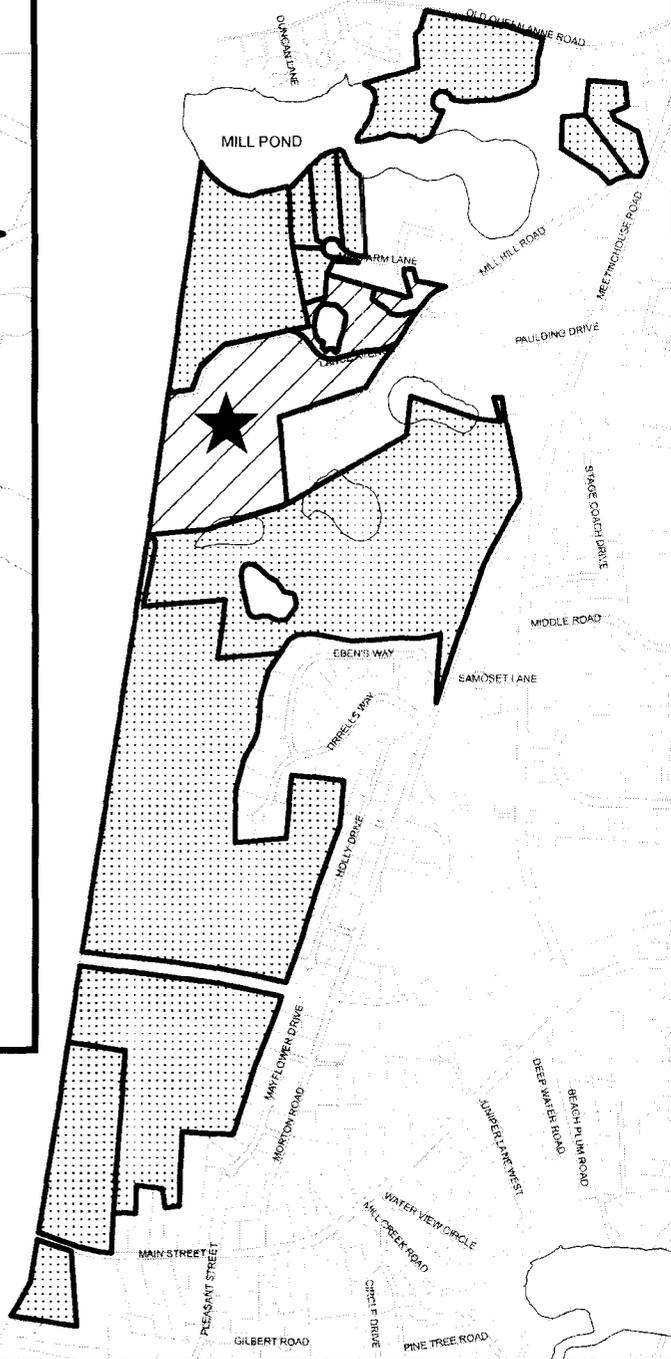
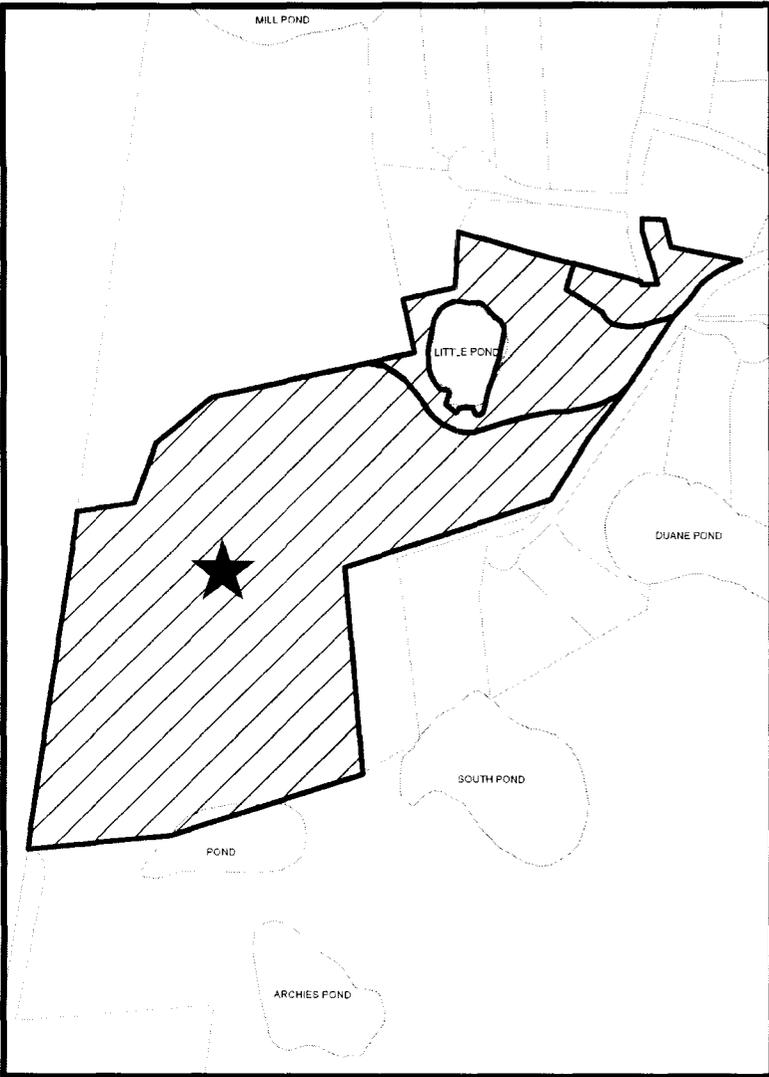
Under the terms of the existing lease, the tenant has initiated the cleanup of the stump dump. An extension of the lease through 2029 has been agreed upon to provide for the complete cleanup of the stump dump. At the termination of this lease, the tenant will remove all structures, contour and plant the site as open space.

Additionally, a small area of the property which contains horse barns is subject to leases through June 1, 2008. At the termination of these leases, the owner will remove all structures and this area will return to open space.

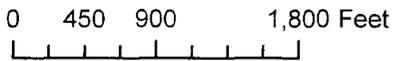
The purchase of this property is consistent with the goals of the Town's Comprehensive Long Range Plan to create and preserve open space.

Board of Selectmen Recommendation: Approve 4-1-0

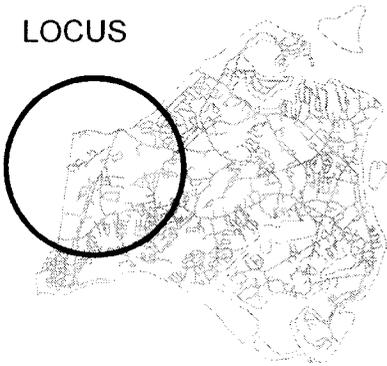
Finance Committee Recommendation: Approve 6-0-0



-  Town Conservation Lands
-  Proposed Land Bank Purchase



LOCUS



Proposed Land Bank Purchase Mill Hill Road Property 30+ Acres



Article 16 – Enterprise Fund

To see if the Town will accept the provisions of Chapter 44, Section 53 F½ of the Massachusetts General Laws, establishing the Wood Waste Reclamation Facility as an enterprise fund effective on the date of the Town’s purchase of the Mill Hill Road property, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Deborah Connors, Vice Chairman, Board of Selectmen
I move that the Town vote to accept the provisions of Chapter 44, Section 53 F½ of the Massachusetts General Laws, establishing the Wood Waste Reclamation Facility as an enterprise fund effective on the date of the Town’s purchase of the Mill Hill Road property.

Speaker: Jennifer Petit, Finance Director

Explanation: *An Enterprise Fund establishes a separate accounting and financial reporting mechanism to support a specific business activity. The Wood Waste Reclamation Facility located on the Mill Hill Road property qualifies as an activity separate from the Town’s operations.*

The Town will hold the permits issued by the Department of Environmental Protection to construct and operate the Wood Waste Reclamation Facility. As the permit holder, it is the Town’s responsibility to ensure that the operation and closure of the Facility is in compliance with said permits. The permits require that the holder create a Financial Assurance Mechanism to ensure compliance. The Enterprise Fund will satisfy the requirement for the Financial Assurance Mechanism.

The lease revenue received by the Town from the tenant/operator of the Facility will be placed in the Enterprise Fund and used to support groundwater monitoring and other costs associated with the operation and closure of the facility.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 6-0-0

Article 17 - Land Bank Open Space Committee - Stephen Drive Property, West Chatham

To see if the Town will vote to raise and appropriate and/or transfer from the Land Bank Receipts Reserved for Appropriation Account a sum of money to acquire by purchase for conservation and open space purposes as set out in Section 3 of Chapter 293 of the Acts of 1998, a parcel of land off Stephen Drive in West Chatham, Massachusetts as identified by Assessors Map 7D-62A-C and as described in a deed recorded at the Barnstable Registry of Deeds in Book 12946, Page 313, and as shown on a plan recorded at the Barnstable Registry in Plan Book 301, Page 16, containing 9.1 acres, more or less, and to authorize the Selectmen to take all necessary

measures to acquire said property, including the acceptance of a deed, and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL Chapter 184, Sections 31-33 at the time of closing that is to be held by the Chatham Conservation Foundation, Inc., and to place the land under the care, custody and control of the Conservation Commission pursuant to MGL Ch 40, s. 8C., or take any other action in relation thereto.

(Land Bank Open Space Committee)

Motion: By Victor DiCristina, Chairman, Land Bank Open Space Committee
I move that the Town vote to appropriate and transfer from the Land Bank Receipts Reserved for Appropriation Account the sum of \$194,667 to purchase the land described in this Article for the purposes of open space, conservation land, habitat protection, and passive recreation, consistent with the provisions of MGL Ch 40, s.8C and Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed, to authorize the Conservation Commission to assume the care, custody, control and management of the property, and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction to be held by the Chatham Conservation Foundation, Inc., or take any other action in relation thereto.

Speaker: Victor DiCristina, Land Bank Open Space Committee

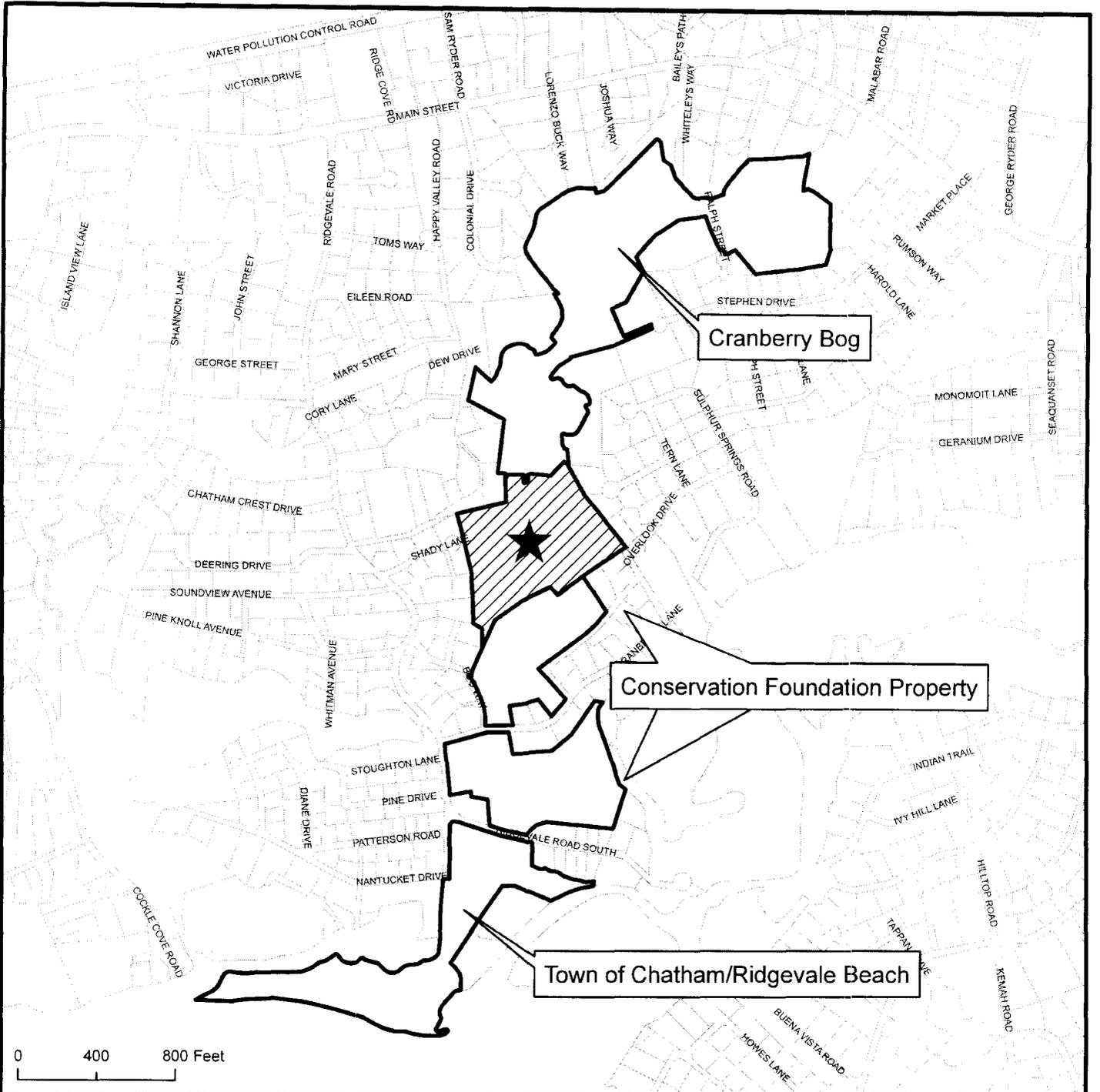
Explanation: *The property consists of approximately 9.1 acres of both upland and wetland, including two small freshwater ponds. The purpose of this purchase is to preserve for conservation purposes a strategic parcel of land, contiguous to existing conservation land owned by the Chatham Conservation Foundation and an active cranberry bog, providing an open space corridor to a sensitive saltwater embayment. The purchase will protect wildlife habitat and a freshwater pond.*

The purchase of this land is another collaborative effort between the Town and the Chatham Conservation Foundation, Inc. The approval of this Article will appropriate Land Bank funds in the amount of \$194,667 towards the purchase of this land. The Chatham Conservation Foundation, Inc. contributed the amount of \$97,333 for a total acquisition cost of \$292,000. The Town will own the entire parcel and the Foundation will hold the conservation restriction.

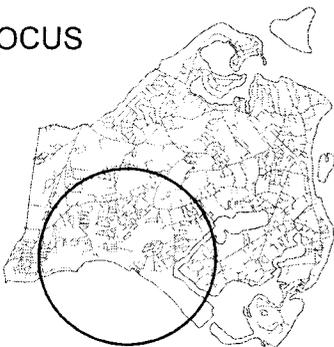
The purchase of this property is consistent with the goals of the Town's Comprehensive Long Range Plan to preserve open space.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 6-0-0



LOCUS



**Proposed Land Bank Purchase
Stephen Drive, West Chatham**

± 9.10 Acres



Article 18 - Marconi Site Building Preservation

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund the restoration and preservation of the four (4) brick buildings located on the former Marconi-RCA site in North Chatham to include the Hotel building (831 Orleans Road), the Operations Building (847 Orleans Road) and the two brick residential buildings (589 Old Comers Road and 595 Old Comers Road) and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Frank Messina, Community Preservation Committee
I move that the Town vote to appropriate and/or transfer the sum of \$300,000 from the FY08 Community Preservation Fund revenues and \$570,000 from the Community Preservation Fund Balance in order to fund the restoration and preservation of four (4) brick buildings located on the former Marconi-RCA site in North Chatham to include the Hotel building (831 Orleans Road), the Operations Building (847 Orleans Road) and two brick residential buildings (589 Old Comers Road and 595 Old Comers Road) and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act.

Speaker: Frank Messina, Community Preservation Committee

Explanation: *The Marconi-RCA Wireless Receiving Station is listed on the National Register of Historic Places. The brick buildings located on the site are recognized as contributing structures to the historical significance of the site. The buildings are historically important to both the local and national public given their significance to the development and then practical implementation of worldwide wireless communication. The Town has diligently pursued appropriate building reuse scenarios for this facility which has recently culminated in the preliminary designation of responsible tenants. The funds being sought by this application would enable the exterior facades of these buildings to be restored to an appropriate level of historical consistency. The prospective tenants would then continue with full restoration of the interior space of these structures once their funding was in place and negotiated leases were approved by the Town.*

This article would enable the Town to do the necessary exterior restorations of the four (4) brick buildings in order to historically preserve these important Town assets. This work would only go so far as to preserve the exteriors of the buildings and provide necessary utilities and site improvements for future building reuse. This use of CPA funds in this manner for historic preservation represents responsible stewardship of these important public buildings for the Chatham community.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 5-0-1

Article 19 – Tennis Courts

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to reconstruct the Tennis Courts located at the Chatham Middle/High School and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Joyce Reynolds, Community Preservation Committee
I move that the Town vote to appropriate and/or transfer the sum of \$150,000 from FY08 Community Preservation revenues in order to reconstruct the Tennis Courts located at the Chatham Middle/High School and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act.

