



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

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MEMORANDUM

TO: Honorable Board of Selectman

FROM: Jill R. Goldsmith, Town Manager

DATE: August 21, 2013

SUBJECT: Town Manager's Report for the BOS meeting of August 20, 2013 and  
Department Head Monthly Report to the Town manager for the Month of July  
2013

**Current Items:**

Summer (Residents) Town Meeting: This was my second Summer Residents Town Meeting and again it appears that the BOS fiscal policies, policy directives, and collaboration with the Town Manager have contributed to a favorable rating of the Town's management of resources. I wanted to note my appreciation to Town staff in assisting me with the State of the Town report and availability for attendance at the meeting.

Proposed Fire Station Headquarters Project Outreach Meetings:

- "Sunday's at the Station" - 135 Depot Road, Chatham Fire Station Headquarters -August 18 and 25 - Stop by the Fire Department to visit the existing station and discuss the proposed plans for the Fire Station Headquarters Project with the Fire Chief and Deputy Fire Chief.
- Public Informational Meeting – 6:00 PM, on August 22, 2013 at the Town Annex – 261 George Ryder Road. Presentation will include details of the proposed Fire Station Headquarters Project and ample opportunity for public comments and questions will be provided. This meeting will be televised live on Channel 18, re-broadcast regularly for convenient viewing and also be archived for on-demand viewing from the Town of Chatham website. To view project information in advance of the meeting please go the "Fire Station Project Headquarters" link under Town Projects on Chatham's Home Page: [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Projects/FIREHQ%20PROJECT/F](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Projects/FIREHQ%20PROJECT/F)

[IREStationHQ](#). Written comments can be submitted through the Town's website.

- Finance Committee Meeting – August 28 at 4:00PM at the Annex, also televised live on Channel 18.

Budget Summit – The FY2015 Budget process will begin with the second annual Budget Summit at 4:00 PM on September 10, 2013 at the Annex. Summit participants include Department Heads, BOS, Finance Committee, and Monomoy Regional School Committee members and administration.

Rte 28 Corridor Visioning Workshop #3 – September 11, 2013 from 6:00 PM to 8:00 PM in the Large Meeting Room at the Annex. For more details or to comment on the project, please visit [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Projects/Rte28Corridor](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Projects/Rte28Corridor)

Airport Public Outreach Session – September 19, 2013 at 6:00 PM in the Large Meeting Room at the Annex. Hosted by the Airport Commission, this is an opportunity to provide a public forum for citizens to express their concerns with Skydive Cape Cod (and other airport activities). Representatives from MDOT and FAA will also be in attendance. It will be broadcasted live on Channel 18 and available for re-broadcast and replay.

Free Blood Pressure Check Clinics at the Annex: September 6, 20 and October 4, and 18, from 10:00 am to 12:00 pm. The checks will be conducted by the County Nurse Deirdre Arvidson, RN. *The VNA is also at the COA every Wed morning.*

Other items –

- Town Building Maintenance Projects:
  - Planned repairs to the slate roof on the Eldredge Public Library were completed on August 14 to correct multiple holes and deteriorated flashing to address water infiltration being experienced in the building's attic.
  - COA Generator Project – The COA received a generous donation of funds to purchase and install a generator. The Generator has been received and awaiting installation. Town staff is in the final stages of site preparation.
  - COA Back Door and Access – the RFP has been advertised. The project is complicated as the building code requires further improvements for ADA and safety accessibility to our site and structural non-conformities.
  - CPA Projects – Town staff is working on the procurement for the Rail Road Caboose and Library Windows projects.
  - The Title 5 upgrade to the septic system at 831 Orleans Road (Marconi Hotel Building) was completed.
- Downtown Parking Utilization survey – volunteers are assisting Community Development with a survey of Downtown parking lots - from the Elementary School, Stage Harbor, to the Kate Gould Park lot.
- Quint – after much research and on-site demonstrations, the Invitation for Bids (IFB) for the lease-purchase has been advertised and due on August 27.

**Monthly Report - I am pleased to enclose the Monthly Report of Department Heads to the Town Manager for the month of July 2013 - below.**

**TOWN MANAGER’S OFFICE: Submitted by Jill Goldsmith**

*Mission Statement: The Board of Selectmen and Town Manager provide executive leadership for the Town of Chatham. Together, we pursue collaborative processes, ethical, and professional procedures to insure that Town resources are directed to providing the best services possible to protect public safety, public assets and a special quality of life in Chatham.*

<b>Professional and Community Outreach</b>	<b>Meetings</b>	<b>Month of July -Notes</b>
Weekly Department Head and Regular Biweekly Meetings w/DHs	23	
Professional Meetings/Seminars/Conferences	3	CC Managers, CC Smarter Gov’t Steering Committee, MA JLMC
Meetings with Residents	6	Airport, Skateboard Park, North Beach
Project/Issue Meetings	7	Rte. 28 Visioning, MRSD Budget, Solar PV, Fire Station
Committee/Board Meetings Attended	5	BOS, CCC Regional WW, MDOT Mitchel River Bridge
Community Events	1	July 4 <sup>th</sup> Parade
Union Meetings/Negotiation Sessions	0	
Town Counsel – On-site Office Hours	1	Town Counsel Mead on-site

Two (2) Bids were received for the HVAC Preventative Maintenance Contract and five (5) were submitted for upgrades to the Stage Harbor Pumping Station.

**COMMUNITY DEVELOPMENT DEPARTMENT: Submitted by Deanna Ruffer**

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

- *Listening to your concerns and providing accurate answers and information by responding in a friendly and thoughtful manner*
- *Being accountable for all we do, “not shutting the door and pulling down the blinds” recognizing that everyone’s needs are important*
- *Being the “helping hand” in making the permitting process easier and employing a collaborative approach to finding solutions on complex issues, enabling the successful completion of your projects*
- *Maintaining a commitment to transparency by responding to requests for information to the full extent of Massachusetts public meeting and records law*  
*And when we do need to say no, to do so in a manner that is informative and educational, explaining the regulatory basis for such decisions*

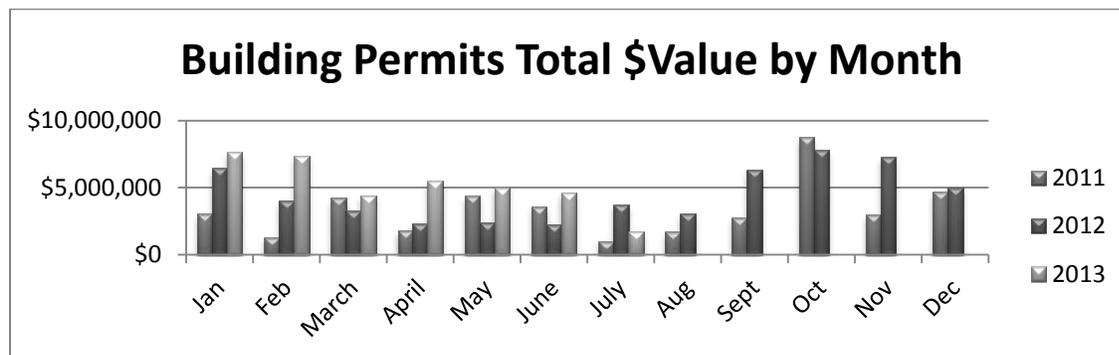
The following information provides a summary of the Community Development Department’s monthly activity in its Building, Land Use Regulatory, Planning and GIS functions for the month of **July 2013**.

## BUILDING DIVISION

	<u>2013- July</u>	<u>2012 Ave/Mo</u>	<u>2012 Total</u>	<u>2013 YTD Total</u>	<u>% 2013/2012</u>	<u>\$ Value – 2012 Total</u>	<u>\$ Value – 2013 YTD</u>
<b><i>Applications Submitted</i></b>	<b>43</b>	58	693	398	57%		
<b><i>Permits Issued</i></b>							
New Dwellings	1	3	37	27	73%	\$28,684,000	\$15,180,000
Apartments	-	-	3	2	67%	-	-
House Demolitions*	1	2	24	9	38%	-	-
Residential Additions/Renovations	39	45	536	337	63%	\$21,457,034	\$15,963,736
Nonresidential Additions/Renovations	-	2	36	19	53%	\$3,374,800	\$2,947,100
Public Alts/add	1		12	6	50%	\$397,900	\$400,500
New Commercial/Public Structures	-	-	1	-	-	\$306,672	-
<b>Totals</b>	<b>41</b>	<b>51</b>	<b>637</b>	<b>395</b>	<b>62%</b>	<b>\$53,822,506</b>	<b>\$36,234,086</b>
<b><i>Average \$Value/permit</i></b>						<b>\$84,494</b>	<b>\$91,732</b>
<b><i>Inspections</i></b>							
Building	91	80	965	711	74%		
Electrical	81	68	819	531	65%		
Gas & Plumbing	63	66	813	497	61%		
<b>Total</b>	<b>236</b>	<b>214</b>	<b>2,597</b>	<b>1,505</b>	<b>58%</b>		

