



Town of Chatham

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

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TO: Honorable Board of Selectman
FROM: Jill R. Goldsmith, Town Manager
DATE: June 27, 2013
SUBJECT: Town Manager's Report for the BOS meeting of June 18, 2013

I am pleased to enclose the Monthly Report of Department Heads for the month of May 2013.

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.*

Professional and Community Outreach	Meetings	Notes
Weekly Department Head and Regular Biweekly Meetings w/DHs	19	
Professional Meetings/Seminars/Conferences	3	Cape Town Managers Monthly Meeting, Lt. Gov. Meeting on E-permitting; and JLMC, Boston
Meetings with Residents	9	
Project/Issue Meetings	11	Airport, ATM preparation, ATM, Personnel matters, Rte. 28 Visioning, W.C. Road Design, Fire Station Project
Committee/Board Meetings Attended	9	BOS, Joint Orleans BOS, CPRC, FinCom, MRSD Finance Team, CPC, Charter Review, Rte. 28 Visioning Project, Retired Men's Club
Union Meetings/Negotiation Sessions	1	Firefighters IAFF
Town Counsel – On-site Office Hours	1	

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 **May 2013**.

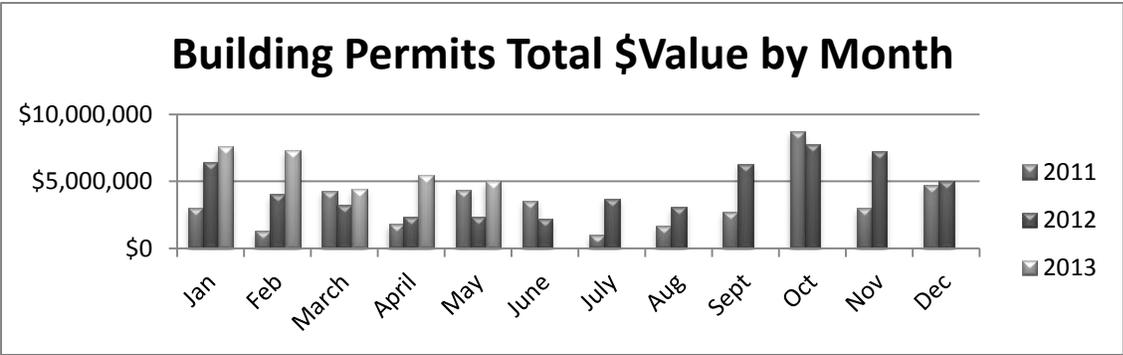
BUILDING DIVISION

	<u>2013- May</u>	<u>2012 Ave/Mo</u>	<u>2012 Total</u>	<u>2013 YTD Total</u>	<u>\$ Value – 2012 Total</u>	<u>\$ Value – 2013 YTD</u>
<u>Applications Submitted</u>	72	58	693	313		
<u>Permits Issued</u>						
New Dwellings	11	3	37	23	\$28,684,000	\$13,955,000
Apartments	-	-	3	2	-	-
House Demolitions	4	2	24	8	-	-
Residential Additions/Renovations	57	45	536	257	\$21,457,034	\$12,641,736
Nonresidential Additions/Renovations	-	2	36	17	\$3,374,800	\$2,904,500
Public Alts/add	1			4		\$399,500
New Commercial/Public Structures	-	-	1	-	\$306,672	-
Totals	69	51	637	307	\$53,822,506	\$29,900,736
Average \$Value/permit					\$84,494	\$97,397
<u>Inspections</u>						
Building	133	80	965	538		
Electrical	83	68	819	378		
Gas & Plumbing	83	66	813	352		