Speaker: Joyce Reynolds, Community Preservation Committee

Explanation: *This article seeks to fund the reconstruction of the tennis courts which are located on the grounds of the Chatham Middle/High School. These courts are owned by the Chatham Public Schools but are an existing valuable recreational resource used actively by Chatham residents and are very heavily used by Chatham's seasonal residents and visitors in the summer.*

The reconstruction is necessary due to problems with the tennis courts manifested by a serious upheaval of the playing surfaces due to tree root growth and an alarming number of sizeable fissures in the playing surfaces. These conditions have rendered play extremely dangerous necessitating the permanent closure of three of the courts.

Community Preservation Act funding will enable the school district to undertake a reconstruction plan that will involve taking sufficient steps to mitigate root growth under the courts; removal of the existing fence; excavation of the existing surface; installing a new base for the courts; resurfacing and painting of the new courts; and installing a new fence.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Voted 3-3-0

Article 20 - Conservation Land Management

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to contract with a professional land surveyor in order to conduct property line surveys of certain Town-owned conservation lands and set property bounds, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Corinne Johnson, Community Preservation Committee
I move that the Town vote to appropriate and/or transfer the sum of \$25,000 from FY08 Community Preservation Fund revenues to contract with a professional land surveyor in order to conduct property line surveys of certain Town-owned conservation lands and set property bounds.

Speaker: Corinne Johnson, Community Preservation Committee

Explanation: *This article seeks funds to employ a professional land surveyor to conduct property line surveys of selected Town-owned conservation lands, set property bounds and provide site plans. The project will assist the Town in its protection and preservation of such lands and in developing management plans for them. Town open space and conservation lands are under increasing pressure from surrounding land use and development and the increased demand for passive recreation opportunities on such land by the public. Delineation of the property lines will reveal possible encroachment by abutting property owners, illegal dumping and other abuse. Such information will assist in more effective protection, more informed management by the Town and the Conservation Commission and development of plans for public access improvements on appropriate parcels.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 21 - Railroad Museum

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to undertake historic preservation repairs to the Railroad Museum and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Lin Pease, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$115,000 from FY08 Community Preservation Fund revenues in order to undertake historic preservation repairs to the Railroad Museum and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act.

Speaker: Lin Pease, Community Preservation Committee

Explanation: *This article would enable the Town to make needed historic preservation repairs to the Chatham Railroad Museum. Significant repairs are necessary to maintain a weather-tight building. The building is listed on the National Register of Historic Places and the repairs need to be completed in a manner consistent with the Secretary of the Interior's Standards of Rehabilitation to maintain the structure's architectural and historical integrity.*

Proposed repairs include replacing all windows, repairs to roofing, siding and ornamental architectural elements. This rehabilitation will extend the life cycle of the museum and will preserve its historical character into the future.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 22 - Conservation Land Management Public Access

To see if the Town will vote to appropriate and transfer from available funds a sum of money it determines necessary in order to design, permit and implement public access projects on two Town-owned properties, these properties being on Valley Farm Drive and on Cedar Street, or take any other action in relation thereto.

Motion: By Corinne Johnson, Community Preservation Committee
I move that the Town vote to appropriate and transfer the sum of \$26,500 from the FY08 Community Preservation Fund revenues in order to design, permit and implement public access projects on two Town-owned properties, these properties being on Valley Farm Drive and on Cedar Street.

Speaker: Corinne Johnson, Community Preservation Committee

Explanation: *This article seeks funds to engage an engineer and/or land surveyor to design and permit public access projects and cover related construction costs on two Town-owned conservation parcels purchased in part with Community Preservation Act resources. At the Cedar Street property, there will be a land access path to the property and signage will be installed. At the Valley Farm Drive property public access will be improved by providing a parking area and walking trails. Fencing and signage will be installed as appropriate. Passage of this article will mean a substantial increase in available opportunities in Chatham for access to natural areas and for the observation and enjoyment of native plant and wildlife.*

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 5-1-0

Article 23 - Chatham Homebuyer Assistance

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to continue the Chatham Homebuyer Assistance Program, and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Joanne Taylor, Community Preservation Committee
I move that the Town vote to raise and appropriate and/or transfer the sum of \$125,000 from FY08 Community Preservation revenues in order to continue the Chatham Homebuyer Assistance Program and the Town will execute all required restrictions with appropriate organizations as mandated by the Community Preservation Act.

Speaker: Joanne Taylor, Community Preservation Committee

Explanation: *This funding would continue the successful program begun in FY'07 which would assist a minimum of two households to purchase a home in Chatham. The applicant must be a first time home buyer, never having owned real estate anywhere.*

Applicants will locate their own housing units in Chatham. As this program gives the homebuyer discretion to locate a unit based on personal preferences, the program meets the Long Rang Plan's goal of striving toward "scattered site" affordable housing. The properties will be deed restricted and, thus, remain affordable in perpetuity.

The applicants must be income eligible, meet the assets test and must have funds for closing and some portion of the down payment. Up to \$60,000 will be available for each affordable house. In addition, \$5,000 would be available to the Chatham Housing Authority for administration of the program.

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 5-1-0

Article 24 - Administrative Costs

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary for the purpose of funding administrative costs associated with the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Florence Seldin, Chairman, Community Preservation Committee
I move that the Town vote to raise and appropriate and/or transfer the sum of \$13,000 from FY08 Community Preservation Fund revenues in order to fund administrative costs associated with the Community Preservation Act.

Speaker: Florence Seldin, Chairman, Community Preservation Committee

***Explanation:** The Community Preservation Act allows Town Meeting to appropriate up to 5% of estimated revenues for miscellaneous administrative and operating expenses for the Committee. This year \$13,000 will be available for administrative support, office expenses, appraisal, and consulting services as the need arises.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 25 - Community Preservation Fund Reserve

To see if the Town will vote to reserve for later appropriation a sum of money it determines necessary for open space, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Florence Seldin, Chairman, Community Preservation Committee
I move that the Town vote to reserve \$68,500 from FY 2008 Community Preservation Fund revenues for Open Space.

Speaker: Florence Seldin, Chairman, Community Preservation Committee

***Explanation:** The Community Preservation Act requires that 30% of estimated future revenues be appropriated or set aside (reserved for later appropriation) for the following three categories (10% each): Open Space, Historic Resources, and Community Housing. The \$68,500 is to be reserved in order to meet the 10% requirement for open space.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 26 – Road Takings – Northgate Road, Uphill Circle, Lovers Lake Circle

To see if the Town will vote to accept Northgate Road, Uphill Circle, and Lovers Lake Circle as Town ways laid out by the Board of Selectmen accordingly to plans and descriptions now on file in the Town Clerk's office, and to authorize the Board of Selectmen to take, by eminent domain, all necessary interests in real estate as shown on said plans, with no land damages to be paid by the Town and to appropriate \$560,000 for the purpose of bringing the streets up to established Town standards, and to meet said appropriation, the Treasurer with the approval of the Board of Selectmen, be authorized to borrow said sum under and pursuant to Chapter 44, Section 7 of the Massachusetts General Laws. One hundred percent (100%) of the costs of construction and related expenditures authorized hereby, and the costs of amortization of any debt instruments issued pursuant to this article, will be defrayed through betterment assessments made by the Board of Selectmen in accordance with Chapters 80 and 83 of the Massachusetts General Laws and Chapter 29 of the Town of Chatham General Bylaws, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen
I move that the Town vote to accept Northgate Road, Uphill Circle, and Lovers Lake Circle, as Town ways as laid out by the Board of Selectmen according to plans and descriptions now on file in the Town Clerk's office and authorize the Board of Selectmen to take, by eminent domain, all necessary interest in real estate as shown on said plans, with no land damages to be paid by the Town, and to appropriate and borrow, pursuant to Chapter 44, Section 7 of the Massachusetts General Laws, the sum of \$560,000 for the purpose of bringing the streets up to established Town standards, and that one hundred percent (100%) of the costs of construction and related expenditures authorized hereby, and the costs of amortization of any debt instruments issued pursuant to this article, will be defrayed by betterment assessments made by the Board of Selectmen in accordance with Chapters 80 and 83 of the Massachusetts General Laws and Chapter 29 of the Town of Chatham General Bylaws.

Speaker: Andy Machado, Deputy Assessor

Explanation: *The Board of Selectmen has accepted a petition from the abutters of Northgate Road, Uphill Circle and Lovers Lake Circle to have their roads laid out as public ways. The Selectmen have done so with the provision that all of the costs necessary to construct and lay out the ways be borne by the abutters. This article would accept these three roads as Town ways and appropriate the money necessary for lay out and construction. The funds utilized to accomplish this work would be repaid to the Town via the assessment of betterments to each property owner which may be paid over time (up to 20 years) pursuant to and as authorized by Chapters 80 and 83 of the Massachusetts General Bylaws and Chapter 29 of the Town of Chatham General Bylaws.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 27 - Acceptance of M.G.L. Ch 39, S. 23D

To see if the Town will vote to accept the provisions of M.G.L. Chapter 39, Section 23D, or take any other action in relation thereto.

(Department of Health & Environment)

Motion: By Ronald Bergstrom, Board of Selectmen
I move that the Town vote to accept the provisions of M.G.L. Ch 39, Section 23D.

Speaker: Kristin Andres, Conservation Agent

Explanation: *In general, the purpose of accepting this statute is to better facilitate the workings of our committees and commissions.*

The state statute provides for a process whereby local board members who miss a single session of a hearing are able to vote on the matter provided they review the evidence submitted at the missed hearing session and file a certificate to said effect.

Currently, based on case law, only members of a committee who attend every session of a public hearing are eligible to vote on that matter. For hearings that open and close in one meeting, this isn't a problem because the quorum of members is eligible to vote. However, for those complicated public hearings that span multiple meetings, (as frequently occurs with the Conservation Commission) it is not unusual to have a member(s) miss a meeting. Board members who miss a meeting for any reason are automatically ineligible to vote. In the worst-case, if too many members miss a meeting, there is no way the committee or commission can grant an approval even if they all show up on the last night of the hearing and vote "yes." If the "voting quorum" has been lost, any vote taken is invalid and the applicant would have to start the process over, which is time consuming for both applicant and the volunteer board.

In an effort to alleviate this difficulty, the Massachusetts legislature enacted a law in May 2006 to provide some relief to the applicant when a board member misses a meeting. The law, Section 23D of Chapter 39 of the General Laws permits the board member to vote despite having missed a meeting if the member certifies in writing that he or she has examined all evidence received at the missed session, including an audio or video recording (or transcript) of the session.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 28 - Marconi Site: Exemption from Prevailing Wage Law

To see if the Town will vote to petition the Legislature to seek an exemption from the provisions of Chapter 149 and Chapter 7, Section 38K of the General laws as they may relate to any and all construction at the National Register Property known as the Marconi RCA Wireless Receiving Station, parcel 11J-7 as shown on assessors maps 10J and 11J, in North Chatham, Massachusetts or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Sean Summers, Board of Selectmen

I move that the Town vote to petition the Legislature to seek an exemption from the provisions of Chapter 149 and Chapter 7, Section 38K of the General Laws as they may relate to any and all construction at the National Register Property known as the Marconi RCA Wireless Receiving Station, parcel 11J-7 as shown on assessors maps 10J and 11J, in North Chatham, Massachusetts or take any other action relating thereto.

Speaker: Ted Keon, Director, Coastal Resources

Explanation: *Since the Town acquired the Marconi Wireless Receiving Station in 1999, extensive studies and detailed analyses have been undertaken to determine the best long-term reuse of the buildings and the site. Following numerous policy reviews by the Board of Selectmen, the administration, consultants and the Town Meeting, the four brick buildings known as the Hotel, the Operations Building and the two brick residences were offered for lease to private interests in the spring of 2006. Proposals were received from the Cape Cod Commercial Hook Fishermen for the Hotel, and the Chatham Marconi Maritime Center for the Operations Building. The proposals were opened and read aloud on May 1, 2006 in accordance with the provisions of Chapter 30B Section 16 of the Massachusetts General Laws (MGL). Subsequent to an intensive review of the proposals and two public presentations to the Board of Selectmen, the Selectmen voted to tentatively designate the Cape Cod Commercial Hook Fishermen and the Chatham Marconi Maritime Center as the prospective lessees for the buildings.*

During the review of the proposals each of the prospective lessees indicated that there was up to a 30% construction premium if they were required to abide by the provisions of Chapter 149 of the MGL, known as the prevailing wage law and Section 38K of Chapter 7 of the MGL. Both provisions relate to the process required for the selection of private contractors for public construction projects.

Since the prospective lessees are private non-profit organizations they have requested that the Town file a request to exempt their construction from these requirements. If they were to purchase the land in fee instead of entering into a long-term lease they would not be subject to these requirements. Since the Town wants to execute a long-term lease with the prospective tenants and maintain title to the land it only seems appropriate to honor their request and petition the Legislature for relief.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 29 - Affordable Housing Use Restriction

To see if the Town will vote to enter into a Use Restriction as defined in 760 CMR 45.02 for four houses, located at 563, 568, 576 and 579 Old Comers Road on the former MCI Property in North Chatham, with the Chatham Housing Authority designated as the managing agent for a minimum period of 15 years, or take any other action in relation thereto.

(Chatham Housing Authority)

Motion: By Janet Daly, Chatham Housing Authority
I move that the Town vote to enter in a Use Restriction for the four wood-frame houses on the former MCI property as printed in the Warrant.

Speaker: Janet Daly, Chatham Housing Authority

Explanation: *Currently the Chatham Housing Authority (CHA) is running a “Rent to Home Ownership Program” in four wood-frame houses, located at 563, 568, 576 and 579 Old Comers Road on the former MCI Property in North Chatham. For over three years, these homes have served as affordable housing for moderate income families, earning less than 80% of median income (\$57,350 for a family of 4). Half of the rent paid to the CHA is placed in an escrow account to be ultimately used by the tenants towards a down payment on a house. In order for these four units, currently providing affordable housing, to be credited on the Massachusetts Department of Housing and Community Development’s (DHCD) Subsidized Housing Inventory (SHI), entering into a long-term Use Restriction as defined in 760 CMR 45.02 is one of the components required. The other components that need to be satisfied include units being rented on a fair and open basis (subject to an affirmative fair marketing and lottery plan approved by DHCD) and units being rented to households at or below 80% of area median income (AMI). The fifteen year duration referenced in the Article is the minimum time-frame for units rehabilitated and used as affordable housing. Execution of a long-term Use Restriction, a DHCD approved marketing plan and 80% AMI restrictions are all required for units to be recognized for inclusion on the SHI and ultimately credited towards attaining the Town and State’s 10% goal of affordable housing stock.*

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 4-2-0

Article 30 – General Bylaws Amendment, Section 158, Demolition Delay

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

To see if the Town will vote to amend Section 158, Demolition Delay of the General Bylaws by amending § 158-3. Procedure, sub-section D, paragraph 1, as set forth below:

D. Demolition delay.

(1) If after such hearing and within 14 days therefrom the Commission determines by written finding that the building or structure is historically significant and that the proposed work would materially diminish its historical significance, then the Commission is hereby empowered to impose a demolition delay of up to ~~365~~ 540 days from the date of such determination.

or take any other action in relation thereto.

(Historical Commission)

Motion: By Donald Aikman, Chairman, Historical Commission
I move that the Town vote to amend § 158-3. Procedure, sub-section D, paragraph 1 of the General Bylaws as printed in the Warrant.

Speaker: Donald Aikman, Chairman, Historical Commission

Explanation: *As a further effort to preserve the historic nature and appeal of the Town of Chatham, the Chatham Historical Commission has requested inclusion of this article. This article will serve to extend the timeframe in the Demolition Delay Bylaw from 12 months to 18 months. There are three reasons why the Commission thinks this extension is important:*

- 1. It will help to discourage those who choose to simply wait out the time.*
- 2. It will give more flexibility in finding alternate locations if it is determined that there are no options other than moving a building to another location.*
- 3. It will serve to allow time for appropriate design to be developed with homeowners. The ultimate goal for these designs is to combine the preservation of historic portions of homes with the desire to provide modern living amenities which are not normally present in historic properties. Many homeowners have successfully combined the old with the new, but it takes time and effort on the part of architects, designers and engineers to accomplish that.*

This proposal is not intended to be punitive. By providing a longer delay before a demolition can occur, it is hoped that, through negotiation and compromise, buyers of our many historically significant homes will embrace the desire of our townspeople to preserve Chatham's historic character.

Hopefully, this will result in an effort to save these homes, rather than demolishing them and rebuilding without regard to historic neighborhood settings and streetscapes.

Board of Selectmen Recommendation: Disapprove 3-2-0

Finance Committee Recommendation: Disapprove 3-2-0

Article 31 - St. Christopher's Church Easement

To see if the Town will vote to authorize the Board of Selectmen to release, remise, abandon, and/or convey to St. Christopher's Episcopal Church, Inc., for the sum of \$1.00, the drainage and sewer easements now running under the land of St. Christopher's Episcopal Church, Inc., at 625 Main Street, Chatham, such easements being recorded at the Barnstable Registry of Deeds in Book 889, Page 536, Book 957, Page 310, Book 1076, page 132 (with Certificate of Entry recorded at Book 1097, Page 591), and Book 1462, Page 165, and any others as may exist, including that shown on a plan recorded at the Barnstable Registry of Deeds in Plan Book 131, Page 33, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town vote to authorize the Board of Selectmen to release, remise, abandon, and/or convey to St. Christopher's Episcopal Church, Inc., for the sum of \$1.00, the drainage and sewer easements now running under the land of St. Christopher's Episcopal Church, Inc., at 625 Main Street, Chatham, such easements being recorded at the Barnstable Registry of Deeds in Book 889, Page 536, Book 957, Page 310, Book 1076, page 132 (with Certificate of Entry recorded at Book 1097, Page 591), and Book 1462, Page 165, and any others as may exist, including that shown on a plan recorded at the Barnstable Registry of Deeds in Plan Book 131, Page 33, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.