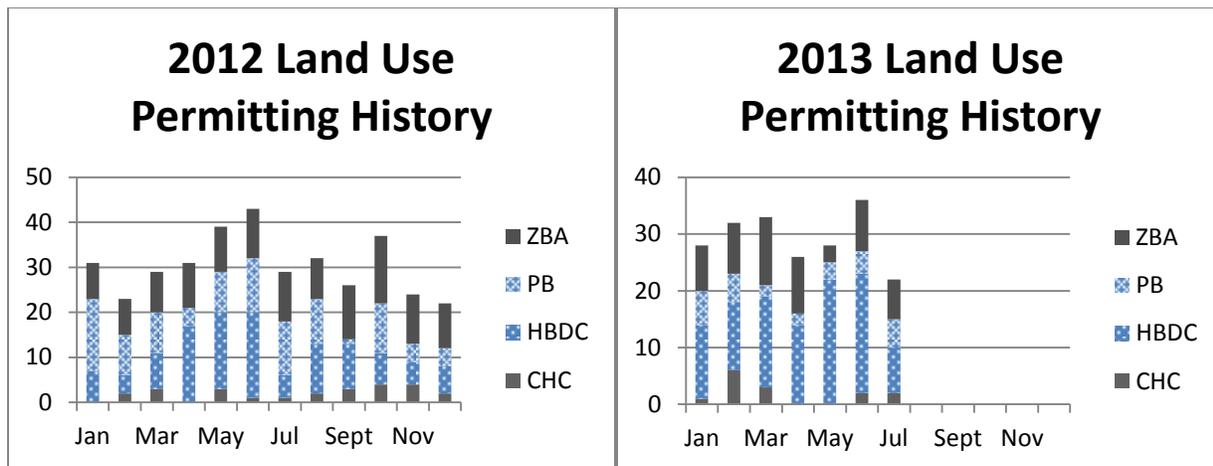
\* demolition permits are also included in residential additions/renovations

July reflects the historical seasonal slow-down in permitting. With 7 of 12 months behind us in the 2013 calendar year (or 58% of the year), we continue to see the number of permits for new dwellings and the dollar value per project exceed last year's numbers while most other aspects of construction related permitting activities appearing to be on par with 2012



## REGULATORY BOARDS

The following tables provide a comparison of the volume of permitting activity in 2012 and 2013 for the four land use regulatory boards/commissions supported by the Community Development Department. Additional detail regarding the specific activities of each board/commission follows.



**Historical Commission** – There was **one** Historical Commission meeting in July 2013.

<u>Applications</u>	<u>Cases</u>	<u>Imposed</u>	<u>Not Imposed</u>
Demolition Delay	-	-	-
	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
Partial Demolitions	2	2	-
	<u>Cases</u>	<u>Referred</u>	<u>Not Referred</u>
Substantial Alterations	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>-</b>

**Historic Business District Commission (HBDC)** – There were **two** HBDC meetings in July 2013. The annual election of officers was held at the July 10<sup>th</sup> meeting and the members voted to elect Daniel Sylver as Chairman, Darci Sequin as Vice-Chair, and Ali van der Burg as Clerk.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>
Pre-application	1	-	-	-
COAs	1	1	-	-
Signs	6	6	-	-
<b>TOTAL</b>	<b>8</b>	<b>7</b>	<b>-</b>	<b>-</b>

**Planning Board** – There were **two** Planning Board meetings in July 2013. On July 23<sup>rd</sup> the Board conducted its annual election of officers with Peter Cocolis elected as chairman, Cory Metter as Vice Chair, and Kathryn Halpern as Clerk. The Cape Cod Commission met with the Board on July 23<sup>rd</sup> and reviewed the status of the Route 28 Corridor Visioning Project. This review included a discussion of land use density.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
Subdivision Control Law			
ANR Plans	1	1	-
Preliminary Subdivision Plan	-	-	-
Definitive Subdivision Plan	-	-	-
Site Plans			
Pre-applications			
Formal	-	-	-
Amendment	1	1	-
Special Permits	-	-	-
Recommendation to ZBA	1	1	-
Bond Reduction/COC Issuance	2	2	-

<b>TOTAL</b>	5	5	-
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The Planning Board continued their work on preparing proposed amendments to the Site Plan Review section of the Protective Bylaw. The Board is also increasing their discussions about preparing for their role once the Route 28 Corridor Visioning Project is completed.

**Zoning Board of Appeals (ZBA)** – There were **two** ZBA meetings in July 2013.

<b><u>Applications</u></b>	<b><u>Cases</u></b>	<b><u>Approvals</u></b>	<b><u>Denials</u></b>	<b><u>Continued</u></b>	<b><u>Withdrawals</u></b>
Special Permits	6	6	-	-	-
Amendments to Special Permits	-	-	-	-	-
Dimensional Variance	1	-	1	-	-
Sign Permits	-	-	-	-	-
Appeals of ZEO actions	-	-	-	-	-
Comp Permit (40B)	-	-	-	-	-
<b>TOTAL</b>	7	6	1	-	-

The Massachusetts Department of Housing and Community Development has scheduled their required site visit for the Habitat for Humanity of Cape Cod’s proposed 40B development of 4 single family affordable dwelling units at 1550 Main Street. This site visit will be held on July 8, 2013.

**PLANNING DIVISION**

During the month of July 2013, staff worked on the following planning projects and assisted the following advisory committees with their activities:

**Route 28 Corridor Visioning Project** the Cape Cod Commission is reviewing the input provided at the second public workshop held on Saturday, June 15 and preparing for the third workshop, which will be held on September 11<sup>th</sup> from 6:00 PM to 8:00 PM in the large meeting room at the Annex. More information about this project is included in the Cape Cod Commission’s monthly report, which is included in the Town Manager’s monthly report to the Board of Selectmen.

The **Economic Development Committee** provided the Water and Sewer Advisory Committee with recommended criteria to be used by the Town Water and Sewer Commission when considering economic development related applications for additional sewage flow. This Committee is now on hiatus until mid-September.

The **Committee for the Disabled** suspended its outreach projects until after the summer season. Staff liaison will be working with town staff and the committee on enhancing ADA compliance review for municipal projects.

The **Bikeways Committee** has been concentrating on wrapping up the Tour de Chatham event. A focus on long range planning is expected to commence in August.

The **Affordable Housing Committee** has experienced some turnover in membership and is currently in need of new members to ensure a full complement. The Town received formal confirmation from the Massachusetts Department of Housing and Community Development

(DHCD) that our local Housing Production Plan has been adopted. This plan will be valid until July 16, 2018. Staff will continue to work with the Affordable Housing Committee to implement the action items enumerated in the plan.

A **Downtown Parking Survey** has been initiated with the assistance of three volunteers from the Senior Tax Work-off Program. The purpose of this project is to identify when and where downtown parking is in demand and how demand varies over time of day, day of the week, and time of year through the documentation of the use of available parking spaces. There are approximately 690 parking spaces in the survey area. The methodology being used involves visually surveying all available downtown parking spaces on a prescribed schedule. Surveying starts at 8:00 AM and concludes at 8:00 PM on each assigned day with each space surveyed once during each two hour period of the day (8-10, 10-noon, noon-2, 2-4, 4-6 and 6-8). Surveying is being done approximately one day a week through mid-October.

### **Inter-Departmental Projects**

Community Development Department staff was involved in the following inter-departmental or town-wide projects in the month of July 2013:

**FEMA Flood Zone Map Updates:** On July 30<sup>th</sup>, a public information letter was sent to all properties impacted by the proposed changes to the FEMA flood maps. FEMA's statutory 90 appeal period is currently underway (until October 17). Staff has been fielding inquiries and providing the best available information to residents. The GIS Coordinator has been coordinating with local, State and Federal official to organize regional public information meetings. Two meetings are scheduled for August 7 at the Dennis Senior Center and August 15 at the Nauset Regional High School. Staff will continue to work towards providing information to the public.

**E-Permit Project:** Building and Health department staff started using the Acella Permit software at the beginning of the month. This has been a "soft" go-live as the staff begins to enter live permit data into the system and assist the technical staff from the Town and Acella in testing and troubleshooting issues on a rolling basis. Project managers are coordinating with the Cape Cod Commission and the other pilot towns to develop a plan for finalizing outstanding items related to Phase 1 and to also begin designing a plan for Phase 2 which will bring other modules such as Planning, Zoning and Conservation into the system. This work is ongoing.

**Ryder's Cove Ramp Permit Program:** The online permit program experienced some intermittent issues during July but overall performance has been reliable. After conducting some investigations it was determined that the issues were related to technical errors on the part of the credit card vendor and were not related to the Town's online permit software. These errors have been rectified. Town staff continues to monitor the site and troubleshoot isolated errors as necessary.

**Sewer Connection Project:** The beta version of the software has been completed. Staff has reviewed the program and provided feedback. The GIS Coordinator is finalizing permit processing workflows and will begin a user acceptance test in August. GIS Coordinator will be conducting outreach to local engineers and contractors to explain the software and

demonstrate the system to help facilitate a smooth roll-out which is currently slated for September.

**MapsOnline 4.0:** The town's WebGIS program (MapsOnline) has been upgraded. Improvements have been made to overall performance and enhancements to data integration are nearly complete. GIS Coordinator has been working with staff to roll-out the new web viewer. This work is ongoing.

**Harbor Management Project:** GIS Coordinator continues to work with IT Director and project team from Dennis and Provincetown. The software engineers (PeopleGIS) are currently designing the program based on specs submitted by the three towns. A beta version for internal testing is expected in September.

**Asset Management Public Works:** GIS Coordinator has been giving technical support to project team from GHD/Lucity during preliminary software development. GIS Coordinator facilitated a data format transfer of all water system data from CAD to GIS format for use in the new asset management software (Lucity).

**Coastal Structures Inventory Project:** A student intern from Cape Cod Community College has been conducting field work cataloging shoreline structures. GIS Coordinator has been assisting in development and use of Peopleforms and MapsOnline for field work and supervising progress.

**Aerial Photography/GIS Data Update:** GIS Coordinator is working with Cape Cod Commission and neighboring towns to develop a regional aerial photography and GIS data update. A preliminary RFP/bid specs are being developed.

**FINANCE DEPARTMENT: Submitted by Alexandra H. Heilala**

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

**Accounting**

Happy New Year! The month of July is busy with the final 'clean-up' warrant from FY2013, which was due on or before July 15 (per MGL), as well as issuing the first payments for assessments that are due on July 1<sup>st</sup>. We are busy reviewing all accounts to reconcile the fiscal year, balancing cash and receivables before closing the books.

There were new payroll schedules that went in to effect on July 1, 2013 and the Assistant Town Accountant reviewed the pay for each employee.