Total	299	214	2,597	1,268	
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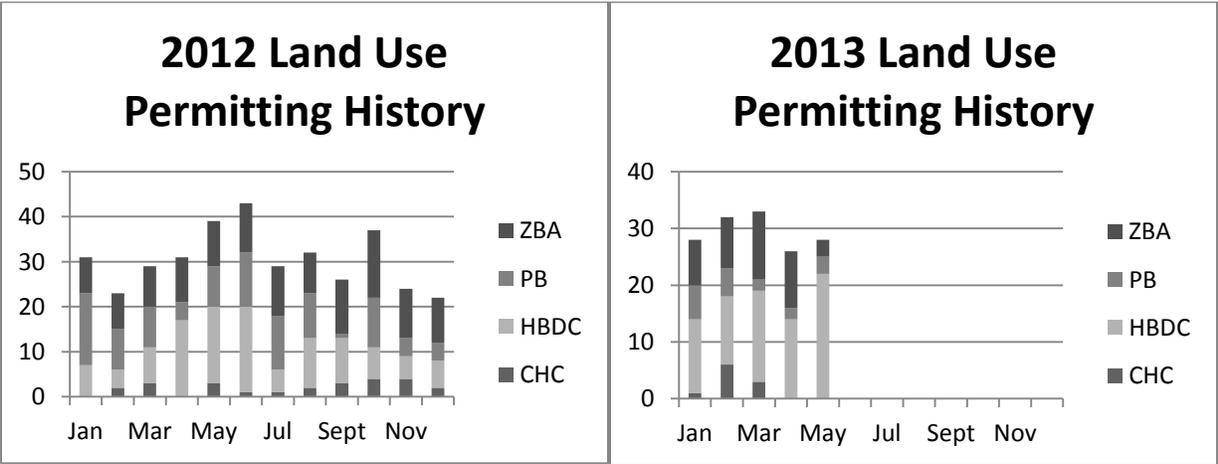
The most notable building permit statistic for May is the issuance of 11 permits for new dwelling units. This is significantly higher than any prior month in 2013 and higher than the average number of permits issued per month in 2012. The highest number issued in a month in 2012 was 9 permits for new dwelling units issued in October 2012. Also of note was the issuance of 6 certificates of occupancy for completed new dwelling units and 27 final inspections. This reflects the seasonal push to complete commercial and residential construction projects prior to the summer tourist season.

The number of building permits issued in 2013 continues to be notably higher than building permit activity in 2012. The average dollar value per permit also continues to be higher than the 2012 calendar year average. The volume of building and electrical inspections also continues to be significantly higher than in 2012.



REGULATORY BOARDS

The following two tables provide a comparison of the 2012 and 2013 permitting activity of 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 were **two** Historical Commission meetings in May 2013. However, no formal applications were heard by the CHC in May. The Historical Commission has begun reviewing their two charges: demolition delay and determination of substantial

alteration to historic structures in the Old Village Historical District. The intent is to develop and adopt policies and procedures that assist applicants in understanding what the Commission is seeking when considering applications as well as clarifying for applicants the Commission’s procedures when reviewing applications. In addition, on Sunday May 19th, in conjunction with the Chatham Historical Society and the Historic Business District Commission, the CHC held a reception recognizing the 8 properties which were given Historic Preservation Awards in 2013. These were: 223 Stage Harbor Rd, 21 Mill Pond Road, 207 Main Street, 35 Sears Road, 139 Seaview Street, the Chatham Masonic Lodge on Old Harbor Road, and the Godfrey Grist Mill owned by the Town.

Historic Business District Commission (HBDC) – There were **two** HBDC meetings in May 2013. Similar to the trend experienced in February, March and April, in May the HBDC heard 19 applications for signs, 17 of which were approved. While typical of this time of year reflecting the movement of existing retail establishments within the community as well as new businesses opening in anticipation of the summer business season, the high volume of sign applications is continuing later into the year than in the past.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>
COAs	3	3	-	
Signs	19	17	-	2
TOTAL	22	20	-	2

Planning Board – There were **three** Planning Board meetings in May 2013.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
ANR Plans	1	1	-
Preliminary Subdivisions	-	-	-
Definitive Subdivisions	-	-	-
Site Plans – Pre-Applications	-	-	-
Site Plans – Formal	1	1	-
Site Plans – Amendment	-	-	-
Special Permits		-	-
Recommendation to ZBA	1	1	-
Bond Reduction/COC Issuance	1	1	-
TOTAL	4	4	-

In addition to their two regularly scheduled meetings, the Planning Board held a special meeting on May 9th dedicated to the required public hearing on the citizen’s petition to amend the definition of a “lunch room” in the Town of Chatham Protective Bylaw. This public hearing concluded with the Planning Board making a recommendation to Town Meeting in support of this petition on a 4-1 vote of the Board.