Speaker: Kevin McDonald, Director of Community Development

Explanation: The Town has been working cooperatively with St. Christopher's Episcopal Church to re-locate existing municipal sewer and stormwater drain lines that ran through the church property in order to facilitate a church expansion project. These lines have been re-located outside the church's property and as a result the easements granted allowing these sewer and drain lines on church property are no longer necessary.

Water and Sewer Commissioners Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 32 – Board of Selectmen Meetings

By this petition, we wish to see if the Town will vote to authorize the Board of Selectmen to hold one meeting every other month, not to exceed one hour in length, at which they will receive questions and concerns from citizens and taxpayers of Chatham about issues of interest and concern to the Town and consider and respond to such inquiries at such meeting.

Explanation: Having no other opportunity to have the Board of Selectmen answer questions and concerns and engage in a discussion about issues of interest and concern to the Town, this Article allows a periodic discussion between citizens and taxpayers of Chatham and the Board of Selectmen. It will enable elected officials to provide townspeople with information and answers to questions, and allow citizens to inform the selectmen about their opinions and the concerns of the people they represent.

(by petition)

Board of Selectmen Recommendation: Disapprove 3-2-0

Finance Committee Recommendation: Disapprove 4-1-1

Article 33 – Resolution on Hiring and Contracting

“Be it resolved, that the Town of Chatham shall not hire any person to become an employee of the Town unless that person, to the Town’s best knowledge, is a legal resident of the United States.

“In addition, any contract to provide services to the Town of Chatham shall contain language to the effect that all work performed under that contract shall only be done, with the contractor’s best knowledge, by legal residents of the United States.”

(by petition)

Board of Selectmen Recommendation: No Recommendation
Finance Committee Recommendation: Disapprove 6-0-0

Article 34 – Resolution on Town Meeting Record

“Be it resolved, that the Town of Chatham shall procure, or otherwise obtain, a text-copy of the complete record of words that are transcribed for viewing at this and future Town Meetings, in order to make it available for later review by the general public.”

(by petition)

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

Article 35 - Zoning Amendment – Recreation Facility, Commercial

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

To see if the Town will vote to amend,

- **Section II., Definitions, Subsection B.**
- **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 5., I Industrial District, sub-paragraph a. Standard Permitted Uses**
- **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 5., I Industrial District, sub-paragraph c., Uses Requiring a Special Permit**
- **Appendix I, Schedule of Use Regulations**

of the Protective (Zoning) Bylaw as follows:

Amend **Section II, Definitions, Subsection B.**, by deleting the existing definition of **“Recreation Facility, Commercial”** which currently reads: ~~“means a facility designed and equipped for the conduct of sports and other leisure time activities which is operated as a business and open to the public for a fee.”~~

And by adding the following:

- 80. **“Recreation Facility, Commercial Indoor”** means a commercial facility within a building designed and equipped for the conduct of sports and other leisure time activities as a business and open to the public for a fee. **Recreation Facility, Commercial Indoor** facilities include athletic clubs, tennis clubs, squash clubs, health and fitness clubs, swim clubs, and similar recreation and fitness activities.
- 81. **“Recreation Facility, Commercial Outdoor”** means a commercial facility wholly or partially open to the weather designed and equipped for the conduct of sports and other leisure time activities as a business and open to the public for a fee. **Recreation Facility, Commercial Outdoor** facilities include tennis courts, swimming pools, basketball courts, ball fields, golf driving ranges, miniature golf courses or similar places of outdoor recreation but do not include motorized vehicle or motorcycle race tracks or horse or dog racing tracks or similar places of outdoor recreation.

And, renumbering the remaining definitions starting sequentially with **Restaurant** as number 82 through **Wetlands, Coastal and Inland** as number 106 to account for adding the above two new definitions.

Amend, **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 5., I Industrial District, sub-paragraph a., Standard Permitted Uses** by adding the following:

16. Recreation Facility, Commercial Indoor

Amend, **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 5., I Industrial District, sub-paragraph c., Uses Requiring a Special Permit** by adding the following:

6. Recreation Facility, Commercial Outdoor

Amend **Appendix I, Schedule of Use Regulations** by deleting “**Commercial Recreation Facility**” and adding “**Recreation Facility, Commercial Indoor**” and “**Recreation Facility, Commercial Outdoor**” to the schedule so as to read:

Commercial Indoor Recreation Facility

R-60	R40 R40A	R-30	R-20	R-20A	SB	GB	I	M/C	M
X	X	X	X	X	X	SP	P	X	X

Commercial Outdoor Recreation Facility

R-60	R40 R40A	R-30	R-20	R-20A	SB	GB	I	M/C	M
X	X	X	X	X	X	SP	SP/SPA	X	X

Or take any other action in relation thereto.

(Planning Board)

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

Speaker: Leonard Sussman, Chairman, Planning Board

Explanation: *This article proposes to amend the Definitions section of the Zoning Bylaw by adding two new definitions to differentiate between indoor and outdoor commercial recreation facilities. This article also proposes to amend the standard permitted uses in Zoning Bylaw for the Industrial District (I) to include Recreation Facility, Commercial Indoor and to amend the uses allowed by Special Permit in the Zoning Bylaw for the Industrial District (I) to include Recreation Facility, Commercial Outdoor.*

The siting of such facilities in industrial districts occurs in many other Massachusetts communities. Any proposal to create such facilities within the Industrial District (I) would be subject to Site Plan Review by the Planning Board at a minimum to review the traffic issues, buffering, landscaping, site design and general compatibility with the District. And in the case of outdoor recreation, a Special Permit from the Zoning Board of Appeals would be required.

Planning Board Recommendation: Recommendation from Town Meeting Floor

Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 36 – Zoning Bylaw Amendment – District Regulations

To see if the Town will vote to amend its Protective (Zoning) Bylaw, **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 5., I Industrial District, sub-paragraph a., Standard Permitted Uses** by adding the following:

16. Recreation Facility, Commercial

Or take any other action in relation thereto

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

Speaker: Dan Meservey

Explanation: *This article proposes to amend the standard permitted uses in Zoning Bylaw for the Industrial District (I) to include Recreation Facility, Commercial as defined in Section II, Definitions of the Zoning Bylaws. The siting of such facilities in*

industrial districts occurs in other Massachusetts Communities. Any proposal to create such a facility within the Industrial District (I) would be subject to Site Plan Review by the Planning Board to review the traffic issues, buffering, landscaping, site design and general compatibility with the District.

(by petition)

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

Article 37 – Zoning Bylaw Amendment – “Section I.B. Purpose and Intent”

To see if the Town will vote to amend “Section I.B. Purpose and Intent” of the Zoning By-law by deleting that portion of the first paragraph which presently reads as follows: “The purpose of this Bylaw is to manage growth and development in the Town so as to insure the appropriate use of land, encouraging those qualities which distinguish Chatham as a desirable community for year-round and seasonal residence, commerce, tourism and recreation, including:”

, and substituting the following:

“The purpose of this Bylaw is to manage growth and development in the Town, with consideration given to the goals and objectives contained in the Land Use Section of the Comprehensive Plan, as it may be amended from time to time, so as to insure the appropriate use of land, encouraging those qualities which distinguish Chatham as a desirable community for year-round and seasonal residence, commerce, tourism and recreation, including:”

or take any other action relative thereto.

(by petition)

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

Article 38 – Zoning Bylaw Amendment – “Section I.C. Applicability”

To see if the Town will vote to amend “SECTION I.C. Applicability” of the Zoning By-Law by deleting the second and third full paragraphs, and substituting the following two paragraphs:

No building, structure, land or water area shall be used for any purpose or in any manner other than as permitted within the district in which such building, structure, land or water area is located. Any use not specifically enumerated in a district herein shall be deemed to be prohibited, except that the Zoning Board of Appeals may, upon application for a Special Permit, determine whether a use not specifically permitted is nevertheless so closely related to a permitted use as to justify its treatment as a permitted use.

In making this determination, the Zoning Board of Appeals shall consider whether the proposed use is substantially similar in terms of size, operations, impacts and other characteristics as uses permitted in the same district. If the proposed use is found to be substantially similar to one or more of the specifically enumerated uses in the district, the Zoning Board of Appeals may authorize such use by special permit.

or take any other action relative thereto.

(by petition)

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

Article 39 – Zoning Bylaw Amendment – “GRADE PLANE”

To see if the Town will vote to amend “SECTION II.B. of the Zoning By-Law by deleting the current definition of “GRADE PLANE” found in paragraph (45). and substituting the following:

45. “GRADE PLANE” means a reference plane representing the average of the existing ground level elevations at each corner of an existing or proposed building, prior to any filling or grading

or take any other action relative thereto.

(by petition)

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

Article 40 – Zoning Bylaw Amendment – “GUEST HOUSE”

To see if the Town will vote to amend “SECTION II.B. of the Zoning By-Law by deleting the current definition of “GUEST HOUSE” found in paragraph (47), and substituting the following:

47. “GUEST HOUSE” means a subordinate dwelling unit located on the same lot as a principal one-family dwelling, owned and maintained by the owner of the principal dwelling. The term shall include both a “guest unit” (attached to the principal dwelling, garage or barn) and a “guest house” (a stand-alone structure).

or take any other action relative thereto.

(by petition)

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

Article 41 – Zoning Bylaw Amendment – “LOT”

To see if the Town will vote to amend “SECTION II.B. of the Zoning By-Law by deleting the current definition of “LOT,” found in paragraph (58) and substituting the following:

58. “LOT” means an area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings.

or take any other action relative thereto.

(by petition)

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

**Article 42 – Zoning Bylaw Amendment – “Section III D. District Area Regulations” –
General Requirements**

To see if the Town will vote to amend “SECTION III D. District Area Regulations” of the Zoning By-Law by deleting the last sentence of subsection 1. General Requirements, which presently reads “No more than one single family dwelling shall be located on a property,” and substituting the following:

“No more than one single-family dwelling shall be located on a lot.”

or take any other action relative thereto.

(by petition)

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

**Article 43 – Zoning Bylaw Amendment – “Section III D. District Area Regulations” –
Accessory Buildings and Structures**

To see if the Town will vote to amend “SECTION III D. District Area Regulations” of the Zoning By-Law by deleting the first paragraph of 3.g Accessory Buildings and Structures, which presently reads “All structures accessory to a residential use, including buildings over one hundred (100) square feet, swimming pools and tennis courts and their enclosures, shall be set back from the road and abutments as required for buildings and structures in Appendix II, Schedule of Dimensional Requirements.”

and substituting the following:

“All structures accessory to a residential use, including buildings having a floor area in excess of one hundred (100) square feet, swimming pools and tennis courts and their enclosures, and heating or cooling apparatus, shall be subject to the minimum building/structure setbacks set forth in Appendix II, Schedule of Dimensional Requirements. A shed, with floor dimensions of one hundred (100) square feet or less, may be constructed on any lot so long as it is set back at least ten (10) feet from any lot line.”

or take any other action relative thereto.

(by petition)

Planning Board Recommendation: Recommendation from Town Meeting Floor

Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 44 – Zoning Bylaw Amendment – “Section V.B. Enlargement, Extension or Change”

To see if the Town will vote to amend “SECTION V.B. Enlargement, Extension or Change” of the Zoning By-Law by deleting that section in its entirety and substituting the following:

Single and Two-Family Structures. Alteration, reconstruction, extension or structural change to a lawfully-existing, nonconforming single or two-family residential structure is permitted as of right, upon a determination by the building commissioner that such change(s) will not increase the nonconforming nature of said structure.

An alteration, reconstruction, extension or structural change to a conforming single or two-family residential structure situated on a nonconforming lot shall be deemed not to increase the nonconforming nature of said structure and shall not require a special permit, so long as the required setbacks and the building coverage requirements set forth in Appendix II are adhered to.

An alteration, reconstruction, extension or structural change to a single or two-family residential structure which would exacerbate an existing nonconformity shall require a special permit. For instance, the following shall require a special permit: (i) an addition (including an increase in building height) which encroaches into a setback area where the existing structure presently is nonconforming in that respect; (ii) an increase in the height of a structure in excess of what is permitted in the applicable district, where the existing structure is already nonconforming in that respect; (iii) an increase in the building coverage in excess of what is permitted under Appendix II, where the existing structure(s) on the lot already exceed the maximum building coverage requirement.

An alteration, reconstruction, extension or structural change to a single or two-family residential structure which would create a nonconformity where one does not presently exist shall require a variance. For instance, the following shall require a variance: (i) an addition which encroaches into a setback area where the existing structure presently conforms in that respect; (ii) an increase in the height of the structure in excess of what is permitted in the applicable district, where the existing structure conforms in that respect; (iii) an increase in the building coverage in excess of what is permitted under Appendix II, where the existing structure(s) on the lot conform in that respect.

Structures Other than Single and Two-Family Residences. Any alteration, reconstruction, extension or structural change to a lawfully-existing, nonconforming structure other than single or two-family residential structure shall require a special permit from the Zoning Board of Appeals. The board is authorized to grant such a permit only if the alteration, reconstruction, extension or structural change is in compliance with all applicable provisions of the zoning by-law. Any alteration, reconstruction, extension or structural change which does not so conform, shall require a variance.

Special permits may be issued for structural alterations only on written findings by the Zoning Board of Appeals that the applicant has satisfied each of the criteria set forth in Section VIII.C.4. of the zoning by-law, and upon the additional finding that the alteration, reconstruction, extension or structural change will not be substantially more detrimental to the neighborhood than the existing nonconforming structure.

Variances may be issued for structural alterations only on written findings by the Zoning Board of Appeals that the applicant has satisfied each of the criteria set forth in G.L. Chapter 40A §10.

Changes in Non-Conforming Uses. The Zoning Board of Appeals may issue a special permit to allow changes to a lawfully-existing, nonconforming use of any property, but only on written findings by the Zoning Board of Appeals that the applicant has satisfied each of the criteria set forth in Section VIII.C.4. of the zoning by-law, and upon the additional findings that: (1) the proposed use is substantially similar to one or more of the specifically permitted uses in the district, and (2) the change in use will not be substantially more detrimental to the neighborhood than the existing nonconforming use.

The Zoning Board is not permitted to grant use variances.

or take any other action relative thereto.

(by petition)

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

Article 45 – Zoning Bylaw Amendment – “Section V.D.4.a.”

To see if the Town will vote to amend “SECTION V.D.4.a. of the Zoning By-law by deleting said section, which presently reads “if provided with either public water or sewer, had a minimum frontage of one hundred (100) feet or the approved equivalent and contained at least ten thousand (10,000) square feet of buildable upland, or if not provided with either public water or sewer, had at least one hundred (100) feet of frontage or the approved equivalent and contained at least fifteen thousand (15,000) square feet of buildable upland.”

and substituting the following:

“a. if provided with either public water or sewer on January 1, 1987 within the street layout which provides the lot frontage, and had a minimum frontage of one hundred (100) feet and contained at least ten thousand (10,000) square feet of buildable upland, or if not so provided with either public water or sewer on said date, had at least one hundred (100) feet of frontage or the approved equivalent and contained at least fifteen thousand (15,000) square feet of buildable upland:”

or take any other action relative thereto.

(by petition)

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

Article 46 – Zoning Bylaw Amendment – Guest House

To see if the Town will vote to amend “SECTION VII.B.12 Guest House of the Zoning By-Law by deleting the current provision in its entirety and substituting the following:

12. Guest House

Permitted in the R60, R40, R20, R20A and SB Districts and by Special Permit in the GB Districts as follows:

- a. A guest house is permitted on a lot which contains at least twenty thousand (20,000) square feet of buildable upland in addition to the minimum lot size required for the zoning district in which it is to be located.
- b. By special permit, the Zoning Board of Appeals may waive the 20,000 square foot additional land area requirement, but only in the case of a one (1) bedroom guest unit to be occupied by a member of the immediate family occupying the principal dwelling. Such special permit shall automatically expire if the guest unit is occupied by someone other a member of the immediate family occupying the principal dwelling.
- c. There shall be no more than one (1) guest house on any one lot.
- d. No guest house shall contain more than two (2) bedrooms.
- e. There shall be no limitation on the floor area of the guest house; however, the total square footage of all the structures on the lot shall not exceed the maximum building coverage requirement set forth in Appendix II.
- f. A guest house may be used by the owner of the principal dwelling or his/her guests, or it may be rented.

or take any other action relative thereto.

(by petition)

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

Given under our hands this _____ day of _____ in the year of our Lord, Two Thousand and Seven.

David R. Whitcomb, Chairman

Deborah Connors, Vice-Chairman

Douglas Ann Bohman, Clerk

Ronald J. Bergstrom

Sean Summers
Chatham Board of Selectmen

A True Copy, Attest

Julie Smith, Town Clerk

Barnstable, ss.

Pursuant to the written WARRANT, I have notified and warned the inhabitants of the Town of Chatham by posting attested copies of the same in each of the Post Offices of said Town at least fourteen days before May 14, 2007 on _____ 2007.