The Accounting Clerk worked 22 business days and processed 1,061 invoices on two accounts payable warrants. There was twice as much activity in July than in June, as there were 808 phone calls; ranging from "Whom do I contact to change my address" (Assessing Office), "Where do I see the seals/sharks?" to "How long will it take to tour the Railroad Museum?" There were also 581 walk-ins (asking about the location of the restrooms, looking for a map of the Town to conducting Town business).

In addition to the meetings listed below, the Finance Director met with Hugh Moulton of the Summer Residents' Advisory Committee and participated with the other staff to meet with a citizen regarding the Airport operations. There was a meeting with the MRSD 'finance team' which consists of the Superintendent, School Business Manager, Chatham's Town Manager, Harwich Town Administrator and the Finance Directors of each town.

The Finance Director attended the following meetings in July:

- Board of Selectmen 2
- Community Preservation Committee 1

#### Assessors

- Prepare for FY2014 DOR Certification Process and Analysis
- Collect & review 3ABC tax forms, statutory exemption forms & Form of Lists for FY13 & FY14
- Accept passport applications on a regular basis
- Work with Clerks & Collectors for office coverage
- Process monthly MV & Boat excise abatements
- Prepare for FY14 Boat Excise billing
- Answer & educate valuation process to regarding taxpayer inquiries of FY13 values
- Process RE abatement applications; prepare & hold BOA meetings.
- Field taxpayer questions on actual property values/tax bills
- Continue test GIS integration in CAMA system
- Support Permit Dept. when ownership questions arise for beach stickers
- Update CAMA database to reflect FY14 parcels changes

#### Treasurer/Collector

July is a busy month for the Treasurer's office for some of the same reasons as stated in the accounting office report, with the two warrants payable that cover two fiscal years. We also reconcile with the accounting and assessing offices of all the receivables in preparation for year-end. We processed outstanding real estate bills from FY2012 into 'tax title'; and fifteen properties were advertised in the Chronicle on August 1, 2013.

#### Information Technology Services (submitted by Craig Rowe)

During the month of July the Town went live with the Accela E-permitting software. Currently the Building and Health Departments are inputting permits into the software and completing cash reconciliations on a bi-weekly basis directly off the Accela system. We have been working closely with the health and building departments to develop new business processes to streamline the permitting process in conjunction with the E-permitting software deployment.

Future short term plans for the deployment of Accela are to allow contractors to input permits via a citizen access module, to have the plumbing/gas, electrical and building inspections to be completed the field and to develop a kiosk system at the Annex Building for citizens to input their permit requests.

The Towns of Chatham, Dennis and Provincetown initialed a contract with Peopleforms to develop the Moorings Management Software. The initial stages of design and review have been completed and the project will have its first beta version delivered by the middle of August. This project was funded through a DLTA grant. Over the next month the IT department will continue to review and enhance the Towns utilization of technology.

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

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

The fire department responded to 338 emergency calls for service in the month of July. The ambulance transported 106 patients to the hospital and received \$41,434.50 in revenue. Fire inspections and permits generated \$1,800.00 in revenue. Total fire department revenue received for June is \$43,234.50

**Fire Suppression/Emergency Medical Service**

Emergency Incidents: 338

Ambulance Transports: 106

**Ambulance Receipts: \$41,434.50**

Firefighter Injury: 2

Civilian Injury: 0

Mutual Aid: Received: Harwich - 1 Given: Harwich - 2  
 Brewster -1

Orleans 1

Given: West Barnstable: -2

**Fire Prevention/Code Enforcement**

Smoke Detector/CO Inspections: 32

Building Inspections: 5

Plan Review: 12

Oil Tank Removals: 4

Oil Burner Inspections: 0

Sprinkler Modifications/Disconnects: 0

Sprinkler System Test: 0

Tent Permits: 3

Permits: 2

Marine Refueling Permits: 0

School Fire Drills - 0

**Fire Prevention Division revenue received: \$1,800.00**

**TOTAL FIRE DEPARTMENT REVENUE – JULY \$43,234.50**

**Training**

The department received a total of 252 hours of training in the month of July. Below is a table listing the types of monthly training for July.

TYPE	HOUR	# FIREFIGHTERS	TOTAL TRAINING HOURS
Call Firefighter	2	4	8
New Firefighter Training	100	2	200
Rapid Intervention Training	4	6	24
Preplanning	2	10	20
<b>TOTALS</b>	<b>108</b>		<b>252</b>

**HEALTH AND ENVIRONMENT: Submitted by Dr. Robert Duncanson**

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

**CONSERVATION DIVISION**

**Conservation Commission / Regulatory Responsibilities**

The Conservation Commission held 4 meetings and 3 organized on-sites.

The following applications appeared on agendas in July. They may have been heard either as new or continued hearings, or may have been continued at the applicant’s request, or if new information was requested:

- Notices of Intent – 9
- Requests for Amendment – 0
- Requests for Determination of Applicability - 2
- Administrative Reviews - 13

The ConCom issued with approval: 2- Orders of Conditions, 13 - Administrative Reviews, 8- Certificates of Compliance.

New Applications received in the month of July 2013 compared to previous Julys:

APPLICATION	2013	2012	2011
Notice of Intent	5	7	6
Request for Determination	4	2	3
Request to Amend an Order	5	1	0
Administrative Reviews	17	3	6
<b>TOTAL RECEIPTS</b>	<b>\$4,068</b>	<b>\$1,719</b>	<b>\$657</b>

This month the Commission dealt with several field changes requested by applicants on projects already permitted and underway. If minor, these changes were accepted. If significant and still within the scope of the original permit, the Commission allowed the filing of a request to Amend the Order of Conditions pursuant to MA DEP’s policy #85-4.

**Comments to other Boards:** 2 - comment letters were provided to the Zoning Board of Appeals and/or the Planning Board and/or Board of Health.

### **Violations**

The Commission dealt with no new violations this month.

**Subcommittee Work:** No subcommittee meetings were held.

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

### **Conservation Land Management**

- **Forest Beach:** coordinated summer mowing
- **Sylvan Gardens:** met with arborist regarding hazardous tree removal
- **Training Field Triangle:** met with arborist regarding hazardous tree removal
- **Hill Conservation Area:** reviewed property line boundaries
- **Valley Farm:** identified upcoming land management activities
- **Cedar Street:** met with volunteers, identified land management priorities
- **Captain Harding:** cut and removed Japanese Knotweed and Asiatic Bittersweet

**AmeriCorps** member Collin Fox completed his service with the conservation division and we are grateful for his hard work.

### **Public Outreach & Education**

- Commission Chair DeeDee Holt writes a biweekly column for the *Cape Cod Chronicle*.
- Staff worked on a summer lecture series with the help of senior tax work program participant. Talks were held each Saturday at 3pm at the Community Center, free to the public, starting July 13<sup>th</sup> and continue through August 24<sup>th</sup>. Natural history topics in July included ocean life, kestrels, wildlife rehabilitation. August talks will cover trees, turtles, birds and river otters. The Chatham Conservation Foundation and the Friends of Trees have provided financial support for the program.

**Senior Tax Work Off Program:** The Conservation Division is very pleased to have three participants who have begun projects under this program. Barbara Waters is assisting staff with the development of a conservation land stewardship program. Peggy Crespo has been assisting with organizing the summer lecture series. Doug Nichols has and will work on recycling events. We are delighted that the town will benefit from their career skills and expertise to accomplish these projects.

**Land Bank Open Space Committee** - LBOSC met briefly to reorganize. George Cooper – Chair, Jack Farrell – Vice Chair, Ali Van Di Berg – Clerk.

**SWAT – Solid Waste Advisory Taskforce:** No meeting in June.

**Other Meetings** - Staff attended the following meetings / workshops:

- South Coastal Harbor Committee
- Pleasant Bay Alliance Wednesday evening talk series
- Overview training on Acella, the permit software under development

### **ChathamRecycles**

Volunteer Paulette Fehlig continues to provide the biweekly **ChathamRecycles** column in the **Cape Cod Chronicle** and helps manage the website – [www.ChathamRecycles.org](http://www.ChathamRecycles.org)

The current list of recyclables in brochure form is now handed out with the transfer station stickers that list the recyclables and the fee schedule for other items that must be disposed of and diverted from SEMASS (mattresses, tires, construction debris, appliances, etc.). Recent changes include:

- \*Mixed Paper – no more separation of newspapers and magazines. Mixed paper bin is for newspaper, magazines, phonebooks, cereal boxes, paper bags, etc.
- \*Textile Bin – new added bin takes all things textile including single shoes, damaged clothing, linens, towels, rags, hats, belts, remnants, etc. Items do NOT need to be re-usable, only clean and dry as they will be recycled in many ways. The town receives \$100 per ton. American Red Cross and Salvation Army bins remain.
- \*Bulky, Rigid Plastics – a separate receptacle is now in place taking bulky plastics such as children’s toys, patio furniture, fish totes, etc.

**Food Composting Program** – bring food compost to the Transfer Station. Accepting compostable food scraps (please no meat/bones/fat). Bins are located in the recycling area. Any questions, contact the Transfer Station. Food scraps are a significant part of our trash and much of it is compostable and can be diverted from the waste stream which saves the cost of trash disposal at SEMASS.

**ChathamRecycles blue recycle totes are for sale at the Transfer Station for \$8 each and Compost Bins for a bargain price of \$43 each.**

### **HEALTH DIVISION**

The following items and activities occurred during the month of July 2013 by Health Department staff:

- Process applications for annual licenses and renewals for 2013.
- Health Agent/Health Inspector: Annual and routine inspections/re-inspections.
- Health Agent: Engineer conferences.
- Health Agent: Review hearing applications and prepare staff reports for Board of Health.
- Health Agent: Work with GIS to develop sewer connection tracking system.
- Health Agent & Secretary: Acella Training/ dev. new regional permitting initiative.
- Health Agent and Secretary: Acella system initiated, working on live version with IT department to develop proper forms and tracking.
- Health Agent: Smoking Ban on Beaches, work with Chatham Middle School.
- Health Agent: Collect Beach Samples weekly/ transport to Barnstable County Lab. Beach Closures and retesting.