Zoning Board of Appeals (ZBA) – There was **one** ZBA meeting in May 2013.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>	<u>Withdrawals</u>
Special Permits	4	3	-	1	-
Sign Permits	-	-	-	-	-
Appeals of ZEO actions	-	-	-	-	-
Comp Permit (40B)	-	-	-	-	-
TOTAL	4	3	-	1	-

Habitat for Humanity of Cape Cod has initiated the process for filing a 40B Comprehensive Permit application for the development of 4 single family affordable dwelling units at 1550 Main Street.

At their May 23rd meeting the ZBA also discussed the recent land court decision on Hallock vs. Chandler regarding property at 24 Windmill Lane. The ZBA decided that at this time they would not be applying this decision to applications which come before the Board.

PLANNING DIVISION

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

- Route 28 Corridor Visioning Project the build-out analysis was completed and presented to the public at the first public workshop, held May 2nd, 6-8PM at the Community Center. Since then efforts have focused on preparing for the second public workshop, scheduled for June 15, 9-11:30AM at the Community Center, and answering public comments and questions regarding the build-out analysis. These questions and corresponding answers are documented in an updated Frequently Asked Questions document which is posted on the project website, www.chatham-ma.gov/ret28corridorproject. The website materials were updated, with all of the materials presented at the first workshop as well as a written report documenting the input data, methodology and results of the build-out analysis, now available to the public. Public notifications about the second workshop have been expanded to include advertisements in the Chronicle, direct mailings of a post card and letter to all property owners in the corridor as well as businesses located along the corridor. The Department continues to build an email list of interested parties and a mailing list of businesses in the corridor. The Cape Cod Commission as adjusted the timing of their monthly report so that these reports can be included in the Town Manager’s monthly report to the Board of Selectmen.
- The Committee for the Disabled is continuing its outreach efforts to businesses holding Year-Round Liquor Licenses by scheduling site visits in order to review any potential ADA accessibility issues. The committee will suspend its work on this project during the busy summer season and continue in the fall.
- The Affordable Housing Committee Staff continues to work with the chair of the Affordable Housing Committee on a public outreach plan to build support for the implementation actions included in the plan.

- The Bikeways Committee's attention has turned to planning for the Tour de Chatham, to be held Saturday, June 22nd. Staff liaison has been assisting with creation/distribution of maps and event flyers.
- The chairman of the Economic Development Committee provided an update to the Board of Selectmen on April 9th. This committee, with the support of staff, is currently focusing on developing recommended criteria to be used by the Town Water and Sewer Commission when considering applications for additional sewage flow under the Sewer Bank Policy or Article II of the Town's Sewer Regulations. These recommendations will take into consideration the potential impact these regulations could have on economic development activities in the community.
- **FEMA Flood Zone Map Updates:** Preliminary flood maps were issued by FEMA in May. GIS Coordinator completed a change analysis to gauge the number of properties affected. Staff is continuing to monitor map update process with FEMA. A community coordination meeting is scheduled for June. This will help staff understand the impacts of the changes and prepare for public outreach during the 90 day public review period. Staff continues to field public inquiries and requests for flood zone determinations.