Constable

Date

APPENDIX A

FINANCE COMMITTEE – BUDGET OVERVIEW

**TOWN OF CHATHAM, MASSACHUSETTS
BUDGET OVERVIEW
FISCAL 2008**

REVENUES

<u>Sources</u>	General Fund	%	Water Fund	%	Total	% of overall
Property Taxes (net of overlay)	\$ 22,745,021	41.24%	\$ 400,000	17.53%	\$ 23,145,021	40.30%
Local Receipts	5,391,343	9.78%			5,391,343	9.39%
Water Revenues	364,212	0.66%	1,881,331	82.47%	2,245,543	3.91%
Free Cash	1,495,101	2.71%			1,495,101	2.60%
State Aid (net of assessments & offsets)	1,122,924	2.04%			1,122,924	1.96%
Other Available Funds	1,387,967	2.52%			1,387,967	2.42%
Community Preservation/Land Bank Funds	2,362,667	4.28%			2,362,667	4.11%
Bond Authorization	<u>20,285,000</u>	<u>36.78%</u>	-	<u>0.00%</u>	<u>20,285,000</u>	<u>35.32%</u>
Total Revenues	<u>\$ 55,154,235</u>	100.00%	<u>\$ 2,281,331</u>	100.00%	<u>\$ 57,435,566</u>	100.00%

EXPENDITURES

<u>Uses</u>	General Fund	%	Water Fund	%	Total	% of overall
Operating Budget:						
General Government	\$ 1,887,198	3.42%			\$ 1,887,198	3.29%
Public Safety	4,606,885	8.35%			4,606,885	8.02%
Community Development	787,833	1.43%			787,833	1.37%
Coastal Resources	-	0.00%			-	0.00%
Health & Environment	834,662	1.51%			834,662	1.45%
Water Operations			1,112,762	48.78%	1,112,762	1.94%
Public Works & Facilities	3,687,287	6.69%			3,687,287	6.42%
Community & Social Services	918,139	1.66%			918,139	1.60%
Education	8,789,256	15.94%			8,789,256	15.30%
Employee Benefits	3,215,964	5.83%			3,215,964	5.60%
Undistributed Insurance & Reserve Fund	348,560	0.63%			348,560	0.61%
Debt Service	<u>5,118,384</u>	<u>9.28%</u>	<u>1,168,569</u>	<u>51.22%</u>	<u>6,286,953</u>	<u>10.95%</u>
Total Operating Budget	30,194,168		2,281,331	100.00%	32,475,499	
Capital Budget (non-Bonding)	1,587,400	2.88%			1,587,400	2.76%
Capital (Bond Authorizations)	20,285,000	36.78%		0.00%	20,285,000	35.32%
					-	
Routine Town Meeting Articles	725,000	1.31%			725,000	1.26%
Revolving Funds	-	0.00%			-	0.00%
Community Preservation/Land Bank Projects	<u>2,362,667</u>	<u>4.28%</u>			<u>2,362,667</u>	<u>4.11%</u>
Total Expenditures	<u>\$ 55,154,235</u>	100.00%	<u>\$ 2,281,331</u>	100.00%	<u>\$ 57,435,566</u>	100.00%

APPENDIX B

TOWN MANAGER'S FY08 FISCAL SUMMARY

Town Manager's FY08 Fiscal Summary

The Town of Chatham's financial condition continues to be excellent. The FY08 budget proposal once again falls within the spending limits of Proposition 2 ½, yet aggressively responds to the goals of the Board of Selectmen.

The cost of the Town's annual operation is funded in three distinct areas, each consisting of one or more Warrant Articles. Those three areas are operating budgets, capital authorizations and surtax expenditures. Each distinct component of the Town's financial plan has been assigned an equally distinct funding or revenue source. Budget expenditures do not exceed revenues available. Revenue, as well as expenditures, are planned, in some cases, years in advance. This financial planning has for the better part of the past decade enabled our community to expand required municipal services, replace capital facilities and maintain a stable tax rate.

I. Operating Budgets

General

Inflationary costs associated with certain significant annual expenditures in our operating budget posed a very real challenge in our FY08 planning. Health insurance costs continued to climb, pension costs increased significantly and fuel and other utility costs skyrocketed. The Town's property tax funds approximately 70% of our total operating budget. By State law, a community can raise its property tax levy by no more than 2 ½% each year without an operating override. The allowed 2 ½% levy growth planned for FY08 will generate somewhat less than \$500,000 of new revenue growth next year. Since our local economy continues to prosper, new property being taxed for the first time, or "new growth", accounts for \$250,000 of additional available revenue to fund the upcoming year's operating budget. Each year, if the Town's proposed budget exceeds these two available funding sources, then either funding for other budget components such as our capital budget is diminished, or an override becomes necessary.

The FY08 budget was able to absorb the inflationary costs described in the previous paragraph (health, pension and utilities). The FY08 budget proposed allows an increase in our School's budget, another budgetary sub-category which is particularly difficult to control since it consists primarily of salary and utility costs which grow with inflation. Therefore, the FY08 budget proposed intentionally limits new programs or positions. Increased service demands will be accommodated through reassignment of duties or reorganization of existing resources. Four new positions were added to the FY08 budget and funding for these additional costs were garnered by either existing or new funding sources or through budgetary efficiencies in our existing budget.

Each year the Board of Selectmen establishes its goals for the upcoming year. The Town thereafter assembles its resources in order to effectively and efficiently accomplish those goals. One major planning component used to address additional service needs is a five year staffing plan. In FY08 four new positions envisioned in the staffing plan were added to the operating budget. One position was added to the Police Department, one to the Conservation Division, one to the Information Technology Department and one to the Building and Grounds Department. In addition, part-time positions were added to the Recreation and Community Development Departments.

The Police Department position has been added to enhance community policing in the Town of Chatham and to fortify our shift coverage and to help lower the amount of overtime use. An Assistant Conservation Agent will be added to help address the increasing workload of permit applications, project oversight and to begin to assist in the planning for conservation land management. The Building and Grounds position will add an additional janitorial position in order to fully staff the new Community Center and the Information Technology Department will add a second staff member to its Channel 18 division. The part-time Recreation Department position will complete the staffing required for the Community Center and the Community Development part-time position will provide increased secretarial services for the HBDC.

The FY08 budget summary appears below:

OPERATING BUDGET

Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08	% Change
Expenses					
Operating Budgets					
General Government	\$1,861,900	\$1,905,032	\$1,910,474	\$1,887,198	-0.94%
Public Safety	4,081,510	4,504,822	4,648,185	4,606,885	2.27%
Community Development	652,944	754,727	808,833	787,833	4.39%
Health & Environment	745,923	783,675	834,662	834,662	6.51%
Public Works & Facilities	3,305,490	3,571,316	3,851,820	3,687,287	3.25%
Community & Social Services	828,843	877,756	944,789	918,139	4.60%
Education	6,950,697	7,008,553	8,789,256	8,789,256	25.41%
Employee Benefits	4,002,557	4,441,649	3,215,964	3,215,964	-27.60%
Undistributed Ins. & Reserve Fund	394,555	399,623	348,560	348,560	-12.78%
Debt Service	4,255,034	4,866,778	5,118,384	5,118,384	5.17%
Operating Budget Total	\$27,079,453	\$29,113,931	\$30,470,927	\$30,194,168	3.71%

The significant increase in the School Department's budget represents a shift in School costs from the Town's budget to the School's. Otherwise, the actual increase in the FY08 School budget is less than 4%. This cost shifting was necessitated by a new cost sharing formula which allocates new revenue growth to the Town and School budgets in accordance with respective budget size.

The FY08 operating budget will continue to allow the full breadth of municipal services to which we have become accustomed.

Water Operating Budget

The Water Department's operating budget for FY08 is unremarkable. The budget allows for the full service operation of the department through contract services overseen by a small administrative component. The costs of this operating budget is entirely offset by revenue generated through water rates assessed to users and other departmental charges and income. An annual surplus is projected by this budget to be used for future, planned capital improvements to the water distribution system.

WATER OPERATING BUDGET

					Proposed
					Water Budget
Description	06Actual	07Approp	08 Dept Req		FY 08
WATER FUND					
Water Costs					
Operating					
Salaries	119,634	146,869	147,992		147,992
Expenses	930,779	952,400	964,770		964,770
Sub-total Operating	1,050,413	1,099,269	1,112,762		1,112,762
Debt					
Principal	688,686	861,429	819,644		819,644
Interest - Long-term	312,471	330,832	298,925		298,925
Interest - Short-term	110,000	30,000	50,000		50,000
Subtotal Debt	1,111,157	1,222,261	1,168,569		1,168,569
Total Water Direct Costs	2,161,570	2,321,530	2,281,331		2,281,331
Overhead - Indirect Costs	134,839	139,806	149,037		149,037
Overhead - GF Loan Repayment	64,150	64,150	64,150		64,150
Overhead - Rate payback for Bett	169,133	157,101	151,025		151,025
Overhead - Deficit payback	44,204				
Subtotal Overhead	412,326	361,057	364,212		364,212
Water Operating Budget	2,573,896	2,682,587	2,645,543		2,645,543

Operating Budget Warrant Articles

Three additional Warrant Articles must be acted upon by Town Meeting in order to completely authorize the Town's annual operating budget. Salaries are fixed for our Town Officials (and funded in our operating budget) and certain revolving accounts are annually authorized for the Airport, Building Department contract services and the Bassett House major maintenance. Pay raises for non-school municipal employees are funded in a separate Warrant Article. The cost of living increase proposed for FY08 is once again 3%. The total costs of the COLA Article is \$225,000.

II. Capital Authorizations

The Town of Chatham has divided its capital planning into four different groupings, each with its own funding source. The four plans vary in purpose and project dollar value. The four plans are the Five Year Capital Plan, the Mid-Range Capital Plan, the Water Department Capital Plan and the Capital Facilities Replacement Plan.

A. Five Year Capital Plan

This plan is prepared each year in order to propose maintenance, equipment and small project funding in the range of cost of \$5,000-\$250,000. This plan most directly supports our annual operating budget and is funded either by Free Cash or project turn-back funds. Spending for the Five Year Capital Plan is limited to available funds which, in turn, is determined by excess estimated receipts, such as hotel/motel tax or motor vehicle excise tax and unexpended funds from the previous year's operating budget. As our municipal budgeting has become tighter each year, turn-backs have declined. As our economy stabilized, estimated receipts have lessened as well. The result is a Free Cash level somewhat less than in previous years: approximately \$1.5M. The recurring Free Cash amount which should ideally be available for this recurring plan would be closer to \$2.0M. Therefore, estimated receipts used in previous years as a revenue source to fund operating growth will be stewarded for the next two budget years to be used to fund this plan alone. This action should allow estimated receipts to rebound to previous years' levels.

Approximately 50% of the Five Year Capital Plan is for recurring costs of maintenance operations, i.e., highway repaving, building maintenance, dredging and information technology. 42% of this capital authorization is earmarked for vehicle and equipment replacement. The remaining 7% of this authorization will be used for small new projects.

FIVE YEAR CAPITAL PLAN

Description	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
	Request	Proposed	Program	Program	Program	Program
CAPITAL PROGRAM & BUDGET						
		CAPITAL				
CAPITAL PROGRAM & BUDGET SUMMARY:		BUDGET				
General Government	245,000	90,000	245,000	100,000	120,000	100,000
Public Safety	190,000	114,000	81,000	200,000	78,000	112,000
Community Development	25,000	0	25,000	100,000	100,000	100,000
Health & Environment	199,400	159,400	230,000	155,000	115,000	140,000
Public Works (without Water)	778,000	558,000	1,111,000	927,000	866,000	1,068,000
Equipment	750,000	666,000	1,316,000	1,044,000	322,000	282,000
Total Town Funded Capital Budget (Column F)	2,187,400	1,587,400	3,008,000	2,526,000	1,601,000	1,802,000

B. Mid-Range Capital Plan

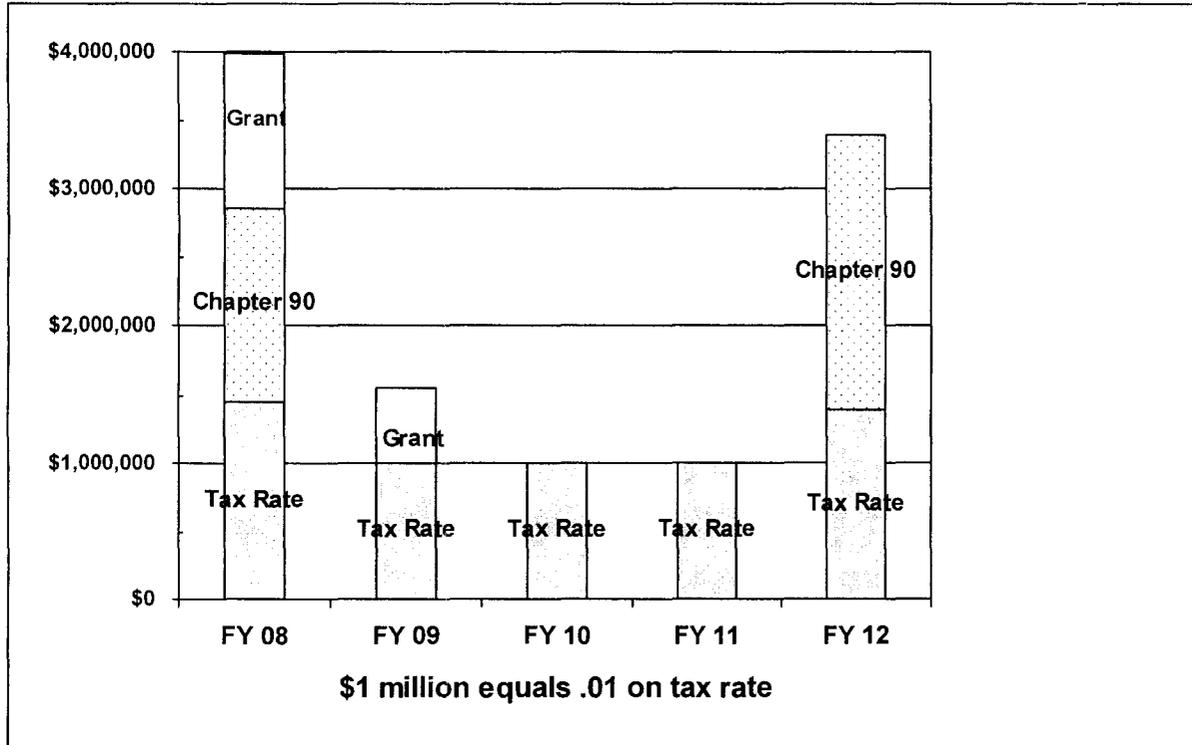
The Mid-Range Capital Plan was established, in a de facto manner, approximately seven years ago when the Town first developed its Capital Facilities Replacement Plan. For years, projects of mid-range cost, between \$250,000 and \$2M languished in the Five Year Capital Plan unfunded. It seemed unwise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

The initial funding request for the Mid-Range Capital Plan will be a road/sidewalk/bike path bond issue. The bond authorization will include funding for road resurfacing, new sidewalks in West Chatham and Chatham, a bike spur connecting Volunteer Park and design costs for road and intersection improvements for the West Chatham Village area.

The proposed cost of the projects included in this bond issue is in excess of \$3M. However, the bulk of those costs will be offset from State Chapter 90 funding or paid directly by the State for Route 28 improvements. The property tax component of the bond payment will be approximately 1.3M. The projects authorized in this bond issue are projected to take 5-6 years to be completed.

It is very important to note that unlike projects which have been authorized in the past and which are projected to be authorized in the future from the Capital Facility Plan, which are paid from debt drop-off and don't increase the tax rate, Mid-Range Capital Plan bond issues are projected to increase the tax rate. The annual impact on the tax rate for this bond issue is one cent. A one cent increase on our tax rate is needed to pay for the principal and interest on bond repayment. The impact, therefore, on the average taxpayer is \$7/year, declining.

5 Year Mid-Range Capital Plan



FY08 – Roads, Intersections, Sidewalks, Bike Paths

FY09 – Landings, Coastal Improvements

FY10 – Building Construction

FY11 – Building Construction, Facility Expansion

FY12 – Roads, Intersections, Sidewalks

C. Water Department Capital Plan

There are no projects scheduled in FY08 from the Water Department Capital Plan.

D. Capital Facilities Replacement Plan

In FY08, the Town will propose to continue the implementation of its Capital Facilities Replacement Plan by proposing to fund the reconstruction of the Police Department and the Annex at the existing Annex site. The Capital Facilities Replacement Plan was established several years ago with the intention of renovating or replacing the Town's major municipal buildings in a manner which did not dramatically increase the property tax rate. Although the project estimate for the Police Department/Annex has risen significantly at this time, the total project cost, as have been all Capital Facility projects, will be funded within debt drop-off limits and will not increase the tax rate.

CAPITAL FACILITIES PLAN SUMMARY

	FY07	FY08	FY09	FY10	FY11
Consolidated Town Buildings & Facilities Plan					
Police Station/Annex - Design/Construction		15,000,000	2		
Fire Station - Design/Construction				600,000	1 6,000,000
S. Chatham Fire Station – Design/Construction			200,000	1 2,000,000	2
Wastewater					
Comprehensive WWMP - Complete;	1,100,000	2	40,000,000	3	
WWTF Design/Construct					
Sewage Collection System Expansion					
CAPITAL FACILITIES PLAN TOTALS	1,100,000	15,000,000	40,200,000	2,600,000	6,000,000
1 Capital Facility Plan recommended funding from R&A, or use of stabilization fund in lieu of debt.					
2 Capital Facility Plan recommended funding through Proposition 2 1/2 exempt bond issue.					
3 Capital Facility Plan recommended funding through the MWPAT (2% Loans)					

Two additional projects will be proposed for funding at this upcoming Town Meeting in conjunction with the Capital Facility Plan. A small parcel of land, approximately two-thirds of an acre in size, located at the intersection of Routes 137 and 28 has been made available to the Town from NSTAR. The site is ideally located for a South Chatham Fire Substation. The South Chatham Station is not proposed for construction until FY10; however, this suitable site may not be available at that time. The site, if not chosen as a site for a Fire Department Substation, merits consideration for purchase given its location central to the "Gateway to South Chatham" concept espoused in a previous purchase of land directly across the street at the same intersection. The purchase price of less than \$270K will be recommended from two funding sources which have long been designated as components of the Capital Facility Plan: overlay and the stabilization fund.