- Health Agent/Health Inspector: Food borne illness outbreaks. Work with DPH, Shellfish Constable, and restaurants to investigate incidents.
- Health Agent: Attend Health Agent Coalition Meeting, Barnstable County Health Dept.
- Health Agent: Develop Bulky Rigid Plastic Educ. mat'l for community mailing & posting.
- Health Agent: Conduct communication drill for public health emergencies.

**BOARD OF HEALTH:**

- Meetings: July 1; July 15
- Hearings/discussions: 5

**PERMITS/LICENSES ISSUED:**

- Disposal Works Construction/Plan reviews: 12
- Food Handlers: 7
- Test Holes: 6
- Well Construction: 3
- Real Estate Inspection Reports: 17
- BoH variance reviews: 4
- Stable Permit: 1
- Recreational Camp Permits: 2

HOUSING INSPECTIONS:	2
FOOD SERVICE INSPECTIONS:	25
SEPTIC INSPECTIONS:	5
PERC TESTS	4
SUMMER CAMP PERMIT INTERVIEWS	2
ZONING BOARD OF APPEALS COMMENTS:	6
PLANNING BOARD COMMENTS:	2
BUILDING DEPARTMENT PERMIT REVIEWS:	16

**COASTAL RESOURCES**

**Project Planning/Coordination**

- Old Mill Boat Yard Pier Reconfiguration- Engineer working on bulkhead design. Developing alternatives analysis for review in early Aug.
- Town-Wide Dredge permit- Additional comments relative to eelgrass along portions of Nantucket Sound provided by NMFS. Developing response.
- Ryder's Cove/Marconi Park- No further action at this time pending possible initiation of design efforts (if funding identified) to refine cost and design details.
- Mitchell River Bridge- 75% design public hearing held on July 18. Easement plans and letters being developed.
- Mill Creek/South Chatham Beach Nourishment- Project on hold until fall 2013. Additional comments relative to shorebird management provided to Corps of Engineers.
- Battlefield Landing and road- Awaiting revised plans from engineer.
- South Coastal Harbor Plan Update Report- Near final draft update plan discussed at recent meeting. Further review and discussion to be held in August.
- Linnell Lane Nourishment- Awaiting initiation of private permitting efforts by interested parties.

- Water Street East Access Stairs- Awaiting feedback from the Old Village Association regarding possible private funding efforts.
- Fish Pier Maintenance- Reviewing what additional interior maintenance repairs may be needed.

### Ongoing Administrative Activities

- Seasonal Shorebird Monitoring- Continued active shorebird monitoring efforts for North Beach and North Beach Island. Monitoring fencing and adjusting as necessary.
- Monomoy Refuge- Monitoring efforts related to the upcoming release of the CCP.
- Town Landing Officer seasonal staff providing oversight at Town landings, particularly at Ryder’s Cove. Personally supplementing our staff presence during the busy offloading period during commercial bass fishing days.
- Coordinating senior tax program effort related to managing files and permits for coastal structures.
- Coordinating efforts by intern to field identify and digitally map and photograph erosion control structures.
- Installed new signage associated with the new parking restrictions instituted at Barn Hill landing

### Other Meetings

- Met with PhD. researcher regarding erosion issues and methods/strategies for dealing with future impacts and sea level rise.
- Accompanied FEMA officials for site visits of various locations claimed for damage reimbursement. Provided documentation and back-up to FEMA relative to damages incurred during February Blizzard.
- Met with Hal Kraus, Summer Residents Committee to discuss erosion control and dredging/permitting.
- Attended monthly meeting of the North Beach Advisory Committee.
- Met with contractor to review state sponsored effort to inventory all public erosion control structures
- On vacation July 23-30.

### SHELLFISH

The downward trend for soft-shelled clams stocks continued throughout July. Where upwards of 70 harvesters could be seen at the same time last year harvesting the flats around Chatham Harbor for steamers, rarely are more than 15 seen on the flats in 2013 July. Quahogs and especially razor clams have set up throughout the former soft-shelled clam territory. Shellfishermen are just beginning to explore the extent of the quahog set in Chatham Harbor. Razor clams landings may have been underestimated in previous months as individual daily catches surpass expectations. Quahogs on the South side hold steady while prices per piece rose to .20 cents.

	January	February	March	April	May	June	July	Total
Soft Shell	\$40,500	\$32,200	\$53,000	\$76,000	\$135,000	\$126,000	\$45,000	<b>\$507,700</b>

Clams								
Quahogs	\$9,000	\$7,600	\$10,000	\$19,500	\$35,000	\$50,000	\$65,000	<b>\$196,100</b>
Mussels	\$5,000	\$3,000	\$10,000	\$13,000	\$30,000	\$35,000	\$45,000	<b>\$141,000</b>
Razor Clams	\$25,000	\$18,500	\$110,000	\$144,500	\$120,000	\$138,000	\$170,000	<b>\$726,000</b>
<b>Monthly Total</b>	<b>\$79,500</b>	<b>\$61,300</b>	<b>\$183,000</b>	<b>\$253,000</b>	<b>\$320,000</b>	<b>\$349,000</b>	<b>\$325,000</b>	

**Y-T-D**

**Total      \$1,570,800**

### **Violations Issued**

- **7** – In possession of greater than 5% seed
- **4** – Guest violation
- **4** – Shellfishing without a permit
- **1** – Shellfishing in a closed area
- **1** – In possession of oysters out of season

One suspension notice was issued and two monetary citations were issued totaling \$200.00.

### Oyster River Update

With BOS approval and permission from the MA Department of Public Health (DPH), a Contaminated Relay site was established in Stage Harbor for the depuration of contaminated oysters from the Chatham Shellfish Company located in Oyster River. The relay began July 16 and in three days, 641 bushels of oysters were moved to the Stage Harbor site. All relays were supervised and signed off by the Department with updates delivered to Division of Marine Fisheries (DMF). Due to the nature of viruses (Norovirus), DPH required a 21 day purge for the contaminated oysters. In the meantime, avian deterrents were implemented at the Chatham Shellfish Company grant site, as well as the municipal grow-out area located across from the grant, to help reduce what was considered the source of high coliform counts within the oyster meats. To date these methods have been successful in deterring roosting gulls. Water test results continue to be show acceptable levels of coliform throughout Oyster River while oysters in the area are still testing high in coliform despite the absence of roosting gulls. Further discussion and examination by DMF and the Town are underway to determine the source.

The Department also:

- Collected mussels weekly for PSP testing.
- Water sampling for DMF
- Conducted daily boat patrols throughout Chatham Harbor, the South Way and Stage Harbor Complex.
- Daily shore patrols at all landings and access points to shellfish areas.
- Sent letters to all persons issued a violation.

- Presentation to Pleasant Bay Alliance Summer Series on the Current State of the Shellfish Resource in Pleasant Bay.
- Boat maintenance

### Propagation

- Daily cleaning of upweller
- Periodic thinning and sorting (by size) quahogs in upweller
- Deployed Oyster Growth versus Location experiment for Barnstable County Extension
- Placed 400,000 quahogs from upweller into cages on grow-out site at Stetson's Cove
- Placed 900,000 quahogs from upweller under nets on grow-out sites in Stetson's Cove, off the Causeway and Mill Creek.
- 75,000 oysters into float bags
- Culled on-shore (through a tumbler which cleans and sorts animals), 30,000 oyster and returned to grow-out cages.
- Cleaned and maintained all grow-out gear and animals.
- Dug-out and broadcast:
  - 70,000 quahogs from Mill Creek
  - 60,000 quahogs from Stetson's Cove
- 15 bushels were transported to Ryder's Cove and Crow's Pond for broadcasting

### Shellfish Advisory Committee

- SAC year in review.
- Approval and recommendation (to BOS) for razor clam minimum size limit of 4 ½ inches. (Comprehensive razor clam recommended regulations Public Hearing scheduled for August 20<sup>th</sup>)
- Review definition of "artificial breathing apparatus" language found in Town Regulations concerning commercial harvesting.
- Oyster Pond Relay: Unanimous support in emergency relay for Chatham Shellfish Company.
- Review of National Sanitation Survey Program requirements: threshold for classifying shellfish areas

### WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Coordinate summer 2013 beach sampling program with Health Div. staff and Barnstable County Lab while Assistant Conservation Agent/Environmental Technician is on maternity leave
- Presented volunteer water quality monitor training session
- Coordinated two (2) rounds of the Coastal Water Quality Nutrient Monitoring Program conducted in July in conjunction with the Chatham Water Watchers and Pleasant Bay Alliance

### STICKER (PERMIT) OFFICE

The Sticker Office is open Monday to Friday from 9 AM to 4 PM. 2013-2014 applications are available on the town's website at: [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Permits/index](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Permits/index). 2013 North Beach ORV stickers are also available by mail or at the sticker office.

During July the following stickers/permits were sold:

- New Recycle Sticker – 254
- New Combo Sticker (transfer station & beach) – 871
- New Transfer Station only Sticker – 390
- New Beach only sticker -536
- New Family Resident Shellfish (includes seniors) – 302
- New Family Non-Resident Shellfish - 162
- New Commercial Shellfish Includes Senior & Junior)- 0
- Replacement Stickers (all types) – 45
- North Beach ORV - 74
- Total Revenue for July – \$161,151.
- Total Year –to-Date - \$724,494.