Inter-Departmental Projects

Community Development Department staff was involved in the following town-wide projects in the month of May 2013:

E-Permit Project: Ongoing project coordination with software vendor (Acella) and other pilot towns. User acceptance testing has been rescheduled for June. Project leads continue to coordinate with staff on financial reporting protocols, program roll-out and record conversion. A revised roll out schedule has internal transition targeted for mid July 2013, with public access occurring approximately a month later. Project leads will be configuring user licenses and making final adjustments based on user acceptance testing.

Sewer Connection Project: Ongoing work and coordination among IT, Health& Environment, Water, Sewer and DPW departments for the development of an automated system to track and manage pending sewer connections. GIS Coordinator is finalizing digital forms; staff will begin using the system in June. Citizen access will be available in July.

Harbor Management Project: GIS Coordinator continues to work with IT Director and project team from Dennis and Provincetown. A complete matrix of database parameters has been identified. An analysis session was held with technical and Harbormaster staff from all three towns in May. A project kickoff meeting is scheduled for June with final deliverables currently scheduled for September.

Town Clerk Animal Licenses/Vital Records Tracking: Peopleforms software will be used to track/manage record requests, processing and online payments. The GIS Coordinator and Technical Consultant met with the Town Clerk to review department workflow. The project will include a back office and citizen access component. Development is underway.

Asset Management Public Works: GIS Coordinator has been giving technical support to project team from GHD/Lucity during preliminary software development.

Muddy Creek Wetland Restoration: GIS analysis/mapping assistance to consultants: Ridley & Associates for grant application for wetlands restoration.

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

May is always busy with final preparations for the Annual Town Meeting held on May 13, and contained 34 articles. In addition, there was a Special Town meeting with three petitioned articles. The office continues to process payroll for all employees, maintain the general ledger of the town as well as monitor the current budget. The Accounting Clerk worked 22 business days and processed 1,207 invoices on two accounts payable warrants. The busy season is upon Chatham as there were 616 phone calls and 444 walk-in customers, almost double the 'traffic' from April.

The Finance Director was part of a joint presentation to the Retired Men's Club to discuss the annual town meeting articles contained in the Warrant. Along with Dr. Bob Duncanson, I attended the Orleans Pond Coalition and Orleans Can forum on Wastewater -"Ask Our Neighbors – The Chatham Experience".

The Finance Director attended the following meetings in May:

Board of Selectmen	3
Finance Committee	1
Community Preservation Committee	1
Monomoy Finance	1

Assessors

- Collect & review 3ABC tax forms, statutory exemption forms & Form of Lists for FY13
- Accept passport applications on a regular basis
- Continue reorganizing archives; shred confidential information
- Work with Clerks & Collectors for office coverage
- Process monthly MV & Boat excise abatements
- Answer & educate valuation process to regarding taxpayer inquiries of FY13 values
- Hand out RE abatement applications, instructions & FY2013 sales info.
- Field taxpayer questions on actual property values/tax bills
- Explain tax abatement process to taxpayers
- Access RMV using remote communications
- Continue test GIS integration in CAMA system
- Update Assessors database access on Town website
- Support Permit Dept. when ownership questions arise for beach stickers

Treasurer/Collector

The office was very busy during the month of May. Tax bills for the second half of FY2013 were due on May 29, 2013. Because the tax rate was not certified until April (due to the revaluation

Fire Prevention Division revenue received: \$2,180.00

TOTAL FIRE DEPARTMENT REVENUE – May \$40,437.13

Training

The department received a total of 288 hours of training in the month of May. Below is a table listing the types of monthly training for May.

TYPE	HOUR	# FIREFIGHTERS	TOTAL TRAINING HOURS
Call Firefighter – Dispatch	4.5	4	18
Call Firefighter – Ride Along	16.5	4	66
Hydraulics	2	22	44
Structural Collapse	60	2	120
Technical Rescue Operations	8	5	40
TOTALS	91		288

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 2 organized onsites.

The following applications appeared on agendas in January. 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 – 22
- Requests for Amendment – 4
- Requests for Determination of Applicability - 2
- Administrative Reviews -

The ConCom issued with approval: 8 - Orders of Conditions, 24 - Administrative Reviews.