The third article associated with the Capital Facilities Plan funding is a proposal to expand the municipal parking lot behind the Colonial Building. The result of this project will be an additional 35-40 parking spaces downtown, a reconstructed parking area already in need of major maintenance, improved wetland protection and water quality and an improved parking design flow. The project will be completed in conjunction with parking improvements to be made by an adjacent private property owner. The funding source for this project is a capital exemption funded by debt drop-off, and, as a result, will not increase the Town's tax rate. Debt drop-off in the past has been used to increase the Town's stabilization fund which has reached its goal of a \$2M balance.

Surtax Expenditures

The final component of the Town's fiscal plan is the annual allocation of the respective 3% surtaxes on the property tax rate for the Land Bank and Community Preservation Acts. The amounts generated annually through these surtaxes is approximately \$600,000 per fund. Community Preservation Act funding is currently matched by State funding, resulting in excess of \$1M of annual available revenue. Land Bank funds are proposed to be spent for open space and conservation purposes. In FY08 three very significant Land Bank purchases are being considered for open space in West Chatham, South Chatham and within downtown Chatham. Community Preservation Act funds must be utilized for either open space/conservation/recreation purposes or for affordable housing or historic preservation purposes. Committee recommendations on expenditures of these surtax funds are made to Town Meeting annually through separate Warrant Articles. Recommendations are made by the respective oversight committees based upon statutory guidelines and in consideration of the Town's overall goals as set forth in our community's Long Range Plan and the Board of Selectmen's annual goals.

Summary

The fiscal planning undertaken by the Town of Chatham in the past has resulted in the continued funding of our municipal goals at a reasonable property tax rate. The property tax rate for the Town continues to be the lowest on Cape Cod and the services provided by our municipal government continue to meet the needs of our citizens. The Town of Chatham will continue to exercise diligent and innovative fiscal planning and budgetary restraint in order to provide the high quality of municipal service to which we have become accustomed. This fiscal planning will continue to have as its goal a stable tax rate bearing in mind the taxpayer who can least afford an increased property tax burden.

In FY08, for the first time in the past seven years expenditures will be presented to Town Meeting, which will, if passed, increase the Town's tax rate modestly beyond the limits of Proposition 2 1/2. The sidewalk/road/bike path bond issue from the Mid-Range Capital Plan would result in a \$.01 tax increase. Innovative project proposals such as these could only be proposed once municipal fiscal credibility had been re-established. Due to the diligence of the Board of Selectmen, Finance Committee and Town Meeting, that goal has been accomplished, and the Town can responsibly consider new projects which may increase our tax rate.

APPENDIX C

TOWN OPERATING BUDGET DETAIL

Budget Overview

A	B	C	D	E	F
1	Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
132	EXPENSES				
133					
134	General Government				
135					
136	Legislative				
137	Moderator/Town Meeting				
138	Salaries	900	600	600	600
139	Expenses	20	50	50	50
140	Total	920	650	650	650
141	Finance Committee				
142	Salaries	1,641	2,000	2,000	2,000
143	Expenses	568	600	600	600
144	Total	2,209	2,600	2,600	2,600
145	Executive				
146	Board of Selectmen				
147	Salaries	10,250	10,500	10,500	10,500
148	Expenses	945	1,000	1,000	1,000
149	Total	11,195	11,500	11,500	11,500
150	Town Manager				
151	Salaries	234,201	249,555	254,514	254,514
152	Expenses	122,109	119,250	119,250	119,250
153	Total	356,310	368,805	373,764	373,764
154	Engineering/Consulting				
155	Expenses	99,311	50,000	50,000	50,000
156	Total	99,311	50,000	50,000	50,000
157	Staff				
158	Human Resources/Personnel Services				
159	Salaries	169,918	112,909	59,629	59,629
160	Expenses	28,512	31,195	18,945	18,945
161	Total	198,430	144,104	78,574	78,574
162	Legal Services				
163	Expenses	74,996	95,000	95,000	95,000
164	Total	74,996	95,000	95,000	95,000
165	Audit Services				
166	Expenses	21,000	22,000	23,000	23,000
167	Total	21,000	22,000	23,000	23,000
168	Town Accountant				
169	Salaries	162,918	213,458	219,000	219,000
170	Expenses	3,154	2,750	3,250	3,250
171	Total	166,072	216,208	222,250	222,250
172	Assessors				
173	Salaries	186,945	183,112	185,259	185,259
174	Expenses	53,428	57,000	57,000	57,000
175	Total	240,373	240,112	242,259	242,259
176	Treasurer/Collector				
177	Salaries	179,667	186,554	196,315	195,314
178	Expenses	18,194	22,400	29,175	22,400
179	Total	197,861	208,954	225,490	217,714
180	Information Systems				
181	Salaries	187,038	205,516	240,646	240,946
182	Expenses	118,858	119,200	124,700	109,200
183	Total	305,896	324,716	365,346	350,146
184	Town Clerk				
185	Salaries	98,246	105,045	107,463	107,463
186	Expenses	8,490	13,515	14,065	14,065
187	Total	106,736	118,560	121,528	121,528
188	Elections				
189	Salaries	1,250	1,275	1,275	1,275
190	Expenses	12,099	23,975	20,700	20,700
191	Total	13,349	25,250	21,975	21,975
192	Non-Voting Taxpayer Advisory Comm				
193	Expenses	2,265	2,800	2,800	2,800
194	Total	2,265	2,800	2,800	2,800
195	Parking Clerk				
196	Salaries	3,500	3,500	3,500	3,500
197	Expenses	1,392	3,000	3,000	3,000
198	Total	4,892	6,500	6,500	6,500
199	Permit Office				
200	Salaries	54,927	60,323	61,638	61,838
201	Expenses	5,159	6,950	5,100	5,100
202	Total	60,086	67,273	66,738	66,938

Budget Overview

1	A	B	C	D	E	F
2		Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
203						
204		General Government Totals				
205		Salaries	1,291,400	1,334,347	1,342,839	1,341,838
206		Expenses	570,500	570,685	567,635	545,360
207		Subtotal General Gov't	1,861,900	1,905,032	1,910,474	1,887,198
208						
209		Public Safety				
210						
211		Police				
212		Salaries	1,550,764	1,612,228	1,683,276	1,683,276
213		Expenses	131,688	131,963	136,162	127,162
214		Total	1,682,452	1,744,191	1,819,438	1,810,438
215		Emergency Management				
216		Salaries	2,148	2,500	2,500	2,500
217		Expenses	7,654	9,075	9,075	9,075
218		Total	9,802	11,575	11,575	11,575
219		Animal Control				
220		Salaries	44,079	47,912	49,097	49,097
221		Expenses	2,523	2,700	2,700	2,700
222		Total	46,603	50,612	51,797	51,797
223		North Beach				
224		Salaries	41,256	57,200	76,000	57,200
225		Expenses	5,173	5,100	5,100	5,100
226		Total	46,429	62,300	81,700	62,300
227		Fire				
228		Salaries	1,877,925	1,979,411	2,017,900	2,017,900
229		Expenses	191,958	191,065	193,840	191,065
230		Total	1,869,883	2,170,476	2,211,740	2,208,965
231		Cape & Islands EMS				
232		Expenses	5,000	5,000	5,125	5,000
233		Total	5,000	5,000	5,125	5,000
234		Oil Pollution Control				
235		Expenses	798	1,030	1,030	1,030
236		Total	798	1,030	1,030	1,030
237		Harbormaster/Pier/Harbor Patrol				
238		Salaries	289,440	352,940	345,242	335,242
239		Expenses	112,177	95,698	109,538	109,538
240		Total	401,617	448,638	454,780	444,780
241		Town Floats				
242		Expenses	15,455	9,000	9,000	9,000
243		Total	15,455	9,000	9,000	9,000
244		Town Landings				
245		Expenses	2,690	0	0	0
246		Total	2,690	0	0	0
247		Mitchell River Bridge				
248		Expenses	782	2,000	2,000	2,000
249		Total	782	2,000	2,000	2,000
250		Public Safety Totals				
251		Salaries	3,605,612	4,052,191	4,174,615	4,145,215
252		Expenses	475,899	452,631	473,570	461,670
253		Subtotal Public Safety	4,081,510	4,504,822	4,648,185	4,606,885
254						
255		Community Development				
256						
257		Community Development				
258		Salaries	539,232	638,052	666,958	666,958
259		Expenses	53,912	56,875	56,875	56,875
260		Total	593,144	694,927	723,833	723,833
261						
262		Ec Development (CC Chamber)				
263		Expenses	59,800	59,800	85,000	64,000
264		Total	59,800	59,800	85,000	64,000
265		Community Development				
266		Salaries	539,232	638,052	666,958	666,958
267		Expenses	113,712	116,675	141,875	120,875
268		Subtotal Community Devel'mt	652,944	754,727	808,833	787,833
269						
270		Health & Environment				
271						
272		Water Quality Laboratory				
273		Salaries	115,088	138,105	141,522	141,522

Budget Overview

1	A	B	C	D	E	F
2		Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
274		Expenses	77,075	77,800	77,300	77,300
275		Total	192,163	215,905	218,822	218,822
276		Health Department				
277		Salaries	155,585	165,456	167,124	167,124
278		Expenses	27,383	15,600	15,600	15,600
279		Total	182,968	181,056	182,724	182,724
280		Conservation Department				
281		Salaries	89,877	96,457	135,669	135,669
282		Expenses	4,532	6,300	6,300	6,300
283		Total	94,409	102,757	141,969	141,969
284		Pleasant Bay Management Plan				
285		Expenses	33,660	33,660	33,650	33,650
286		Total	33,660	33,660	33,650	33,650
287		Green Head Fly Control				
288		Expenses	1,550	1,550	1,550	1,550
289		Total	1,550	1,550	1,550	1,550
290						
291		Coastal Resources				
292		Salaries	88,149	91,139	93,155	93,155
293		Expenses	3,872	4,300	5,350	5,350
294		Total	90,021	95,439	98,505	98,505
295		Shellfish Constable				
296		Salaries	138,696	138,478	142,012	142,012
297		Expenses	9,264	9,640	10,240	10,240
298		Total	147,960	148,118	152,252	152,252
299		Leases & Herring Run				
300		Expenses	1,230	1,490	1,490	1,490
301		Total	1,230	1,490	1,490	1,490
302		South Coastal				
303		Salaries	300	1,000	1,000	1,000
304		Expenses	400	500	500	500
305		Total	700	1,500	1,500	1,500
306		Shellfish Advisory Committee				
307		Salaries	0	800	800	800
308		Expenses	0	200	200	200
309		Total	0	1,000	1,000	1,000
310		Waterways Committee				
311		Salaries	0	200	200	200
312		Expenses	1,262	1,000	1,000	1,000
313		Total	1,262	1,200	1,200	1,200
314		Health & Environment				
315		Salaries	585,695	631,635	681,482	681,482
316		Expenses	160,228	152,040	153,180	153,180
317		Subtotal Health & Environment with Coastal Resources	745,923	783,675	834,662	834,662
318						
319		Public Works & Facilities				
320						
321		Park & Recreation				
322		Salaries	584,327	734,408	813,838	775,014
323		Expenses	160,056	182,763	211,389	198,000
324		Total	744,383	917,171	1,025,227	973,014
325		Highway				
326		Salaries	402,613	438,194	449,099	447,099
327		Expenses	76,757	78,500	98,840	88,540
328		Total	479,370	516,694	548,039	535,639
329		Snow & Ice				
330		Salaries	16,309	16,000	16,000	16,000
331		Expenses	110,076	55,000	55,000	55,000
332		Total	126,385	71,000	71,000	71,000
333		Street Lights				
334		Expenses	41,956	40,000	44,000	40,000
335		Total	41,956	40,000	44,000	40,000
336		Transfer Station				
337		Salaries	290,501	284,407	299,993	299,993
338		Expenses	181,310	186,100	195,300	193,100
339		Expenses - Hauling & Disposal	326,729	425,000	425,000	388,000
340		Total	798,540	895,507	920,293	881,093
341		Central Fuel Depot				
342		Expenses	161,301	142,000	181,000	156,000
343		Total	161,301	142,000	181,000	156,000
344		Buildings				

Budget Overview

	A	B	C	D	E	F
1						
2		Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
345		Salaries	210,779	221,278	258,789	257,439
346		Expenses	107,270	111,699	139,305	113,935
347		Total	318,049	332,977	398,094	371,374
348		Sewer				
349		Salaries	89,645	73,017	73,017	73,017
350		Expenses (w/o Debt)	480,789	497,250	505,450	505,450
351		Total	570,434	570,267	578,467	578,467
352		Informational Only:				
353		Sewer Debt (Principal)	93,721	92,798	62,337	62,337
354		Sewer Debt (Interest)	15,234	12,693	10,620	10,620
355		Sewer Debt (Short term interest)		0		
356		Sewer Debt Total	108,955	105,491	72,957	72,957
357		Total Sewer Costs	679,389	675,758	651,424	651,424
358		Cemetery				
359		Salaries	13,367	18,840	18,840	18,840
360		Expenses	51,705	66,860	66,860	61,860
361		Total	65,072	85,700	85,700	80,700
362		Public Works & Facilities				
363		Salaries	1,607,541	1,786,144	1,929,576	1,887,402
364		Expenses	1,697,949	1,785,172	1,922,244	1,799,885
365		Subtotal Public Works	3,305,490	3,571,316	3,851,820	3,687,287
366						
367		Community & Social Services				
368						
369		Council on Aging				
370		Salaries	194,413	217,992	232,508	232,508
371		Expenses	36,310	32,900	31,300	32,900
372		Total	230,723	250,892	263,808	265,406
373		Veterans' Services District				
374		Expenses	36,437	41,671	42,618	42,618
375		Total	36,437	41,671	42,618	42,618
376		Contractual Services				
377		Expenses				
378		Chatham/Orleans VNA	26,000	28,000	28,000	28,000
379		Monomoy Community Services	111,000	111,000	111,000	111,000
380		C. C. Council on Alcoholism	3,500	3,500	0	0
381		Nauset Workshop	6,425	6,325	6,425	6,425
382		C. C. Child Development	4,500	4,500	5,000	5,000
383		Independence House	4,065	4,065	4,200	4,200
384		Legal Services of CC & Islands	5,000	5,000	5,100	5,100
385		Sight Loss Services	800	850	900	900
386		Big Brothers/Big Sisters	2,000	2,000	2,000	2,000
387		Lower Cape Outreach	7,500	7,500	8,500	8,500
388		Eldredge Public Library, Inc.	340,000	357,000	400,000	375,000
389		So. Chatham Public Library, Inc.	5,100	5,100	5,100	5,100
390		Interfaith Council for the Homeless	3,560	4,096	4,588	4,588
391		Aids Council (CARES)	1,500	1,500	2,000	2,000
392		Elder Services of Cape Cod	8,537	8,257	8,050	8,050
393		Consumer Assistance	250	250	250	250
394		Chatham Athletic Booster Club	2,500	2,500	2,500	2,500
395		Operation in from the cold		1,500	2,000	2,000
396		Lower Outer Cape Comm Coalition	0	2,000	2,000	2,000
397		Gosnold			7,000	3,500
398		Cultural Council			4,000	4,000
399		Subtotal: Contract Services	532,237	554,943	608,613	580,113
400		Public Ceremonies Committee				
401		Expenses	15,000	15,000	15,000	15,000
402		Total	15,000	15,000	15,000	15,000
403		Other Public Events				
404		Chatham Band	7,000	7,250	7,250	7,500
405		Chatham A's Baseball	4,500	4,500	4,500	4,500
406		Total	11,500	11,750	11,750	12,000
407		Railroad Museum				
408		Expenses	2,946	3,500	3,000	3,000
409		Total	2,946	3,500	3,000	3,000
410						
411		Community & Social Services				
412		Salaries	194,413	217,992	232,508	232,508
413		Expenses	634,430	659,764	712,281	685,631
414		Subtotal Comm. & Social Services	828,843	877,756	944,789	918,139
415						