### WASTEWATER PROJECT

- Site visits to wastewater treatment plant site and pump station sites
- Updated wastewater project webpage on town website as needed
- CWMP update and WPCF tour for Summer Residents Advisory Committees
- Pre-construction meeting with Engineer and Contractor for Stage Harbor Pump Station upgrade/rehabilitation project
- Meeting with Engineer and Operations Staff to review status of warranty items at WPCF
- Pre-bid meeting with Engineer and potential bidders for Stage Harbor Collection System Expansion project
- Meeting with Engineer for review of design parameters for Phase 1C-1 collection system expansion
- Managed bid opening for Stage Harbor Collection System Expansion project
- Ongoing dissemination of information on the Barnstable County Community Septic Management Loan Program, this program provides low interest loans for septic system replacement/upgrade and sewer connections. Information is available at: <http://www.barnstablecountysepticloan.org/>

### TOWN/OTHER PROJECTS

Director of H&E activities included the following areas, in addition to wastewater project activities above:

- Weekly Department Head meetings
- Bi-weekly Town Manager meetings
- Water & Sewer Advisory Committee meeting
- Board of Health meeting/public hearing on no smoking regulation for town beaches and parks
- Meeting with Town Counsel and Board of Health Chair regarding box Office Café

- Emergency meeting with BOS regarding shellfish grant emergency relocation
- Meeting with Shellfish Advisory Committee regarding Norovirus illnesses
- Muddy Creek Restoration Bridge Project team meeting with consultant
- Cape Cod Commission public hearing on regional wastewater planning/208 Plan
- Meeting with Coastal Resources staff and citizen regarding erosion/dredging issues
- Meeting with Conservation staff regarding proposed pier adjacent to Strong Island Landing
- Staff meeting to review proposal received in response to RFP for OPM for the Water Treatment (iron and manganese removal) Facility Project
- Participated in interviews of candidate consultants for selection of OPM for Water Treatment Facility Project
- Attended Cape Cod Commission Fertilizer DCPC nomination meeting
- Participated in Cape Cod Water Protection Collaborative Technical Advisory Committee meeting regarding regional wastewater plan/208 Plan
- Staff meeting with consultant to review Draft report on evaluation of options for water meter reading methodologies
- Meeting with Town Manager, Chair BOS and citizen regarding conditions on north Beach Island
- Coordinated ongoing environmental assessment activities at Fire Station
- Prepared and submitted comments to Planning Board and DPW on pending projects
- Prepared and submitted monthly Department activities report
- Attended Board of Selectmen meeting(s) on variety of topics
- On vacation 7/1 through 7/9

**HUMAN RESOURCES DEPARTMENT: Submitted by Gerry Panuczak**

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

Human Resources

Recruiting activity was restarted for Police Dispatcher as the most recent new hire resigned. In July, several later season hires were completed in Shellfish, Parks and Recreation, and Highway to replace individuals that left employment prior to the end of the season, or to replace individuals that did not choose to accept seasonal positions offered. Recruiting activity began for the Local Building Inspector as a result of the retirement of Jeff McCarty, the current Local Building Inspector. Additional planning has begun in the Community Development Department as it relates to staffing in response to the Central Permitting Coordinator planning for retirement in August 2013. An investigation was conducted regarding a citizen complaint that involved interviews with several departments as well as reviewing pertinent associated documents and Town policies. Preparations were completed for the fiscal 2013 performance appraisals and communicated to Department Heads at a staff meeting. The evaluations will be completed by October 1, 2013. A new hire process was finalized and presented to the Department Heads at a staff meeting which includes a new hire checklist, and identifies responsibilities of each department involved in the recruiting activity.

Channel 18

Preparations were completed in anticipation of the Annual Summer Town Meeting which is scheduled for August 7, 2013. Contact has been made to all presenters and meeting planning and format completed. The self-service rooms approved at Town Meeting were designed and cost estimated. This project will require an upgrade to the archiving software that will allow the audio and video from the self-service rooms to be uploaded and archived remotely. This project will also allow for improvements in our meeting storage capabilities providing more access to older archives. Hardware and software will be ordered in August for implementation of the identified pilot conference room located at the Community Center. The Board of Selectmen began their bi-weekly summer schedule so time was available for additional filming used for roll-in and roll-out programming and the bulletin board.

#### Council on Aging

The COA installed new furniture that was provided via a grant. This project included purging older files and a general office cleanup. There was a purposeful slowing of programming in July as participants tend to either travel or have more company during the month. Work continued on the generator donation. During August we should see the generator delivered, installed and tested. Staff took advantage of the relatively slow programming month to attend relevant training events specific to gerontology and disease management. The Monday lunch and soup to go program is going to have a speaker included to be more informative on topics of interest to seniors. A tentative schedule has been developed extending through December, 2013.

#### Human Services Committee

The Human Services Committee contracts for fiscal 2014 have been signed, returned, and filed. The Summer Food Service Program has been serving between 50 and 90 lunches daily in the common area behind the Community Center. This program will continue throughout the summer providing free lunches to any child that wishes to participate. This program is an excellent supplement during the summer months when children may not be getting the proper lunchtime nutrition as school is not in session. The RFP's for fiscal 2015 have been sent to currently funded agencies. The deadline for return has been established as September 20, 2013. The committee will then review the RFP's during the autumn for ultimate budget recommendations to Finance, the Town Manager, the Finance Committee, and Board of Selectmen.

#### **PARKS & RECREATION: Submitted by Dan Tobin**

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

#### Youth Sports/programs

- Swimming lessons got up and running. Session 1 & 2 were successful
- Session 3 (swimming) began July 29<sup>th</sup>.
- Summer Tumbling classes are full with a total of 22 participants between the 2 classes
- PTUSA Soccer Camp ran from July 8-12. We had 25 participants
- Sarah Behn Basketball camp ran from July 22-25. We had 28 participants.
- Fall soccer registrations went out
- Fall soccer uniforms were ordered

### Youth Services:

Summer recreation camp started July 1, with about 200 participants enrolled and enjoying daily activities and trips. On July 14, we had our second annually Kid's Fest Carnival-which benefits the Chatham Ski Club. The skatepark was open until July 31.

### Summer Youth & Adult Program Info for July 2013:

Adult Classes: All Occasion Stamp-A-Stack Card Class – ongoing once per month  
Advanced Mosaic Fish Class  
Beginner Acrylic Resin Art Class

Adult Recreation: Pickleball – Tuesday/Thursday evening & Saturday morning  
Badminton – Monday/Wednesday evening  
Adult Tennis Clinic with Sandy Dobbrow – Monday mornings

Adult Fitness: Totally Fit, Totally Fun – Mon./Wed./Fri. morning  
Yoga for All – Mon./ Wed./ Fri. morning & 5:30 P.M. on Mondays  
Boot Camp – Monday, Thursday & Saturday mornings  
Kripalu Yoga – Tuesday morning  
Zumba with Shelly – Tuesday & Thursday morning

Other Offerings: Mahjongg – Wednesday & Thursday

Other Duties: Daily hands on participation with Summer Recreation Program, counselors, youth & parents  
Ongoing Summer Planning/Logistics for Summer Recreation & Youth Tennis Programs  
ReCPro data entry for registrations, memberships & courses  
Process Permission to Use Forms & enter into ReCPro  
Financial Reports/Turn-Ins to Helene  
Telephone call inquiries regarding summer programs  
Compile CCC News for monthly advertisement in The Chronicle

### Parks Beaches and Grounds:

- Trash 7 days per week at all locations.
- Mowing of parks, ball fields and town properties
- Weed control in landscape areas
- Trimming of privet and yew hedges in parks
- Regular litter pickup at Beach, Park and Veterans Field
- Windmill open Tuesdays, Thursdays and Saturdays 11:00am to 2:00pm.
- Beaches open and staffed all month with no significant issues.

### **POLICE DEPARTMENT/HARBORMASTER DEPARTMENT: Submitted by Chief Mark Pawlina**

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

July was an extremely busy month with a high volume of calls for service. The town experienced a heavy volume of traffic and visitors beyond what has been experienced in the last several years. The department responded to a tragic and fatal crash involving several vehicles and a pedestrian that resulted in criminal charges including motor vehicle homicide. The crash required a detour of traffic off of Main Street and tied up several members of the department

for several days from the response to the accident, to the investigation and criminal charges and court appearances. The case is far from over and will require additional court and investigative time.

Numerous complaints of speeding were being made throughout town and officers focused as much discretionary patrol time as possible to proactive traffic. Parking complaints and problems were also very active during July and officers devoted much attention to parking enforcement.

The Chatham Anglers baseball games began and were covered by a police detail officer and/or the area patrol officer.

There were several larcenies that took place over the month. Some thefts involved marine, boating or fishing equipment off of boats while at their moorings. An arrest was made last year regarding the same trend of thefts. However, these thefts were more random and have been more associated with the striped bass fishing season.

There were numerous incidents of vandalism throughout town with no specific trend or connection.

Numerous arrests and protective custody actions were made for Driving Under the Influence and drunkenness during the month of July. There were a total of 16 accident investigations that Chatham officers conducted requiring accident reports and other minor accidents that officers responded to, but did not require full accident investigations during the month.