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: 5- comment letters were provided to the Zoning Board of Appeals and/or the Planning Board.

Violations

The Commission dealt with 3 new violations this month. One ticket in the amount of \$300 was issued for failure to file an application for unauthorized work.

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

AmeriCorps member Collin Fox worked with Channel 18 staff on a video about Forest Beach Conservation Area and has begun posting / re-posting signage and mowing paths.

Most all other land management activities are on hold as the Assistant Agent is out on maternity leave.

Public Outreach & Education

- Commission Chair DeeDee Holt writes a biweekly column for the *Cape Cod Chronicle*.
- Staff arranging for summer lecture series with the help of senior tax work program participant.

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 working on a conservation land stewardship program. Peggy Crespo will be assisting with public education materials and organizing workshops/lectures for the summer and fall. Doug Nichols assists with upcoming 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** did not meet.

SWAT – Solid Waste Advisory Taskforce:

The taskforce met Wed, April 17th. An informational public forum was held on Thursday, April 25th. Invited guests from three towns described how their town deals with municipal solid waste disposal. The event was video-taped and is available on the town's website and has been shown on Channel 18.

Other Meetings - Staff attended the following meetings / workshops:

- Habitat Restoration workshop at Waquoit Bay
- Meeting relative to Muddy Creek Bridge project
- Workshop on dealing with conflict

Conservation Division Webpage

Staff continues to work with Community Development on providing an interactive map for the website with information on town-owned conservation properties. Some trail maps are available online, others to come. Staff continues to update the conservation webpage as necessary and as time allows.

ChathamRecycles

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

NEW! 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.

The 6th annual RecycleFest was successfully held Saturday, May 18th from 10am – 2pm with the assistance of AmeriCorps volunteers, the Cape Cod Cooperative Extension and the Girl Scouts.

HEALTH DIVISION

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

- Process applications for annual licenses and renewals for 2013
- Issuing of Landfill, Recycling and Shellfish Licenses (Permit Dept.)
- 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: Preparation of Information for Walking Path Plan, Dan Tobin, Terry Whalen, Board of Health, Council on Aging, Town Meeting

- Health Agent: Review files, prepare comments and letters to BOS
- Health Agent & Secretary: Acella Training for new regional permitting initiative.
- Health Agent: RecycleFest planning and preparation
- Health Agent: RecycleFest Event staffing
- Health Agent: Difficult persons Training, two sessions.
- Health Agent: Host and Attend Psychological First Aid Training, CC MRC
- Health Agent: Attend Low Pressure Sewer Training
- Health Agent: Smoking Ban on Beaches, work with Chatham Middle School,
- Health Agent: Light House Beach site visit, BOH and Parks and Recreation Commission.
- Health Agent: Sewer Flow Connection meeting.

BOARD OF HEALTH:

- Meetings: May 6 Staff: May 20
- Hearings/discussions: 6

PERMITS/LICENSES ISSUED:

- Disposal Works Construction/Plan reviews: 12
- Food Handlers: 12
- Test Holes: 7
- Well Construction: 5
- Real Estate Inspection Reports: 25
- BoH variance reviews: 2
- Septic Installer License: 1
- Cottage Permits: 1
- Stable Permits: 3
- Motel Permits: 1
- Swimming Pool Permits: 2
- Recreational Camp Permits: 2

DWELLING SITE VISITS:	2
HOUSING INSPECTIONS:	1
FOOD SERVICE INSPECTIONS:	24
HOTEL/COTTAGE INSPECTIONS:	4
SCHOOL INSPECTIONS	0
SEPTIC INSPECTIONS:	12
PERC TESTS	5
RETAIL FOOD INSPECTIONS	3
SWIMMING POOL/SPA INSPECTIONS	13
FARMERS MARKET PERMIT INSPECTIONS ON 5/21 AND 5/28	
ZONING BOARD OF APPEALS COMMENTS:	1
PLANNING BOARD COMMENTS:	4
BUILDING DEPARTMENT PERMIT REVIEWS:	32
BOARD OF SELECTMEN COMMENTS:	1