Budget Overview

A	B	C	D	E	F
1					
2	Description	06 Actual	07 Approp	08Dept Req	Proposed Budget FY08
416	Education				
417					
418	Chatham Public Schools				
419	Salaries & Expenses	6,859,984	6,752,825	8,602,485	8,602,485
420	Education Technology				
421	Total	6,859,984	6,752,825	8,602,485	8,602,485
422	Adult Education				
423	Salaries	1,666	5,515	0	0
424	Expenses	1,449	1,603	0	0
425	Total	3,115	7,118	0	0
426					
427	Chatham Public Schools				
428	Salaries	6,861,650	6,758,340	8,602,485	8,602,485
429	Expenses	1,449	1,603	0	0
430	Subtotal Chatham Schools	6,863,099	6,759,943	8,602,485	8,602,485
431					
432	CC Tech. Regional High School				
433	Expenses	236,770	248,610	236,771	186,771
434	Total	236,770	248,610	236,771	186,771
435					
436	Education				
437	Salaries	6,713,927	6,759,943	8,602,485	8,602,485
438	Expenses	236,770	248,610	236,771	186,771
439	Total Education	6,950,697	7,008,553	8,839,256	8,789,256
440					
441	Employee Benefits				
442	Workers Compensation Insurance	80,473	80,000	80,000	80,000
443	Medicare/Social Security	170,691	165,000	94,500	94,500
444	Unemployment Insurance	18,915	20,000	13,000	13,000
445	Police Employ. Injury Ins.(Career)	11,464	12,857	12,857	12,857
446	Fire Employee Injury Ins.(Career)	0	13,333	13,333	13,333
447	Barn's County Retirement	1,104,118	1,220,243	1,166,636	1,166,636
448	Group Health Insurance	2,616,896	2,930,216	1,835,638	1,835,638
449	Total Employee Benefits	4,002,557	4,441,649	3,215,964	3,215,964
450					
451					
452	Undistributed Costs				
453					
454	Insurance				
455	Watercraft	16,333	18,533	18,533	18,533
456	Fleet Motor Vehicle	67,182	70,658	75,330	75,330
457	Moorings	1,558	1,688	1,688	1,688
458	Flood	7,989	8,681	8,681	8,681
459	Public Officials' Liability	25,752	32,010	19,392	19,392
460	General Liability & Bldg. Ins.	156,571	153,053	109,936	109,936
461	Main Street School Vacant	0			
462	Uninsured Damages	19,170	15,000	15,000	15,000
463	Total Insurance	294,555	299,623	248,560	248,560
464					
465	Reserve Fund (05 Distributed)	100,000	100,000	100,000	100,000
466					
467	Total Undistributed Costs	394,555	399,623	348,560	348,560
468					
469	Debt Service (non-water)				
470					
471	Principal	2,876,911	3,455,018	3,510,243	3,526,750
472	Interest - Long-term	1,219,209	1,211,760	1,073,141	1,073,141
473	Interest - Short-term & Bond Costs	158,915	200,000	518,493	518,493
474	Total Debt Service Costs	4,255,034	4,866,778	5,101,877	5,118,384
475					
476					

APPENDIX D

DEBT DETAIL

Town of Chatham
 Master Debt Amortization Schedule
 Outstanding Principal & Interest
 Payout By Fiscal Year - As of 7/01/2007

				Water Fund	Water Fund	Water Fund				Cumulative
Fiscal	General Fund	General Fund	General Fund	Principal	Interest	Total	Total	Total	Grand	% of Total
Year	Principal	Interest	Total	(w/o Betterments)	(w/o Betterments)	(w/o Betterments)	Principal	Interest	Total	Debt Service
2008	3,194,166.00	1,073,141.00	4,267,307.00	819,643.00	298,925.00	1,118,568.00	4,013,809.00	1,372,066.00	5,385,875.00	12.53%
2009	2,939,410.00	955,025.00	3,894,435.00	854,700.00	268,885.00	1,123,585.00	3,794,110.00	1,223,910.00	5,018,020.00	24.21%
2010	2,700,869.00	850,148.00	3,551,017.00	763,551.00	239,847.00	1,003,398.00	3,464,420.00	1,089,995.00	4,554,415.00	34.81%
2011	2,618,834.00	742,334.00	3,361,168.00	745,674.00	210,726.00	956,400.00	3,364,508.00	953,060.00	4,317,568.00	44.86%
2012	2,237,269.00	635,943.00	2,873,212.00	717,796.00	181,029.00	898,825.00	2,955,065.00	816,972.00	3,772,037.00	53.64%
2013	2,204,108.00	538,408.00	2,742,516.00	624,221.00	154,004.00	778,225.00	2,828,329.00	692,412.00	3,520,741.00	61.83%
2014	2,191,790.00	441,953.00	2,633,743.00	566,539.00	129,822.00	696,361.00	2,758,329.00	571,775.00	3,330,104.00	69.58%
2015	1,856,651.00	351,231.00	2,207,882.00	476,678.00	108,190.00	584,868.00	2,333,329.00	459,421.00	2,792,750.00	76.08%
2016	1,766,651.00	269,063.00	2,035,714.00	361,678.00	90,897.00	452,575.00	2,128,329.00	359,960.00	2,488,289.00	81.87%
2017	1,766,651.00	187,949.00	1,954,600.00	361,678.00	75,751.00	437,429.00	2,128,329.00	263,700.00	2,392,029.00	87.44%
2018	1,478,329.00	111,425.00	1,589,754.00	240,000.00	62,880.00	302,880.00	1,718,329.00	174,305.00	1,892,634.00	91.84%
2019	978,329.00	53,442.00	1,031,771.00	240,000.00	52,535.00	292,535.00	1,218,329.00	105,977.00	1,324,306.00	94.92%
2020	333,329.00	24,600.00	357,929.00	185,000.00	43,542.00	228,542.00	518,329.00	68,142.00	586,471.00	96.29%
2021	333,550.00	11,800.00	345,350.00	180,000.00	36,036.00	216,036.00	513,550.00	47,836.00	561,386.00	97.59%
2022	47,500.00	4,500.00	52,000.00	180,000.00	28,649.00	208,649.00	227,500.00	33,149.00	260,649.00	98.20%
2023	47,500.00	2,700.00	50,200.00	155,000.00	21,855.00	176,855.00	202,500.00	24,555.00	227,055.00	98.73%
2024	47,500.00	900.00	48,400.00	155,000.00	15,655.00	170,655.00	202,500.00	16,555.00	219,055.00	99.24%
2025	2,500.00	0.00	2,500.00	155,000.00	9,455.00	164,455.00	157,500.00	9,455.00	166,955.00	99.63%
2026	2,500.00	0.00	2,500.00	155,000.00	3,177.00	158,177.00	157,500.00	3,177.00	160,677.00	100.00%
						0.00	0.00	0.00	0.00	
	\$ 26,747,436.00	\$ 6,254,562.00	\$ 33,001,998.00	\$ 7,937,158.00	\$ 2,031,860.00	\$ 9,969,018.00	\$ 34,684,594.00	\$ 8,286,422.00	\$ 42,971,016.00	

APPENDIX E

**WATER DEPARTMENT OPERATING
BUDGET DETAIL**

	A	B	C	D	E	F	G
1						Proposed	
2						Water Budget	
3	Art #	Description	06Actual	07Approp	08 Dept Req	FY 08	Notes
4	7						
5		WATER FUND					
6							
7							
8		Water Costs					
9		Operating					
10		Salaries	119,634	146,869	147,992	147,992	
11		Expenses	930,779	952,400	964,770	964,770	
12		Sub-total Operating	1,050,413	1,099,269	1,112,762	1,112,762	
13							
14		Debt					
15		Principal	688,686	861,429	819,644	819,644	
16		Interest - Long-term	312,471	330,832	298,925	298,925	
17		Interest - Short-term	110,000	30,000	50,000	50,000	
18		Subtotal Debt	1,111,157	1,222,261	1,168,569	1,168,569	
19							
20		Total Water Direct Costs	2,161,570	2,321,530	2,281,331	2,281,331	
21							
22		Overhead - Indirect Costs	134,839	139,806	149,037	149,037	
23		Overhead - GF Loan Repayment	64,150	64,150	64,150	64,150	
24		Overhead - Rate payback for Bett	169,133	157,101	151,025	151,025	
25		Overhead - Deficit payback	44,204				
26		Subtotal Overhead	412,326	361,057	364,212	364,212	
27							
28		Water Operating Budget	2,573,896	2,682,587	2,645,543	2,645,543	
29							
30		Water Capital - Cash Basis					
31		Various Projects - See Capital	0		0	0	
32		Total Water Costs (no bonds)	2,573,896	2,682,587	2,645,543	2,645,543	
33		Water Capital - Bonding Basis					
34		Various Projects - See Capital	0	0	0	0	
35		Total Water Costs (with bonds)	2,573,896	2,682,587	2,645,543	2,645,543	
36							
37		Water Revenue					
38							
39		Rate Charges	2,610,201	2,279,549	2,245,543	2,245,543	
40		Water Surplus	0	0			
41		Water Bonds	0	0	0	0	
42							
43		Variance:					
44		Revenues over(under) Costs	36,305	-403,038	-400,000	-400,000	
45		Town Subsidy-Fire Protection	-400,000	-400,000	-400,000	-400,000	
46		Town Subsidy-Debt Prepay	-6,764				
47		Town Subsidy-Additional	0		0	0	
48		Transfer from Gen.Fund	406,764	400,000	400,000	400,000	
49							
50		Surplus (Shortfall)	443,069	-3,038	0	0	
51							

APPENDIX F

FIVE YEAR CAPITAL DETAIL

CAPITAL BUDGET DETAIL

	A	B	C	D	E	F	G	H	I	J
1	Dept	Description	Dept	FY 07	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program
3										
4		CAPITAL PROGRAM & BUDGET								
5				CAPITAL		CAPITAL				
6		CAPITAL PROGRAM & BUDGET SUMMARY:		BUDGET		BUDGET				
7		General Government		195,000	245,000	90,000	245,000	100,000	120,000	100,000
8		Public Safety		120,500	190,000	114,000	81,000	200,000	78,000	112,000
9		Community Development		0	25,000	0	25,000	100,000	100,000	100,000
10		Health & Environment		119,000	199,400	159,400	230,000	155,000	115,000	140,000
11		Public Works (without Water)		143,000	753,000	558,000	1,031,000	827,000	766,000	968,000
12		Equipment		257,000	750,000	666,000	1,316,000	1,044,000	322,000	282,000
13		Subtotal Capital - General Fund (w/o water)		834,500	2,162,400	1,587,400	2,928,000	2,426,000	1,501,000	1,702,000
14		Water		0	0	0	0	0	0	0
15		Total Town Funded Capital Budget (Column F)		834,500	2,162,400	1,587,400	2,928,000	2,426,000	1,501,000	1,702,000
16										
17		Funding Sources:								
18		Free Cash		1,152,278		1,495,101				
19		Waterways Improvement Funds		39,500		38,000				
20		Cemetery Sale of Lots		5,000		5,000				
21		Article 6 May Town Meeting		91,038						
22		Article 4 1998 Special Town Meeting				49,365				
23		Land Bank								
24		Total Funding Sources		1,287,816		1,587,466				
25										
26		General Government								
27	Annual #1	Land Management, Assessment & GIS	IT	30,000	50,000	50,000	50,000	50,000	50,000	50,000
28	Annual #2	MIS Training; Ch18, Website	IT	60,000	60,000	30,000	30,000	30,000	30,000	30,000
29	Annual #3	Hardware replacement & upgrade	IT	10,000	10,000	10,000	10,000	10,000	10,000	10,000
30	07-01	Channel 18 Portable Studio	IT	25,000						
31	08-5	GIS Flyover	IT	0	125,000	0	125,000			
32	07-4	VOIP Phone System	IT	70,000						
33	07-2; 08-2; 10-2	Replace All Desks w/ Ergonomic Workstations	FIN	0			10,000		10,000	
34	08-1; 10-1	Business Machines	FIN/TM	0			10,000		10,000	
35	Annual #1	Microfilm/CD ROM Permanent Public Records Storage	TM	0			10,000	10,000	10,000	10,000
36		Total General Government		195,000	245,000	90,000	245,000	100,000	120,000	100,000
37										
38		Public Safety								
39		Police Department								
40	08-2;09-2	Computer System and Video Camera Updates	PD	0	26,000	16,000				
41		Subtotal Police		0	26,000	16,000	0	0	0	0

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CAPITAL BUDGET DETAIL

	A	B	C	D	E	F	G	H	I	J
1	Dept	Description	Dept	FY 07	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program
42		Fire/Rescue Department								
43	10-3;11-2	Upgrade Self Contained Breathing Apparatus	FD					30,000	30,000	
44	11-01	Radio Equipment	FD							50,000
45	08-02	Upgrade Heart Monitors; Replace	FD	44,000	41,000	41,000	0			
46	08-4;09-2;10-4	Protective Clothing	FD		15,000	15,000	15,000	15,000		
47	08-5	Hose replacement	FD	15,000	12,000	12,000	0			
48	12-3	800 MHZ portable Radios	FD							30,000
49	08-5	Purchase & Equip service 180 replacement	FD							
50	08-6;09-3;10-5;11-3	Computer Software/Hardware	FD				20,000	20,000	20,000	
51		Subtotal Fire/Rescue		59,000	68,000	68,000	35,000	65,000	50,000	80,000
52		Emergency Management								
53	7-01 09-01 11-0	Emergency Management Brochures	CD	2,000	2,000			4,000		4,000
54		Subtotal Other Pub Safety		2,000	2,000	0	0	4,000	0	4,000
55		Harbormaster/Wharfinger								
56	08 07	Mitchell River Drawbridge (Road Gates)	HBR	35,000	55,000	0	0	0	0	0
57	Annual #2	Mooring Management	HBR	8,000	8,000	8,000	8,000	8,000	0	0
58		<i>\$8,000 proposed from Waterways Impr Fund</i>	HBR							
59	08 05	Wharfinger Restrooms Roof	HBR	0	7,000	0				
60	08-06	Mitchell River Drawbridge (Structure & Fender Replace)	HBR		10,000	10,000				
61	09-4	Mitchell River Drawbridge (Pile Wraps)	HBR				15,000			
62	10-5;11-5;12-5	Mitchell River Drawbridge (Roadway Approaches)	HBR					100,000	10,000	10,000
63	Annual #5	Town Landing Maintenance	HBR	6,500	8,000	6,000	8,000	8,000	8,000	8,000
64		<i>\$6,000 proposed from Waterways Impr Fund</i>	HBR							
65	Annual #3	Aids to Navigation	HBR	5,000	6,000	6,000	10,000	10,000	5,000	5,000
66		<i>\$5,000 proposed from Waterways Impr Fund</i>								
67	Annual #4	Boat Maintenance & Equipment	HBR	5,000			5,000	5,000	5,000	5,000
68		Subtotal Harbor/Pier		59,500	94,000	30,000	46,000	131,000	28,000	28,000
69		Total Public Safety		120,500	190,000	114,000	81,000	200,000	78,000	112,000
70										
71		Community Development								
72	08-1;09-1;10-1;11-1;12-1	Town Office Building Addition/Renovation	TM	0	25,000	0	25,000	100,000	100,000	100,000
73										
74		Subtotal Community Development		0	25,000	0	25,000	100,000	100,000	100,000
75										
76		Total Community Development		0	25,000	0	25,000	100,000	100,000	100,000
77										
78		Stormwater Management								
79	Annual #1	Drainage/Stormwater Management	STW	20,000	20,000	20,000	20,000	20,000	20,000	20,000
80	08 01;09 01	08 01 Levers Lake/Stillwater Pond Restoration	STW	20,000	25,000	25,000	100,000			
81	8-3;9-2;10-2;11-2;12	Forest Management Plan	H & E	0	20,000	0	20,000	10,000	10,000	5,000
82	08-2;09-2;10-1;11-1;12-1	Conservation Lands Management	H & E		10,000	0	10,000	5,000	5,000	5,000
83		Subtotal Stormwater		40,000	75,000	45,000	150,000	35,000	35,000	30,000
84										

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CAPITAL BUDGET DETAIL

	A	B	C	D	E	F	G	H	I	J
1	Dept	Description	Dept	FY 07	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program
85		Coastal Resources								
86	Annual #1	Dredging Program	CR	55,000	75,000	75,000	75,000	75,000	75,000	75,000
87	Annual #2	Aerial Shoreline Condition Photo Survey	CR	4,000	4,900	4,900	5,000	5,000	5,000	5,000
88	07-1;08-01	Town Landing Improvement	CR	5,000	10,000	0				
89	07-2;08-2	Site/Parking Improvements Town Landing	CR	15,000	18,000	18,000	0	0	0	0
90		\$18,000 proposed from Waterways Impr Fund								
91	10-2	Nantucket Sound Shoreline Assessment Study	CR		0		0	40,000	0	0
92	12-3	Chatham Harbor Public Access	CR		0		0	0	0	30,000
93	08-3	Mill Creek/Cockle Cove Sand By-passing Study	CR		16,500	16,500				
94		Subtotal Coastal Resources		79,000	124,400	114,400	80,000	120,000	80,000	110,000
95		Total Health & Environment		119,000	199,400	159,400	230,000	155,000	115,000	140,000
96										
97		Public Works (without Water)								
98		Parks & Recreation & Cemetery								
99	08 06	Irrigation system at Community Center	P&R		20,000		0			
100	08-02	Irrigation well at Veterans Field	P&R		20,000		0			
101	3;09-2;10-2;11-2;12	Community Center Finish outfitting	P&R		100,000	100,000	100,000	100,000	100,000	100,000
102	12 03	Skateboard Park Ramps	P&R	0		0		0		
103	10-1	Repaint Depot Road Tennis Courts	P&R					10,000	0	0
104	08 05	Handicap Access Path	P&R		10,000		10,000			
105	06-7	Renovation of Park & Rec Building	P&R	0	65,000	65,000				
106	08-04	Concession Stand at Volunteer Park	P&R		6,000		6,000			
107	10-3	Outdoor Basketball Court	P&R					35,000		
108	12-2	Resurface Skate Park	P&R							15,000
109	12 04	Picnic Pavillion - Volunteer Park	P&R							30,000
110		Subtotal - Park & Recreation		0	221,000	165,000	116,000	145,000	100,000	145,000
111		Highway Department								
112	Annual #1	Road Resurfacing	HWY		200,000	160,000	210,000	220,000	230,000	230,000
113	Annual #2	Emergency Road Repair	HWY	10,000	10,000	10,000	10,000	10,000	10,000	10,000
114	Annual #3	Catch Basins	HWY	40,000	60,000	40,000	60,000	60,000	60,000	65,000
115	Annual #4	Crack Repair, Sealing, & Other Pavement Management	HWY	12,000	26,000	12,000	28,000	28,000	28,000	30,000
116	Annual #5	Street Signs	HWY	5,000	5,000	5,000	6,000	6,000	7,000	7,000
117	Annual #6	Sidewalk Construction	HWY	0	50,000	0	50,000	50,000	50,000	50,000
118	Annual #7	Bike Trail Maintenance	HWY	10,000	25,000	10,000	25,000	25,000	25,000	25,000
119		Subtotal Highway		77,000	376,000	237,000	389,000	399,000	410,000	417,000
120		Landfill (Transfer Station)								
121	08-2;09-1;10-1	Gate House Replacement/repairs to main Bldg Design	LDF				15,000		0	
122	12-01	Expand Recycling Area & Parking	LDF							150,000
123		Subtotal Landfill		0	0	0	15,000	0	0	150,000