CPD Crime Statistics – Month of July 2013	
0	Forcible Rape
0	Forcible Fondling
0	Kidnapping/Abduction
0	Aggravated Assault
6	Simple Assault
0	Intimidation
1	Burglary – B&E
3	Shoplifting
0	Theft from Building
18	Other Larceny, Swindle, Stolen Property
0	Credit Card/Automatic Teller Theft
0	Statutory Rape
1	Motor Vehicle Theft
1	Counterfeiting/Forgery
9	Destruction/Vandalism
1	Disorderly Conduct
7	Driving Under the Influence
4	Drug/Narcotic Violations
0	Bad Checks

2	Liquor Law Violations
1	Trespass Offense
5	Drunkness
7	All Other Offenses
8	Town By-Law, Traffic Arrests
<b>74</b>	<b>Total Crimes</b>

Motor Vehicle Accidents – Month of July 2013	
7	Major Property Damage Accident
0	Minor Property Damage Accident
9	Accident with Injuries
<b>16</b>	<b>Total Accident Investigations</b>

#### CHATHAM HARBORMASTER DEPARTMENT

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

#### Operations:

- H-24 u/w for report of seal harassment on South Beach.
- H-24 u/w for report of a swamped canoe with 01 POB.
- H-21 u/w to tow disabled vessel to Barn Hill Landing.
- H-24 u/w to tow disabled vessel. Relieved tow by Waquasset shuttle boat.
- H-24 u/w to tow disabled vessel to Fish Pier.
- H-24 u/w to report of fireworks on Tern Island.
- H-24 u/w to tow disabled vessel to Ryder's Cove.
- H-24 u/w for swimmer in distress at Lighthouse Beach.
- H-24 u/w for distressed paddle boarder's. Recovered and taken to CBI.
- H-24 u/w to tow derelict vessel left at Ryder's Cove float docks.
- H-24 u/w to tow two dinghy' adrift.
- H-24 u/w to tow disabled vessel to Ryder's Cove.
- H-21 u/w in response to vessel aground in the south way.
- H-21 u/w for mooring violation.
- H-24 u/w in response to grounded vessel with injuries.
- H-24 u/w to tow disabled vessel to Crow's Pond.
- H-24 u/w for 03 swimmers in distress at Lighthouse Beach.
- H-24 u/w to tow disabled vessel to Fish Pier.
- H-24 u/w to assist disabled F/V in vicinity of Lighthouse Beach.
- H-24 u/w to assist vessel out of gas at Cotchpinicut.
- H-21 u/w to tow disabled vessel to float dock in Stage Harbor.
- H-21 u/w to tow disabled vessel. Tow relived by Harwich Harbormaster.
- H-21 u/w to assist grounded vessel in the south way.
- H-21 u/w to assist 05 stranded kayaker's on South Beach.
- H-24 u/w for report of derelict skiff.
- H-24 u/w for report of small sailing vessel in distress.

- H-24 u/w to tow disabled vessel to Aunt Lydia's Cove.
- H-24 u/w for disabled vessel with injuries.
- H-24 u/w to tow disabled vessel to Ryder's Cove.
- H-21 u/w to assist grounded vessel in the South Way.
- H-21 u/w to tow disabled vessel to mooring near Port Fortune Lane.
- H-24 u/w to escort vessel being towed by Jean Marie III.
- H-24 u/w to tow disabled vessel to Ryder's Cove.
- H-24 u/w to assist vessel out of fuel.
- H-24 u/w to tow disabled vessel to Fish Pier.
- H-21 u/w to assist vessel taking on water near south Monomoy Island.
- H-24 u/w to assist Division of Marine Fisheries check shark receivers.
- H-24 u/w to de-water 04 vessels in danger of sinking on moorings.
- H-21 u/w to de-water shellfish skiff on mooring.
- H-24 u/w to de-water vessel in Jack Knife Cove.
- H-24 u/w for report of vessel sunk on mooring.
- H-24 u/w to de-water vessel on mooring.
- H-24 u/w to tow disabled vessel to courtesy mooring in Chatham Harbor.
- H-25B deployed speed buoys near Cotchpicicut Landing.
- H-25B added flags and balls to south way private aids to navigation (PATON).
- H-25B assisted National Park service with piles off of North Beach Island.
- H-25B deployed Rock Buoys off of Forrest and Pleasant street beaches.
- H-25B deployed speed buoy in Bassing Harbor.
- H-25B relocated/replaced PATON in the North Cut.
- H-25B u/w to check the Aunt Lydia's Cove buoys.
- H-25B u/w to deploy diver on "A" mooring in Stage Harbor.
- Mitchell River Bridge openings -15.
- H-21 & H-24 u/w to inspect mooring permits on 1,712 moorings.

#### Maintenance:

- Assisted Town of Chatham Facilities with installation of ladders at Ryder's Cove.
- Installed parking lot lights at Fish Pier.
- Prepped, primed and painted brush guard on Mobile 1.
- Painted and repaired spare PATON.
- Checked and repaired transient moorings in Stage Harbor.
- Repaired and replaced vessel pump-out at Stage Harbor.
- Conducted oil changes on Mobile 1 & 4.
- Performed preventive maintenance on portable de-watering pumps.
- Repaired fresh water leak on CG dock.
- Repaired fresh water leak on courtesy float.
- Painted yellow unloading zone lines at Fish Pier.
- Built new parking barriers at Fish Pier.
- Pumped out water from fuel dispensers at Fish Pier.
- Pumped water from fuel valve pit at Fish Pier.
- Repaired lock on waste oil shed at Fish Pier.
- Replaced gangway at Ryder's Cove

- Inspected all transient moorings in Stage Harbor.
- Assisted Beach Patrol in jump starting ATV.
- Hauled jet ski H-9 when broken down and launched H-10.

Administration:

- Continued processing of 2013 Docking Permit renewals.
- Continued with 2013 Mooring Permit follow ups.
- Closed out the department's 2013 fiscal budget.
- Answered a considerable number of inquiries about the all three inlets.
- Office Manager and staff logged 2,240 phone calls and office visits relating to mooring permits, waiting lists, transient mooring requests, pump outs, boat haul-outs, regulation compliance issues and general boating issues.
- Received numerous inquiries on problems with Ryder's Cove ramp online permit process and general ramp use questions.

Meetings/Training:

- 07/09 – Harbormaster and Deputy Harbormaster attended Selectman meeting.
- 07/16 - Towing training with Harwich Harbormaster.
- 07/17 - Towing training with Coast Guard Station Chatham.
- 07/25 - Hosted open forum to discuss Cotchpinicut Landing “No Wake Zone” at the community center.
- 07/30 - Towing training with Harwich and Dennis Harbormaster's.

Upcoming Projects:

- Continue maintenance and repairs of all spare seasonal buoys.
- Continue building buoy frames.
- Continue with maintenance and repairs on H-26.
- Continue pursuit of adding Stage Harbor buildings and parking lot to the LED lighting conversion project.
- Conduct public outreach on new federal regulations concerning the use of stand-up paddle (SUP) boards.

Wharfinger:

- Safely managed vehicular and vessel traffic, parking lot, wharfs and docks at Fish Pier.
- Designed and implemented a new tracking system to capture vehicle, vessel and pedestrian traffic at the Fish Pier. Since implementing it mid-month, the initial numbers indicate an estimated 89,000 visitors to the Fish Pier during the month of July.

**PRINCIPAL PROJECTS AND OPERATIONS: Submitted by Terry Whalen**

**Department Project Activity** - There was activity during the month of July 2013 on these Department projects:

- West Chatham Roadway Design Project – Continued data coordination/web site update (development of Frequently Asked Questions - FAQs) and comment reviews.

- New Fire Station Headquarters Project – OPM, Designer, CPRC , Public, Staff coordination and Board of Selectmen Meeting preparation/coordination (BOS Meetings July 9 and 29, 2013)
- Phase I Solar Project – Project Status Monitoring with CVEC
- Phase II Solar Projects – Coordination for Police Station and Town Offices Annex PV installations and Airport PV array installation meetings with CVEC, Broadway Electric and the Airport Commission, coordination with Town Counsel on agreements and CVEC for Net Metering Cap DPU filing.
- Airport Commission – Attendance at 7/11/13 monthly meeting, multiple responses/meetings with various citizens on concerns raised in email correspondence and website enhancements (Airport Master Plan and SRE Building Plans added) in response to citizen information requests.

**Inter-Departmental Projects/Other Support** - Staff was also involved in other town-wide projects in the month of July 2013 as follows:

- Marconi Station Project / Phase II Hotel Rehabilitation – Septic system installation coordination
- COA Emergency Generator – Coordination of pad construction activities
- Owners Project Manager (OPM) reviews and interviews for Water Treatment Facility

**OPERATIONS** - Department activities related to Operations in July 2013 included:

- Voltage Drops /PD Annex Site – The record heat and humidity experienced in the first two weeks of July and the corresponding record level of demand for electricity during the Fourth of July holiday period resulted in significant disruptions at the Police Department and Town Offices Annex buildings. NSTAR’s inability to provide adequate power over this period resulted in multiple failures daily rendering the cooling systems in both buildings inoperable for extended periods of time essentially leaving the buildings “unconditioned”. These voltage drops also caused chiller and fan system failures, alarm malfunctions, computer board damage and unsafe condensation conditions at the PD. Additionally, staff productivity was reduced during this period to respond to changing daily power conditions including the need for multiple overtime and weekend callbacks for the facilities crew.
- Damage Monitoring - Corrective actions were taken by NSTAR to provide adequate power for the remainder of the month however those improvements have yet to be tested in another high demand period. Monitoring for additional damage to systems from the voltage drops continued for the remainder of the month.
- Procurement compliance/documentation for Library roof repairs and HVAC services.
- Initiated engineering review of emergency power at PD Annex site
- Please see the below Facilities Crew report for maintenance activities for the month of July

**FACILITIES DEPARTMENT: Submitted by Chip Whalen**

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

In addition to daily routine duties (building rounds, general monitoring, preventative maintenance inspections and responses) and responses to numerous calls associated with the voltage drops at the PD and Annex buildings as noted above, the Facilities Crew also was worked on the following specific items:

- Coordinated repairs to the computer control of an Annex exterior door
- Ryder's Cove curb painting and ladder installation
- Attended elevator safety inspections for Town Hall and the Eldredge Public Library
- Responded to alarm panel problems at the COA
- Communications with NSTAR on voltage drops and status of electrical system repairs and periodically provided access for voltage checks
- Install PVC drain piping on DPW roof
- Various responses to voltage drops including positioning fans and other measures to maintain building conditions
- Assisted in setup and breakdown of reviewing stand for Fourth of July Parade
- Fixed broken door at Oyster Pond Rest Room
- Coordinated plumbing repairs at Kate Gould Park and Oyster Pond Restrooms
- Addressed clogged drains at Fish Pier
- Informed Harbormaster's Office of AC operation protocols
- Reviewed PD alarm repairs with responding technician
- Responded to failed hot water tank at Harbormaster's Office and coordinated repair and installation of new tank and electrical changes
- Adjusted library AC settings in response to weather conditions
- Fixed door latches in multiple rest room stalls
- Moved furniture at the COA
- Painting of Kate Gould Park Bandstand
- Established schedule with Library for upcoming roof repairs to the Eldredge Public Library to repair leaks in the slate roof
- Installed replacement for broken window at Oyster Pond Rest Room
- Placed window AC unit at COA
- Responded to elevator failure at the Annex (damaged starter computer board - due to low voltage)
- Constructed and delivered concrete form for COA emergency generator pad
- Dug a drainage trench at the Fire Station
- Reviewed emergency generator alarm at Town Hall with technician

**DEPARTMENT OF PUBLIC WORKS: Submitted by Jeff Colby**

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

**Water Mains and Service Replacements**

Water services that were installed using pipes made of lead, steel or copper are continuing to be replaced to improve the quality of water to the customers who have these types of old pipes delivering water to them. When the customer replaces the private side of their water service the Water Division replaces the public side or street side of their water service. Replacing these pipes will conserve water by preventing the waste of water through possible leaks from the old pipes.