COASTAL RESOURCES

Project Planning/Coordination

- Old Mill Boat Yard Pier Reconfiguration- Request sent to increase grant funding to cover additional engineering/design costs associated with improvements to the interior space of the shellfish upwelling facility.
- Town-Wide Dredge permit- Corps provided comments they received from the Public Notice. Town to provide responses.
- Cotchpicut and Cow Yard Landings Hazard Mitigation Grant Projects- Final reimbursement received. Made presentation at a MEMA sponsored Hazard Conference on these two projects.
- 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- Met with one abutter regarding construction easements. Reviewed the recently received 75% progress plans and provided staff comments.
- Mill Creek/South Chatham Beach Nourishment- Project on hold until fall 2013.
- Battlefield Landing and road- Awaiting plans from engineer. Made temporary repairs (sand fill) to in-ground steps due to stormwater run-off caused erosion.
- South Coastal Harbor Plan Committee- Draft update plan nearing completion.
- 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- New fish hoists completed and installed. Other misc. fabrication completed. Replacement of one of the main overhead doors has been contracted. Additional repairs to other overhead doors as well as the interior freezer doors are being looked into.

Ongoing Administrative Activities

- Seasonal Shorebird Monitoring- Coordinating shorebird monitoring efforts for North Beach and North Beach Island.
- Monomoy Refuge- Monitoring efforts related to the upcoming release of the CCP.
- Processed Fish Weir permits for Nantucket Sound Fish Weirs.
- Met with Hal Kraus, chairman of the Summer Residents Advisory Committee to discuss erosion issues and the activities of the Pleasant Bay Alliance.
- Coordinating proposed revisions to the Town Landing Regulations related to Barn Hill as per the recommendations of the Waterways Advisory Committee.

Other Meetings

- Monthly Committee Meetings- Attended regular meeting of the North Beach Advisory Committee and the Pleasant Bay Alliance Coastal Processes Workgroup.
- Attended two day Emergency Management Conference sponsored by MEMA. Made presentation on Chatham's two completed Hazard Mitigation projects at Cotchpicut and Cow Yard.
- Attended meeting in Provincetown with other town staff regarding development of a regional mooring management program.

- Site visit to review proposed sand nourishment of Eastward Ho! with Conservation Commission.
- Spoke to the directors of the Hardings Shores Association regarding ongoing shore issues, processes and dredging/nourishment projects.

SHELLFISH

Preparations for the busy summer season continued throughout the month of May. Boats were launched, the upweller facility was cleaned, patched and painted and Seasonal Deputy Wardens were brought on to cover weekend patrols. Recreational activity continues to increase especially on good weather days. Shellfishermen were found harvesting in all areas throughout town, from Pleasant Street beach on the South side, to the Weather Station on Morris Island and up to the Northern most area of Jackknife Harbor. Staff continued to cover all weekday tides.

Four violations were issued, three to one individual:

- No license on person, No measuring gauge, In excess of 5% seed
- Over recreational limit of one 12 quart bucket of one species (quahog) per week.

Commercial landings of most species increased over the month with estimated wholesale landing values of:

- Soft-shelled clams: \$135,000.00
- Quahogs: \$ 35,000.00
- Razor clams: \$120,000.00
- Mussels: \$ 30,000.00

The Department will be implementing a daily recreational catch report beginning this season for Deputy Wardens to fill out while on patrol. The intent is to capture real-time data to assess the harvesting rates of the recreational effort. In any fisheries, the recreational extraction is a difficult variable to assess, though better knowledge of the effort will help to evaluate the extent of the Town's shellfish resource. Data sheets were tested by the weekend patrol deputies and subsequently edited with their helpful comments. We are working with Paul Lagg in developing a data base to best organize the collected data.