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CAPITAL BUDGET DETAIL

	A	B	C	D	E	F	G	H	I	J
1	Dept	Description	Dept	FY 07	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program
124		Building & Grounds								
125	Annual	ADA Compliance	BG	5,000	5,000	5,000	5,000	5,000	5,000	5,000
126	Annual	Public Restroom Construction	TM	10,000			125,000	125,000	125,000	125,000
127	Annual #1	Property Management/Building Maintenance	TM	40,000	100,000	100,000	100,000	100,000	100,000	100,000
128		Subtotal Building & Grounds		55,000	105,000	105,000	230,000	230,000	230,000	230,000
129		Cemetery Department								
130	07-2	Clean & Repair Head Stones	CEM	1,000	1,000	1,000	1,000	1,000	1,000	1,000
131	07-3	Start Replacing Old Water Lines	CEM	10,000	10,000	10,000				
132		Subtotal Cemetery		11,000	11,000	11,000	1,000	1,000	1,000	1,000
133		Airport Commission								
134	Annual #1	Continuing Modernization	TM/AIR		40,000	40,000	30,000	25,000	25,000	25,000
135		Major Federal & State Improvement Projects	AIR				2,500,000	900,000		
136		<i>Less: Federal/State Funding</i>					-2,250,000	-873,000		
137		Subtotal Airport		0	40,000	40,000	280,000	52,000	25,000	25,000
138		Total Public Works		143,000	753,000	558,000	1,031,000	827,000	766,000	968,000
139										

CAPITAL BUDGET DETAIL

1	A	B	C	D	E	F	G	H	I	J
2	Dept	Description	Dept	FY 07	FY 08	FY 08	FY 09	FY 10	FY 11	FY 12
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program
140		Equipment - All Departments								
141	08-1	Replace Cleaning Van	BG		19,000		0			
142	Annual #1	Annual Cruisers (2) Replacement	PD/TM	56,000	56,000	56,000	56,000	56,000	56,000	56,000
143	38,566	Replace Unmarked Police Detective Vehicle	PD/TM	0			27,000		27,000	
144	08-2; 10-2;	Replace North Beach Vehicle	PD/TM					20,000		
145	08-3, 10-3	Replace North Beach ATV	PD/TM	0	7,000	0	7,000	0	7,000	0
146	08-03	Replace Animal Control Vehicle	PD/TM		26,000	0	26,000			
147	08-2	Replace Chief's Cruiser	PD/TM		26,000	26,000				
148	10-01	Replace Fire Engine/Pumper - Purchase	FD/TM					500,000		
149	08-1;10-1	Replace Ambulance/Rescue	FD/TM		138,000	138,000	0	140,000	0	143,000
150	08-03	Replace Staff Vehicle	FD/TM	0	30,000	0	30,000			
151	11-01	Replace Car 392 - Inspection Vehicle	FD/TM						35,000	
152	07-04	Replace Forestry Unit	FD/TM	49,000						
153	09-1	Purchase & Equip One Ladder Truck	FD/TM				800,000			
154	12-02	Service Vehicle	FD/TM							30,000
155	Annual	Inspections Vehicle	CD/TM	5,000	10,000	10,000	5,000	10,000	5,000	10,000
156	Annual #1	Engine Replacement - Harbormaster	HBR/TM	15,000	18,000	16,000	18,000	0	8,000	8,000
157		Lighthouse Beach Monitoring/Patrol - Equipment	HBR/TM					8,000		
158	10-1	Truck Replacement - Harbormaster	HBR/TM					30,000		
159	09-1	Shellfish Warden Truck	CR/TM				25,000			
160	07-1	Shellfish Boat Replacement	CR/TM	30,000						
161	10-05	Front End Loader	HWY/TM					140,000		
162	09-9 10-8	Pickup Truck w/Plow	HWY/TM				35,000	35,000		0
163	10-07	Large Dump Truck with Plow & Sander	HWY/TM	60,000				105,000		0
164	11-8	Large Dump Truck with Plow	HWY/TM						110,000	
165	08-9	Small Dump Truck w/ Plow	HWY/TM		30,000	30,000	0			
166	08-09	Small Dump Truck with Plow	HWY/TM				52,000			
167	08-10	Tractor Mowing Machine	HWY/TM	0	65,000	65,000	0			
168	07-5	Portable Air Compressor	HWY/TM	12,000						
169	08-5	Catch Basin Cleaning Truck	HWY/TM		125,000	125,000	0			
170	07-11	New Equipment Trailer	HWY/TM	0			10,000			
171	11-7	Wood Chipper	HWY/TM						30,000	0
172	09-6	Replace Street Sweeper	HWY/TM				185,000	0		
173	08-01	Ten Wheel Roll Off Truck	LDF/TM		135,000	135,000	0			
174	08-03	Roll Off Container Units	LDF/TM	30,000	30,000	30,000	0			
175	11-1	Replace Park & Rec Dump Truck (/ Pickup Truck)	P&R/TM				0		44,000	0
176	08-1;09-1	Replace Dump Truck	P&R/TM	0	35,000	35,000	40,000	0		0
177	12-1	New Van for driving participants to programs/events	P&R/TM							35,000
178		Total Equipment		257,000	750,000	666,000	1,316,000	1,044,000	322,000	282,000
179										
180		Subtotal Capital (General Fund)		834,500	2,162,400	1,587,400	2,928,000	2,426,000	1,501,000	1,702,000
181										
182		Water Department								
183										
184		Total Water Capital								
185										
186										

70

APPENDIX G

M.G.L. CHAPTER 39, SECTION 23D

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 39. MUNICIPAL GOVERNMENT

TOWN MEETINGS

Chapter 39: Section 23D. Adjudicatory hearings; attendance by municipal board, committee and commission members; voting disqualification

[Text of section added by 2006, 79 effective August 10, 2006.]

Section 23D. (a) Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

(b) By ordinance or by-law, a city or town may adopt minimum additional requirements for attendance at scheduled board, committee, and commission hearings under this section.

APPENDIX H

NSTAR/SUBSTATION ANALYSIS

South Chatham Fire Station Review

Several questions were raised during the discussion regarding the South Chatham Sub-Station at the February 6, 2007 Board of Selectmen's meeting. The areas in need of clarification and further investigation are:

Evaluation of response percentages for the sub-station scenarios noted in the presentation

Review of potential South Chatham sites

Future use of the existing Station #2

Response Time Percentage Details

The Department reviewed 2006 data compiled by street name in order to calculate response distribution and percentage for the Depot Road Station and to project figures for the proposed sub-station.

The Depot Road Station responded to 1381 (63% of the 2,192 total calls) of the Department's incidents within the desired six (6) minute response time. The proposed sub-station, in conjunction with the Depot Road station, would provide a 91% six minute incident response time. (See attachment – Percentage of Town Served with Under Six Minute Response Time.)

Investigation of Town-Owned Properties as Possible Sites

The criteria used to evaluate potential sub-station sites involving Town-owned land includes lot size, legal restrictions, existing and planned usage as well as location. The attached "Town-Owned Parcel Review Map & Chart" highlights the sites reviewed. The parcels and their evaluations are as follows:

The present Station #2 site is not large enough for the structural needs of a new station. The Chamber of Commerce occupies the Bassett House property. Both the Onembo property and the Kolb property were Land Bank purchases and restricted to conservation use. Volunteer Park is restricted to recreational use. Existing and future planned uses for the Transfer Station as well as access to Route 28 precludes it from being a viable option.

The Well Field, the Red River property and the McClure property are too far west and too close to the Harwich town line thus limiting the response area within Chatham to immediately east of the location. To achieve optimal results, the sub-station should be located further east to serve a larger area. A "Sub-Station Location Analysis Map" was generated to illustrate this point (see attachment).

The land search began at the Harwich town line and extended along the Main Street corridor to the Sam Ryder Road intersection. This specific area was chosen in order to provide the most timely and safest access to the target areas and to decrease the percentage of incidents beyond the six minute response time.

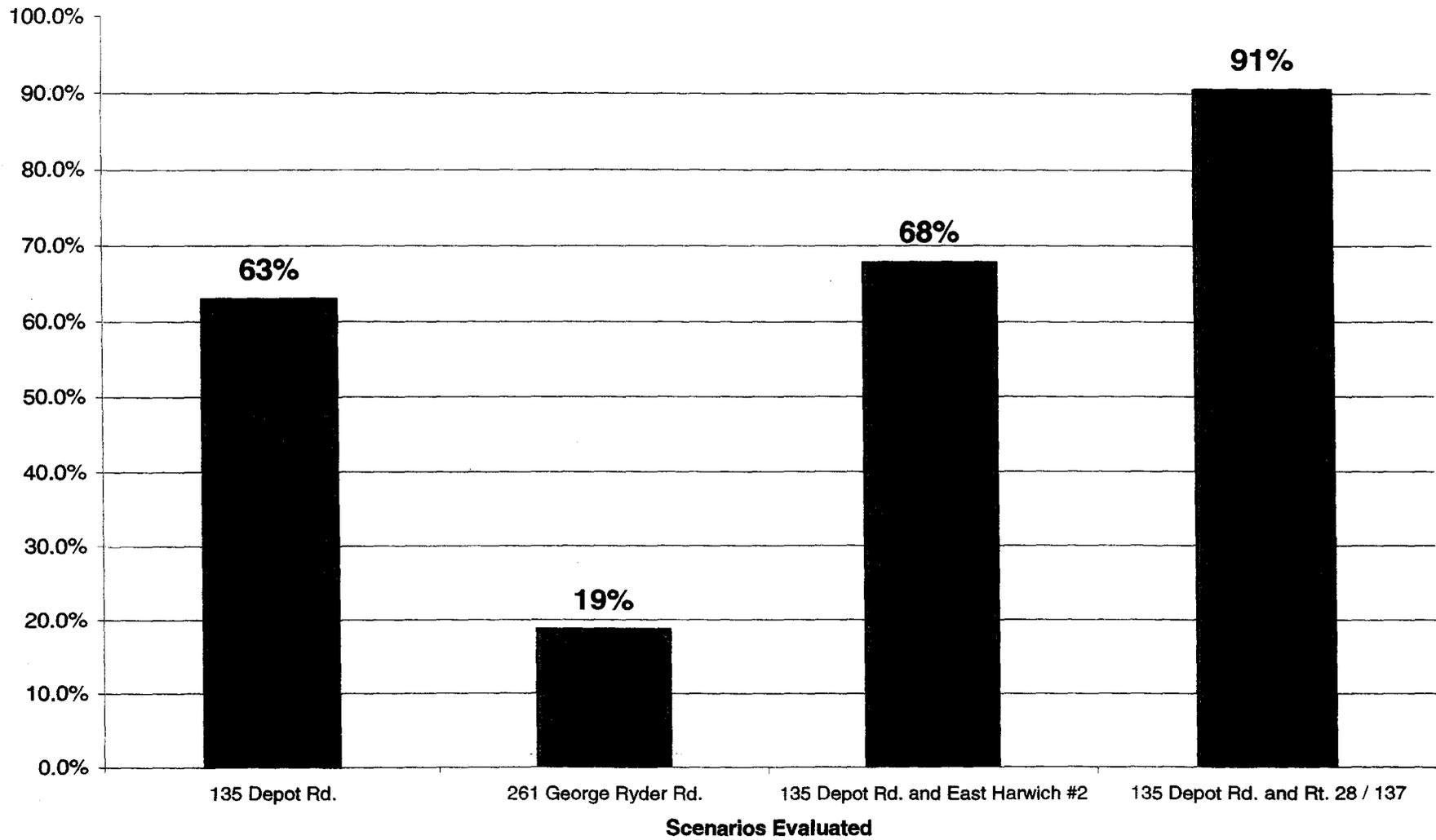
Future Plans for Existing Station #2

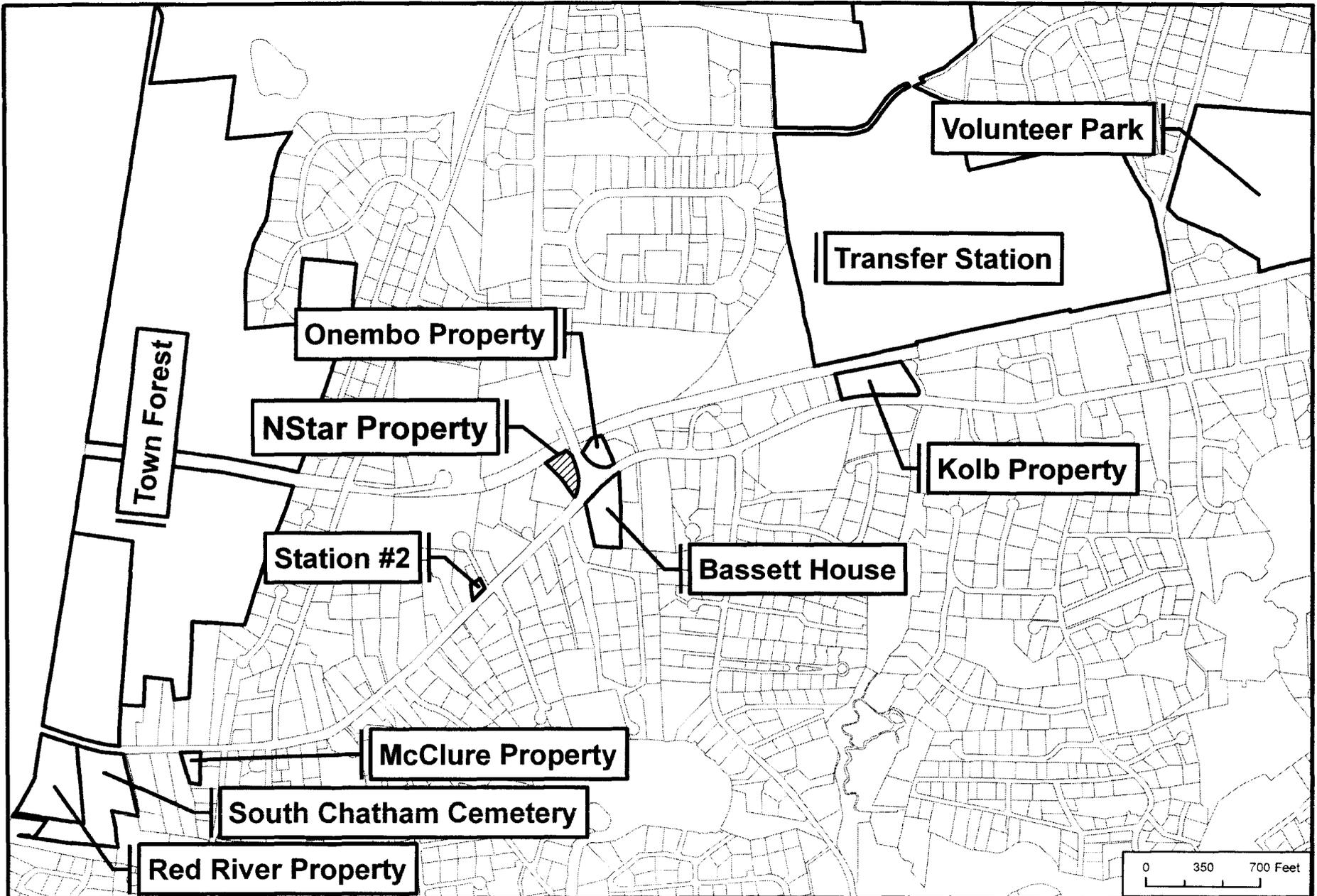
The present building at 2470 Main Street in South Chatham would be utilized by the Fire Department until a new sub-station is constructed. At that time, the building could be turned over to the Board to determine its future use.

Conclusion

Based on the research to date and after careful consideration, the proposed Main Street/Meetinghouse Road intersection would appear to be the optimal location for a sub-station. However, we will continue to research all available options. At this time, we ask that the Board vote to support the Annual Town Meeting Warrant Article to purchase the land for future municipal use.