#### Water Iron & Manganese Treatment Facility

The proposals for the Owners Project Manager (OPM) for the Iron & Manganese Treatment facility for Wells #6 & #7 are continuing to be reviewed. Interviews with prospective firms were held on July 26<sup>th</sup>. An OPM contract is expected to be awarded during the month of August.

#### Water Meter Reading System Evaluation Report

Weston & Sampson Engineers have nearly completed the water meter reading system evaluation report. A meeting was held between Town staff and Weston & Sampson, on July 31<sup>st</sup> to review the final data for the evaluation report. The final report is expected by the end of August.

#### Cape Cod Commission Regional Wastewater meeting

On July 17<sup>th</sup> a meeting was held at the Town Hall Annex, and hosted by the Cape Cod Commission, to discuss the on-going regional wastewater review. The Cape Cod Commission is looking for community “stakeholder” workshop participants. The workshops will be held over the next several months.

#### Mitchell River Bridge Design Public Hearing

On July 18<sup>th</sup> a 75% design public hearing was held at the Town Hall Annex by the Massachusetts Department of Transportation for the proposed Mitchell River Bridge. Plans and specifications will now be finalized. The project is expected to be advertised in October 2013. Bridge Street, at the Mitchell River Bridge, is expected to be close due to the construction from May 2014 to September 2016.

#### Highway & Sewer Truck procurement

On June 25<sup>th</sup> the Town opened bids for a new Highway dump truck and a new Sewer roll-off truck. A number of competitive bids were received for each vehicle. Review of the bids is on-going. An award for each of the vehicles is expected during the month of August.

#### Solid Waste Advisory Taskforce

A meeting was held with the Summer Residents Advisory Committee on July 19<sup>th</sup> to discuss the Solid Waste Advisory Taskforce report and the future of solid waste disposal after the SEMASS contract expires at the end of 2014. A number of excellent questions were asked and good feedback was received from the committee that represents the Town’s summer residents. It is expected that dialog will continue on this topic over the next couple of months.

#### MCI Hotel Building Site Work

During the week of July 22<sup>nd</sup>, the septic system for the MCI Hotel building was installed. It is expected that the parking lot drainage system and the final grading of the parking lot will be completed by mid-August. The base course of parking is expected to be completed by early September. Final paving of the entire parking area is expected in the spring of 2014.

#### DPW Division Operations

Attached are the reports from the Department of Public Works divisions consisting of the Water, Sewer, Solid Waste Transfer Station, and Highway Divisions.

### July Water Pumpage:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
49,221,400 Gallons	2,555,300 Gallons	930,600 Gallons	1,640,713 Gallons	1,667,548 Gallons	35,324,300 Gallons

The variance between July 2013 and July 2012's pumpage shows a decrease of 13.9 %, which equates to 7,978,000 gallons.

Process Control	Flushing and Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
358,436 Gallons	174,250 Gallons	44,275 Gallons	32,780 Gallons	0 Gallons	1,032,240 Gallons

Total other uses 1,667,548 gallons.

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

### Water Sampling

- 30 bacteria samples were taken for the month of June. All were free from bacteria.
- Iron and manganese samples were taken from Well 7 and both exceeded the secondary contaminant levels. This is not a violation.

### Station Maintenance

- Routine and annual maintenance and housekeeping was performed at all stations.
- Static and dynamic (drawdowns) water level readings were recorded for each well.
- All standby engines were run and recorded.
- Dubis replaced three fire hydrants that were either inoperable or very hard to operate.
- Jay-Mor completed the South Chatham demolition project.
- The hot water heater for Well 9 was replaced.
- The building heater in Well 6 was replaced.

### System Maintenance

- Leak detection is on-going.
- Spring fire flow testing was performed.
- Dubis completed the water main replacement project on Holway Street with the exception of capping the old water main at the water main on Main Street. This will be completed in the fall.
- DEP approved the pilot study for the iron and manganese removal plant.

## Certification

- Certification of delivery of the 2012 Consumer Confidence Report was mailed to all appropriate agencies.

## Meter Activities

Dig Safes	New	Final	Turn on/off	Repair	Replace	Inspections
189	8	29	8	18	60	19

## Meter Reading

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

## CHATHAM WATER POLLUTION CONTROL FACILITY MAIN FACILITY

- Daily, weekly and monthly laboratory testing was performed.
- Bi-weekly and monthly samples were collected and sent to Rhode Island Analytical Laboratory for analysis.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- All portable emergency pumps, generators, blowers and compressors have been tested and exercised.
- All off-line equipment has been exercised.
- A representative of the HACH Company was on site to discuss the purchase of additional lab equipment. The cost would be covered under the USDA grant money.
- We York raked all effluent sand beds.
- We hosted an Emergency Generator seminar at the WPCF on June 4, 2013. The event was well attended. NEIWPC has expressed an interest to hold additional trainings in Chatham.
- A technician from the Frank Rounds Company was on site on June 6 and 19, 2013 to trouble shoot the two boilers located in the Operations Building. This is a warranty item.
- Met with both GHD's Marc Drainville and Woodard & Curran's Steve Rose on June 6, 2013 to discuss the enhancement of the SCADA system. The cost would be covered under the USDA grant money.
- A representative of the HACH Company was here to discuss the purchase of additional lab equipment. The cost would be covered under the USDA grant money.
- We adjusted the front gate located on the WPCF driveway that was out of alignment.
- Alex Rouchaleau of GHD was onsite to continue to collect data for the CMMP.
- Steve Rose of Woodard & Curran was onsite on June 21, 2013 to replace the touch screen's mother board in the Electrical Building.

## SLUDGE DEWATERING BUILDING

- Performed sludge dewatering on June 17<sup>th</sup> and 25<sup>th</sup>.
- We disposed of the sludge cake at the Yarmouth W.W.T.F.

## STAGE HARBOR ROAD PUMPING STATION

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

#### **QUEEN ANNE ROAD PUMPING STATION**

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

#### **MILL POND ROAD EJECTOR STATION**

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

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

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

#### **HUCKLEBERRY ROAD PUMPING STATION**

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

#### **GEORGE RYDER ROAD PUMPING STATION**

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

#### **LIME HILL ROAD PUMPING STATION**

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

#### **MEADOWVIEW ROAD PUMPING STATION**

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

#### **HORSESHOE LANE PUMPING STATION**

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

## **BARN HILL ROAD PUMPING STATION**

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

## **COLLECTION SYSTEM AND FORCEMAIN**

- Grease trap inspections for the month of June were performed and completed.
- Dig safe mark outs are up to date.
- Performed an initial sewer inspection at # 10 Meadowview Road on June 5, 2013 and a final inspection on June 6, 2013. John Martins was the contractor.
- Performed an initial sewer inspection at # 1137 Main Street on June 6, 2013 and a final inspection on June 7, 2013. Borthwick & Summers was the contractor.
- Responded to an air release valve issue located in front of # 70 Queen Ann Road (Queen Ann Inn). Upon arrival, it was determined that the air release valve on the six (6") inch forcemain was leaking. The defective unit was isolated (closed). Robert B. Our Company was the local hauler who pumped the chamber out so that we could gain access to the unit. The affected area was disinfected using bleach. DEP's Brian Dudley was notified and the necessary paperwork was filled out and submitted to them the same day.
- Performed an initial sewer inspection at # 13 Summerhill on June 7, 2013. Brian Barrows was the contractor.
- Performed an initial sewer inspection at # 93 Meadowview South on June 7, 2013. McIntire was the contractor.
- Performed an initial and final sewer inspection at # 58 Horseshoe Lane on June 10, 2013. The contractor was RB Our.
- Performed an initial and final sewer inspection at # 11 Meadowview South on June 11, 2013. The contractor was RB Our.
- Performed an initial sewer inspection at # 100 Plum Daffy on June 11, 2013. We are awaiting the installation of the control panel for this particular E-One low pressure system.
- A confined space entry was performed on June 12, 2013 in order to determine the correct size pipe of Betty's Path's sewer lateral. It has been determined that it is indeed a six inch (6") service. We will await GHD's determination as to whether the six inch (6") pipe can accommodate the additional proposed flow or not.
- As a precautionary measure, we jetted Kate Gould Park's bathroom sewer lateral on June 12, 2013.
- Performed an initial and final sewer inspection installation located at # 16 Sequanset Road on June 18, 2013. JW Dubis was the contractor.
- Reviewed Munson Meeting's sewer collection system's current condition with Cam Koblisch on June 19, 2013.
- Responded to a noisy manhole cover complaint located at the intersection of Rte 28 and Chatham Heights Road on June 19, 2013.
- Activated # 100 Plum Daffy's sewer service on June 24, 2013.
- Performed an initial and final sewer inspection installation located at # 86 Meadowview South on June 25, 2013. RB Our was the contractor.
- Performed an initial and final sewer inspection installation located at # 159

Meadowview Road on June 26, 2013. RB Our was the contractor.