The Department also:

- Collected weekly mussel samples for State PSP (red tide) testing.
- Reviewed and investigated residency requirement for new commercial shellfish permit applicants.
- Interviewed and hired two candidates for seasonal Deputy Warden positions, specifically water patrols.
- Interviewed and hired two high-school interns to assist propagation team.
- Field trip to Strong Island with Ted Keon to locate boundary marker between the Towns of Orleans and Chatham. Future plans to add visual markers along Town line to alleviate

future border issues with commercial harvester will be implemented with collaboration from the Harbormaster and Constable/Harbormaster from Orleans.

- Vehicle and vessel maintenance
- Proposal submitted for AmeriCorps placement accepted. Project includes development of a survey protocol and implementation of a Town-wide shellfish survey.

Meetings/Workshops

- Two-session workshop on Facilitating Difficult Situation
- Staff meeting on new time-sheets
- Marine Mammal Disentanglement Workshop for sub-tidal aquaculture ventures

Propagation

The upweller pumps were turned on May 12th in time for the arrival of two million quahogs on May 14th. The Department also:

- Prepared runways in upweller: clean, scrap and paint
- Daily cleaning of upweller, starting May 14th
- Reviewed proposal for collaborative project with WoodsHole Oceanographic Institute on environmental effects on early development in quahogs.
- Hosted AmeriCorps project: Placing over-wintered oysters into 200 oyster float bags at Stetson's Cove.
- Hosted commercial dig at Stetson's Cove: 43 bushels of quahog were broadcast throughout the Stage Harbor Complex. An estimated 3 million seed quahog remain in the ground and need to be extracted and distributed.

WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Preparation of equipment for 2013 Coastal Water Nutrient Monitoring Program
- Coordinate summer 2013 beach sampling program with Health Div. staff and Barnstable County Lab while Assistant Conservation Agent/Environmental Technician is on maternity leave.

STICKER (PERMIT) OFFICE

The Sticker Office resumed full-time hours in mid-May and 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 and were mailed with the tax bills. 2013 North Beach ORV stickers are also available by mail or at the sticker office.

During May the following stickers/permits were sold:

- New Recycle Sticker – 233
- New Combo Sticker (transfer station & beach) – 1,255
- New Transfer Station only Sticker – 327

- New Beach only sticker -512
- New Family Resident Shellfish (includes seniors) – 609
- New Family Non-Resident Shellfish - 241
- New Commercial Shellfish (includes Senior & Junior)- 207
- Replacement Stickers (all types) – 13
- North Beach ORV - 132
- Total Revenue for May – \$245,946.