Percentage of Town Served with Under 6 Minute Response Time (2006)





Chatham Fire Sub-Station Planning - Town-Owned Parcel Review
Sam Ryder Road to Harwich Town Line Corridor



Chatham Fire Sub-Station Planning - Town-Owned Parcel Review Sam Ryder Road to Harwich Town Line Corridor

Sub-Station Siting Analysis - Town Owned Parcels within Planning Corridor:

Parcel Name	Comments	Evaluation
Volunteer Park	Uses limited to recreation – Main Street /Sam Ryder Road access issues	Not Optimal
Transfer Station	Conflicts with existing and planned uses – Environmental challenges - Main Street / Sam Ryder Road access issues	Not Optimal
Kolb Property	Land Bank purchase	Not Optimal
Bassett House	Conflicts with existing municipal use and surrounding neighborhood	Not Optimal
Onembo Property	Land Bank purchase	Not Optimal
Station #2	Site too small for expansion	Not Optimal
McClure Property	Land Bank purchase	Not Optimal
South Chatham Cemetery	Conflict with existing municipal use	Not Optimal
Red River Property	Conservation Land	Not Optimal
Town Forest	Potential WHPA conflicts – DEP regulatory issues	Not Optimal

APPENDIX I

PD/ANNEX

**Proposed
Police Department/Town Annex
Building**

261 George Ryder Road

Project Goals

- Address the deficiencies and substandard conditions of the Police Department and Town Annex facilities
- Improve community and regulatory meeting space and operational efficiency
- Create a long-term asset in the neighborhood

Project Need

- Police Department
- Town Annex Functions
- Community Meeting Space

Police Department

Existing Station

- The Town of Chatham Police Station was built in 1962.
- A small addition was put on in the mid 1970s.



Police Department

Summary:

The shared and cramped work spaces and poorly placed adjacencies present several problems such as:

- An unwelcoming place for citizens
- Cramped and unsafe working conditions for employees
- Inadequate spaces for records filing, storage, and evidence control
- Inefficient design for communication, and work flow
- Deteriorating and unsafe conditions

Police Department

Findings:

- The building's small spaces cannot accommodate the current needs of the department, and cannot be modernized in its existing location.
- A new police building is needed to bring the Chatham Police Department to an updated, modern operational level

Town Annex

Existing Site:

- Former lumber yard buildings converted to government offices
- Surplus buildings moved to the site



Town Annex

Summary:

Deteriorating building conditions, tight working areas, limited public/private areas, and site organization present several problems such as:

- Lack of offices for staff dealing with confidential matters;
- Inadequate space to meet with members of the general public in an effective manner;
- Public service counter configuration hinders customer service;
- Building conditions are far below allowable standards for public and staff use.

Town Annex

Findings:

- Deficient space for existing and programmed employees
- Inadequate facility for providing high quality customer service
- Deteriorating building and systems

Community Meeting Space

Existing Conditions

- Former class rooms converted to public meeting room

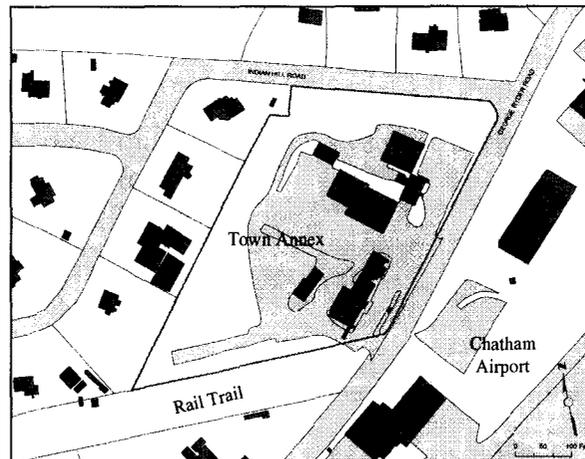
Findings:

- Existing meeting room is obsolete for running an effective public meeting
- Configuration not conducive to public involvement
- Access to public restrooms is deficient

Conceptual Design

- RFP sent out for a design consultant to developed a shared building
- Architectural consultant selected
- Space needs evaluated
- Preliminary design and cost estimate developed

Existing Site



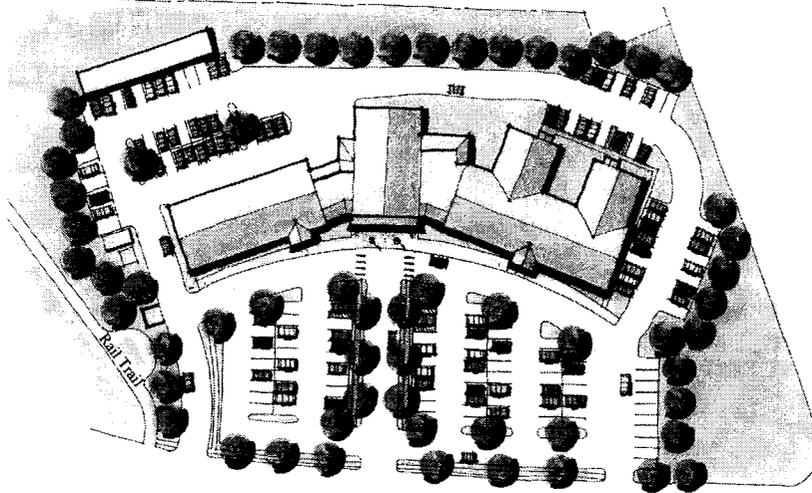
Site Design Parameters

- “Clean site” - no open outdoor storage
- Enhanced buffering for abutting neighborhood
- Use topography to fit building into the site
- Incorporate Low Impact Design (LID) Techniques
 - Rain Gardens
- Complement adjacent municipal uses
 - Old Colony Rail Trail
 - Chatham Airport

Building Design Parameters

- Combined building serving three primary functions
 - Police Department
 - Town Annex Departments
 - Public meeting space
- Provide needed space in the most cost effective manner - “sharing”
 - Meeting space
 - Building systems
- Cape Cod style architectural design

Site Plan Concept



Gross Floor Area Change

	Existing Area (sq. ft.)	Proposed Floor (sq. ft.)	Change (sq. ft.)
Police Dept.	8,452	19,534	11,082
Town Offices	9,210	13,652	4,442
Public Spaces	1,135	9,590	8,456
Total	18,797	42,776	23,980

Building Rendering - Main Entrance



CHATHAM POLICE DEPARTMENT

Explanation And Justification For A New Police Facility



**Mark R. Pawlina
Chief of Police**

February 13, 2007

Description of the Chatham Police Station ***And The Justification for a New Facility***

Overview

The Town of Chatham Police Department is currently housed in a facility located at 127 Depot Road, connected to the Chatham Fire Department. The police portion of the facility was built in 1962 with a small addition put on in the mid 1970s. The current building falls well below any standard as a fully functioning police facility. Despite the fact that police personnel find a way to make things work, the sub-standard facility presents a multitude of problems for the department's operations in the following areas:

- Operational efficiency
- Working space
- Storage and filing space
- Security of evidence and property
- Citizen services and contact
- Administrative functions
- Technology and Electrical Functions
- Employee health, wellness and safety

The general condition of the building is poor, and is a patchwork of fix its. The electrical system is a good example of this. The electrical power feed into the present police station is completely inadequate, at times causing disruptions to computers, telephones, and ventilation/heat control. The electrical wires throughout the building are a scrambled patchwork, with addition upon addition of electrical jerry rigging to try and keep up with the advancing technology requirements of a police facility.

The building is not capable of accommodating handicapped persons, and the overall set up of the station is not citizen friendly. The set up from the public entry way, to the adjacencies of work spaces, make using the building an unpleasant experience for both the public and the employees.

In addition to the sub-standard layout of the building, the safety, security, and access control issues are rampant. Due to the lack of overall square footage, there are improperly combined work spaces, inadequate storage and filing areas, and improper adjacencies, which all contribute to a poorly secured, operationally inefficient facility that compromises citizen and employee safety. The cramped spaces and adjacencies of work areas also present no options for modernizing the facility. The best example of this is the adjacencies and accessibility of the prisoner booking and cell block area, which is next to the officer's work station, the weapons storage area, evidence storage area, and communications desk area.

Highlighted below are specific and detailed descriptions of the current conditions at the police station, and in bold italics is a description of the standard for a modern police facility.

The Public Entrance

The current police building shows its flaws to a citizen immediately upon walking into the uninviting, non-descript public entrance. Once inside the public entrance area, a citizen encounters a cramped hallway with a door that opens onto the person standing in this entrance way. No more than 2 or 3 people are able to stand in this area at one time. There is no lobby waiting or seating area, making it extremely difficult to accommodate elderly or handicapped persons. *The Modern Standard: The entry way should be a well defined and welcoming lobby area, with enough room for display racks of various forms and information, and the ability to seat several people at one time. The public entrance/lobby area should branch out to the most common points that serve the public.*

Communications Center / Information Desk

The radio communications center and information desk is open to the front entrance, which compromises safety, security, radio communications, and confidentiality when trying to help a citizen in the entrance area. The booking and cell block area is just around the corner from this area, which also presents safety, security, and confidentiality issues as well. Should a citizen need to enter the department for more extensive business, they have to walk by the booking area, past the storage area containing weapons, and through the officer's and sergeant's work stations to access the rest of the building. *The Modern Standard: The communications and information center is the nerve center of any police department. It needs to be a secure area, with enough space to accommodate updated technology equipment, more than one dispatch console, and a service desk. It must also be constructed with the ability to safely service citizens, yet be able to isolate itself for uninhibited radio communication, security, confidentiality, and safety purposes. The communications center should be as self contained as possible, so that dispatchers can devote their attention to radio transmissions, prisoner cell surveillance, telephone calls, and citizen walk-ins needing assistance.*

Records and Files Storage / Animal Control Office

The records storage, and Records Clerk's office is shared with the Animal Control Officer's work station. The records clerk has no direct access to serve citizen's requests for copies of reports. This creates an unnecessary and inefficient procedure in which the dispatcher must be the point of contact to communicate the citizen's request to the records clerk. Due to a lack of large centralized spaces in the building, filing and storage areas are spread out in various offices, the locker room, closets, and other work areas not conducive to a secure, centralized filing area. This set up also presents access problems when someone's office is locked. The Animal Control Officer's desk is located in the same space as the Records files. Directly behind the Animal Control Officer's desk is the record file cabinet. *The Modern Standard: The Main Records File storage area should be a centralized, secured area with access control. It cannot be used as a shared office space. It needs to have direct access to the public lobby area in order to service citizens, and to avoid citizens passing through other operational areas. Records areas need to be large enough to accommodate official department reports and files, including archives, in one centralized, secure area.*

Roll Call Room / Interview Room

The roll call room doubles as the suspect and witness interview room. Therefore, when a suspect or witness is being interviewed in this room, the officers coming on, or off shift cannot access their roll call area to update and pass on information to each other. This room can only accommodate 3 people comfortably. Officers, currently, must utilize the hallway for their pre-shift or post-shift briefing when a witness or suspect is being interviewed. ***The Modern Standard: The roll call room is the room where officers meet prior to and after their shifts to obtain department directives, share information, update crime alerts or trends, and get specific instructions for their shift. This room cannot have multiple uses that would bounce the shift officers out from the area where they obtain vital information and instructions. The suspect/ witness interview room needs to be available 24 hours a day to properly conduct investigations. These cannot be shared entities. In addition, the configuration and size of these two rooms by their very nature is completely different.***

Administrative Offices

The administrative offices are split up between the first and second floor of the building, which inhibits verbal communication and work efficiency. ***The Modern Standard: Administrative personnel need to be located near each other for direct and efficient communication, sharing of administrative files, and need access to a private conference area for meetings.***

Evidence and Property Storage Areas

The evidence storage areas in the building are spread out in several locations such as offices, alcoves, and the basement. This presents a problem of not only operational inefficiency, but presents a very precarious system for securing and storing evidence in criminal cases, found property, drugs, and weapons. There is no evidence processing area. Officers must use work station desks in an open area to categorize, tag, and document evidence. They also have no designated area to perform field lab tests on narcotics, and disarm and secure confiscated weapons. In addition, the evidence drop off area is shared with the processing area for citizen's gun licenses, and open to the prisoner booking and OUI testing area. ***The Modern Standard: There is no area more crucial to ensuring access control and security than an evidence room. There needs to be an evidence tagging and processing area, adjacent to a heavily secured storage area so that the property is not compromised. Additionally, the storage and securing of weapons must have an added measure of security that is isolated from the prisoner booking area, and public access.***

Male and Female Officers Locker Rooms

The female officers' locker room is a former jail cell block that was converted to a locker room for female officers. It has no shower, and no toilet. The male officer locker room has no shower, no toilet, and no sink. The size of all the lockers is inadequate to store the necessary uniforms and equipment of the officers. Both locker rooms have carpet instead of tile, and there is a serious mold problem under the carpeting. ***The Modern Standard: Locker rooms should be tiled or made of other easily cleaned surfaces. Basic locker rooms should contain showers, sinks, and toilets so that officers can change, relieve***

themselves and be able to shower if working extra shifts, all within the same area. Lockers need to be large enough to hold equipment, gear, uniforms, policy/procedure manuals, law reference materials, and shoes or boots.

Prisoner Booking / Cell Block Area

The prisoner and cell block area is a small alcove in a hallway, which is adjacent and open to the evidence drop off locker, the firearms licensing office, the officer work station, the weapons armory, and the dispatch communications center. There is a glass window in the hallway leading to the individual prisoner cells. The close proximity of the prisoner area to these other operational and storage areas is disruptive, unsafe, and not secure. The cramped space, and close proximity offers no options for properly securing and isolating the prisoner processing area from the other operations. A loud, boisterous prisoner can easily disrupt the dispatcher's ability to safely conduct radio communications, and service citizen walk-ins and telephone calls. The small, cramped area compromises officer safety because there is nowhere to secure the prisoner during the booking process. The booking hallway is also the OUI testing area. This causes extreme disruption to the dispatchers and causes conflict with the booking process because the OUI testing must be performed in this same hallway. The necessary technology equipment necessary for this function does not fit into the alcove / hallway.

The Modern Standard: The prisoner booking area should be an isolated and secure facility, within the police station that has appropriate Closed Circuit TV monitoring. It should be large enough, and spread out enough, to maximize officer safety, and conduct the various processing mandates without conflict. The booking process area should be physically set up so there is minimal exposure of the officer to the prisoner for safety and health reasons. The OUI testing area should be separated away from the booking area. There should be no glass windows in the prisoner cell block and booking area. The area must be able to accommodate the necessary technology and equipment for the booking process, AFIS fingerprinting, interviewing, and OUI testing.

Officers' Work Stations and Sergeants' Office

The work station for the officers is next to the prisoner processing and OUI testing area. It is unable to fully function technologically, and other work spaces must be utilized by the officer, depending on the function that is needed. The officers' work station is also shared with the sergeants' file cabinets. The reason for this is because the sergeant's office is not large enough to accommodate their own file cabinets. The sergeant's office is shared as the law reference library, which is used by all members of the department.

The Modern Standard: There should be a fully functioning work area for the officers with several fully functioning report writing work stations. The space should be large enough to accommodate desks, cabinets, and shelves for reference books, files, reports, forms, and a copy machine. Sergeants occasionally need to discuss issues with their shift officers, one on one, which requires a private area, without interruptions. Therefore, the sergeants should have a separate office, with their own desks, and cabinets, and no shared spaces or filing cabinets with rank and file officers.

Storage

Storage areas are inadequate and scattered throughout the inside of the police station, including attics, alcoves, hallways, and the basement. In addition, storage sheds and trailers are scattered around the back of the building and in the Elementary School parking lot. The trailers occupy the limited parking spaces on the property, and several parking spaces about the doors of the sheds, making it necessary to have vehicles moved to open the shed doors. There is no storage facility large enough to secure the trailers, which are in constant need of cleaning and repair, due to mold and mildew, from being out in the damp weather. This past summer, a children's bicycle safety program was put on by the Chatham Police, in partnership with the Bike Ways Committee. Numerous bicycle helmets were going to be given to the children who participated. However, the helmets had been stored in the basement, and were loaded with mold and had to be thrown away.

The Modern Standard: Adequate storage space is needed with climate control to avoid damage, constant cleaning, and replacement of supplies and equipment.

Armory/Weapons Cleaning and Maintenance

There is no separate, well secured armory for the storage of weapons in the department. All cleaning and maintenance of department weapons is done in the officer's work area. This area has no ventilation and is unsecured. The cleaning and repair of weapons requires oils and chemicals which have a strong odor, and are unhealthful to be around without proper ventilation. In addition, the cleaning, and maintenance of weapons is performed with the guns out in an unsecured area, next to the prisoner processing area, or in the basement. ***The Modern Standard: Weapons should be stored, cleaned and maintained in a separate, well secured area, with limited access. There needs to be hooded ventilation with work bench, and cabinets for work and storage of supplies.***

General Conditions of the Town of Chatham Police Station

The general conditions of the police station are far below any and all modern standards for a professional police agency. It is not a useful discussion to know why the police station was neglected for so many years. However, it is very useful to understand that the building, as it stands today, with water leaks, unsafe and unhealthy conditions, design and adjacency problems, and overall lack of space, must be vacated as soon as possible. The building is years beyond being able to modernize to any acceptable level. ***The Modern Standard: A new, modern police facility must be built.***

APPENDIX J

DEFINITIONS

TERMS USED IN MUNICIPAL FINANCE

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

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

OVERLAY: ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS: The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements.

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

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

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

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

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

PROPOSITION 2 ½ TERMS

Chapter 59, Section 21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop. 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

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

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

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

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

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

GENERAL OVERRIDE: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

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

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

TALENT BANK FORM – 2007

DATE: _____

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

Name _____ Telephone _____

Mailing Address _____

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

Please indicate other areas of interest _____

**Board of Selectmen
Chatham, MA 02633**

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RESIDENTIAL CUSTOMER

OFFICIAL DOCUMENT

ANNUAL TOWN MEETING WARRANT – MAY 14, 2007