CHATHAM WATER POLLUTION CONTROL FACILITY  
MONTHLY REPORT  
June 2013

INFLUENT

<i>Total Influent received for the month</i>	5,810,578	Gallons
<i>Total Septage received for the month</i>	37,764	Gallons
<i>Total Grease received for the month</i>	4,414	Gallons
<i>Combined flow received for the month*</i>	5,852,756	Gallons

LOADING\*\*

<i>Pounds of BOD received per day</i>	1502.3
<i>Pounds of BOD removed per day</i>	1492.6

<i>Pounds of TSS received per day</i>	2463.4
<i>Pounds of TSS removed per day</i>	2459.7

FINAL EFFLUENT QUALITY\*\*

<i>Total Suspended Solids</i>	2.3	Permit 10 mg/l	99.8%	Removal
<i>Biochemical Oxygen Demand</i>	6.0	Permit 30 mg/l	99.4%	Removal
<i>Nitrate Nitrogen</i>	0.3	Permit 10 mg/l		
<i>Total Nitrogen</i>	1.7	Permit 10 mg/l		

Prepared by Michael B. Keller - Chief Wastewater Operator

\* This includes Septage and Grease flows

\*\* These numbers are monthly averages

BRL = Below Reporting Limit

**Highway Division**

- Cleaned up mess from an Agway truck turn over at the intersection of Old Queen Anne Rd & Old Comers Rd, two men 3 hours, Town sweeper 1 hour.
- Cold patched pot holes around town, two men 12 hours.
- Helped harbor master install light post with catch basin digger at the fish pier, two men 2 hours.
- Checked out the parade route downtown and trimmed any overhanging limbs and cleaned-up, 2 men 34 hours.

- Helped Police Dept. set up signs in the down town area the day before the 4<sup>th</sup> of July Parade, 2 men 4 hours.
- Helped Police Dept. Pick up cones & barricades & clean-up after the 4<sup>th</sup> of July parade, 2 men 10 hours.
- Mowing and trimming sides of roadways with the John Deere mowing tractor, 1 man 102 hours.
- Made repairs to bad areas in roads around town, Saw cut, jack hammered and clean out broken asphalt to a depth of 3' and rep[la]ced with a base coat and top coat of asphalt, 3men 132 hours.
- Sweeper operator swept private roads as residents called in, and swept town roads as needed, 1 man 76.5 hours.
- Sweeper operator also worked on signs when not sweeping, 1 man 23 hours.
- Sweeper operator also changed flat tire on sweeper that was not flat, 1 man 1.5 hours.
- Loamed, seeded and mulch shoulder of road and sidewalk on Barnhill Rd, 2 men 34 hours.
- Made repairs to cleaning van "rattle' loose exhaust, 1 man 1 hour.
- Took Highway Dept. pick-up truck to Starfish Radiator to get air conditioner fixed, 1 man 1 hour.
- Went to Schmidt Equipment "John Deere" in Plymouth Ma. to pick up new cutting edge for our John Deere 544 front end loader bucket and put same on loader bucket, 1 man 6 hours.
- Trimming & weed wacking along town roads were needed, 2men 160 hours.
- Swept main street and vacuum sidewalks on Saturdays, 2 men 32 hours.
- Cut down two dead pine trees and removed stumps, one on Old Queen Anne Rd and the other on Barnhill Lane, 2 men 6 hours.
- Painted new crosswalk green at 400 Main St, 2men 2.5 hours.
- Trimmed all bike trail entrances at roadways to improve visibility for vehicles, requested by the Chatham Police Dept. and the bikeway committee. 2men 8 hours.
- Pick up trash around town, 2men 65 hours.

**CHATHAM TRANSFER STATION  
MONTHLY RECYCLING REPORT**

COMMODITY	MARKET	TONNAGE	HAULER	REVENUE
		<b>MONTH: JUNE 2013</b>		
TIN		6.2 t		
ANTIFREEZE		0		
OIL FILTERS		0		
BATTERIES		0		
PAINT		5-- 55gal drums		
TIRES	BOBS	0		
WASTE OIL	CYN	0		
CLEAR GLASS	CRA	0		
MIXED GLASS	CRA	24.31 t		
UNIVERSAL WASTE	CRS	0		
#1 CLEAR PLASTIC		0		
#2 MIXED PLASTIC		0		
#1-7 MIXED PLASTIC	AAA	6.49 t		

CARDBOARD	AAA	23.72 t	
mixed paper	AAA	32.70 t	
rigid plastic	AAA	4.58 t	
textiles	Baystate	1.62 t	
METAL PILE	EXCEL	17.22 t	
WHITE GOODS	EXCEL	0	
PROPANE TANKS	RINDGE	79 pc	
GOT BOOKS	GB	3.50 t	
RED CROSS	RC	1.75 t	
SALVATION ARMY	SA	.77 t	
PLANET AID	PA	.76 t	
DEMOLITION	DANIELS	63.79 t	
CHAMP HOMES	CH	5.53 t	
MATTRESSES		0	
COMPOST	TP	0	
WOOD CHIPS	TP	0	
BRUSH	TW NICKERSON	49.34 t	
BOY SCOUTS	BS	.79 t	
C R T'S	e r	3.55 t	
NI CAD BATTERIES		2 boxes	
single stream		0	
semass	20 loads	477.49 t	23.8 t avg
rolloff	28 loads		
watts farm		.49 t	
flags		2 bags	

**TOWN CLERK: Submitted by Julie Smith**

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

**VITAL RECORDS:**

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

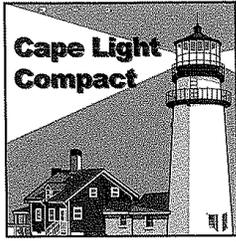
Birth Certificates	1
Intentions of Marriage	12
Marriage Certificates	9
Death Certificates	9

VOTER REGISTRATION:

We processed 17 new voter registrations and removed 10 voters due to death or change of residence. The total number of registered voters at the close of July was 5,546. Our total number of residents was 6,218.

CASH RECEIPTS:

The total amount collected and submitted to the Treasurer's Office for the month of July was 2,123.00.



## Cape Light Compact

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

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

July 31, 2013



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

Dear Ms. Goldsmith,

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

Below is a summary of the activity in your town for the month of June, 2013. To view each of your monthly reports, please visit our website at [www.capelightcompact.org](http://www.capelightcompact.org) and click on Reports.

- 49 residents and/or businesses in Chatham participated in the program.
- \$32,660.56 in incentive dollars were distributed to the 49 participants.
- 129,903 kWh were saved through implementation of these energy efficiency measures.
- Through June, 2013 your town has spent 19.8% of its town allocated annual budget.

If you have any questions on the attached report, please contact me at (508) 375-6636.

Sincerely,

Margaret T. Downey  
Assistant County Administrator

Enclosure

cc: Peter Cocolis

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

### Energy Efficiency Program Activity by Town

<http://www.capelightcompact.org/TownReports.htm>

Town Name: Chatham  
 Program Period: 2013  
 Current Dates: 06/01/13 - 06/30/13  
 Cumulative Dates: 01/01/13 - 06/30/13

Program	Current Period			Cumulative for Reporting Period			Actual % of Budget
	Annual kWh Savings	Actual Expenditures	Unique Customer Accounts	Annual kWh Savings	Actual Expenditures	Unique Customer Accounts	
Low-Income New Construction	0	0.00	0	0	0.00	0	0.00
Low-Income Single-Family	697	451.20	1	9,693	6,257.60	8	87,650.01
Low-Income Multi-Family	0	0.00	0	0	0.00	0	0.00
LI Subtotal	697	451.20	1	9,693	6,257.60	8	87,650.01
LI % of Total	0.5%	1.4%	2.0%	2.0%	3.9%	4.5%	16.1%
Residential New Construction	0	0.00	0	0	0.00	0	8,406.27
Residential Multi-Family Retrofit	0	0.00	0	0	0.00	0	0.00
Res Home Energy	7,364	21,414.39	23	23,318	61,857.89	58	318,228.47
Energy Star HVAC	2,104	2,625.00	11	12,682	16,325.00	46	0.00
Energy Star Lighting	104,264	4,378.20	1	313,366	14,760.20	2	0.00
Energy Star Appliances	2,190	250.00	7	8,704	2,340.00	34	0.00
Res Subtotal	115,922	28,667.59	42	356,070	95,283.09	140	326,634.74
Res % of Total	89.2%	87.8%	85.7%	75.2%	60.0%	79.1%	59.9%
C&I New Construction	0	0.00	0	0	0.00	0	0.00
C&I Govt New Construction	0	0.00	0	0	6,967.20	1	0.00
C&I Large Retrofit	0	0.00	0	0	793.75	1	0.00
C&I Govt Large	0	0.00	0	0	0.00	0	0.00
C&I Small Retrofit	2,667	2,071.77	2	20,732	10,985.75	8	88,728.93
C&I Govt Small	0	0.00	0	27,720	28,844.50	3	42,015.43
C&I Products & Services	10,617	1,470.00	4	60,002	9,685.00	16	0.00
C&I Subtotal	13,284	3,541.77	6	108,454	57,276.20	29	130,744.36
C&I % of Total	10.2%	10.8%	12.2%	22.8%	36.1%	16.4%	24.0%
Report Total	129,903	32,680.56	49	476,217	158,816.89	177	545,029.11
Budget Comparison					107,945.74		545,029.11
							19.8%

\*Costs only include Customer Incentives, Sales, Technical Assistance and Training. \*\*All information presented is preliminary and subject to change. \*\*\*Not all program budgets are allocated by town.

\* \* \* \* \*

*Should you have any questions regarding the forgoing, please contact Jill Goldsmith, Town Manager at 508.945.5105 or [jgoldsmith@chatham-ma.gov](mailto:jgoldsmith@chatham-ma.gov). Please visit the Town's website for more up to date information – [www.chatham-ma.gov](http://www.chatham-ma.gov)*