WASTEWATER PROJECT

- Site visits to wastewater treatment plant site and pump station sites
- Updated wastewater project webpage on town website as needed
- Invited speaker at Orleans Ask the Experts Series on Wastewater – *Ask Our Neighbors: The Chatham Experience*
- Presented proposed Stage Harbor Pump Station and force main project to Conservation Commission
- Meeting with BOS Chair on ATM wastewater article
- Chaired pre-bid meeting for Stage Harbor Pump Station/Force Main Project
- Presented wastewater funding article at Annual Town Meeting
- Final spare parts/tool turnover at WPCF with Engineer and Contractor
- Meeting with Engineer and Contractor to review status of warranty items at WPCF
- Provided tours of WPCF during annual Open House of Water and Sewer Departments
- Staff meeting with Dir. Of Community Development and EDC Chair in advance of meeting to discuss wastewater issues
- Attend training on E-One Grinder Pumps (being used on sections of low pressure sewers)
- Meeting with Engineer to review year 1 of Phase 1C
- Chaired Stage Harbor Pump Station/force main project filed sub-bid opening
- Meeting with Economic Development Committee to review/discuss wastewater issues
- Meeting with Engineer on Phase 1C, year 1 survey planning
- Conference call with Town Counsel regarding Intermunicipal Agreement with Harwich
- Chaired General Contractor bid opening for Stage Harbor Pump Station/force main project
- Attended project close-out meeting for WPCF with Engineer, Contractor and funding agency representatives
- WebEx/Telcom meeting to discuss Phase 1C year 1 planning
- Staff meeting to review sewer flow request
- Meeting with Engineer, DPW Director and PD on traffic management for Stage Harbor Pump Station/force main project
- Attended presentation/demonstration of the Aquagen Wall, new algae-based wastewater treatment system at the Lewis Bay Research Center
- Processed contractor payment requisitions
- 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
- Attended Annual Town Meeting
- Staff meeting to review new attendance records
- Muddy Creek Restoration Bridge Project team meeting with consultant
- Coordinated and participated in 2 sessions of *Facilitating Difficult Situations* workshop for town employees/committee members
- Attended *Technical Seminar on Massachusetts Title 5 Approved Technologies* seminar
- Staff meeting on shark policy/response in advance of joint Chatham-Orleans Board of Selectmen meeting on topic
- Staff meeting on Route 28 Corridor Project
- Attended joint Chatham-Orleans Board of Selectmen meeting on shark policy/response
- Attended Route 28 Corridor Project workshop
- Shellfish Advisory Committee meeting on Mitchell River Bridge public access
- Meeting with MassDEP staff to discuss regional wastewater management issues
- Presented May 2013 Annual Town Meeting wastewater article to Retired Men's Club
- Staff meeting on Lighthouse Beach
- On-site to review erosion control measures for Holway St. water main replacement project
- Attended water treatment plant project progress meeting
- Conference call with State Division of Ecological Restoration regarding the Muddy Creek Restoration Bridge Project
- Meeting of Chatham Water Watchers and Pleasant Bay Alliance to coordinate summer 2013 water quality monitoring program
- Chaired meeting of Barnstable County Coastal Resources Committee
- Meeting with representatives of Harwich Water Department to discuss cooperation on water treatment
- Attended meeting of Pleasant Bay Alliance watershed workgroup
- Attended meeting to review/discuss status of E-Permitting Project
- Coordinated ongoing environmental clean-up 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

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 conducted for seasonal positions of Deputy Shellfish Constable. Thomas Hutchinson, Lawrence Sampson, and John Dobbins were selected and Joanne Coombs was appointed as Deputy Shellfish Constables. Recruiting activity was initiated for the Firefighter position that was approved in the fiscal 2014 budget, and a vacancy that will be created through a Captain retiring. Recruiting activity continued for Police Dispatcher, Seasonal Custodian, Seasonal Beach Tractor Operator, Seasonal Highway/Transfer Station Laborer, and Seasonal Town Landing Officer. The agreed initial contract with the Chatham Municipal Employees Association was ratified on May 7, 2013. The contract is now implemented, and terms and conditions of the contract are in force. Training was conducted in cooperation with the Waquoit Bay Reserve Coastal Training Program in Facilitating Difficult Situations. The sessions were held on May 2 and May 16, 2013 and were well attended by staff and committee members. The Health and Wellness fair was held on May 17, 2013 introducing health insurance rates and plan designs for fiscal 2014. The fair was well attended by employees and retirees and representatives from all benefit plans were in attendance. Open enrollment concluded in May, and the new plan rates went into effect in June, 2013. There was a grievance submitted by the Chatham Sergeants and Patrol Officers Union that is being researched for an appropriate response. A mediation session was held with the Chatham Permanent Firefighters Local 2712. Agreement was not reached during the session, and both parties jointly file for arbitration.

Channel 18

Annual Town Meeting was held on May 13, 2013. The meeting included a large screen for presentation materials. This new feature was well received by taxpayers and aided in following along with the articles being presented. The meeting was aired in the channel, and is now available on archive. Work continued on special interest segments that were filmed and edited such as the Council on Aging lunch program.

Council on Aging

Work continued on the installation of the generator donation from the Pastore Trust. The initial steps included sourcing the generator from the vendor, and surveying and staking the area where the generator will be located. The Senior Tax Work Off Program has been used at the COA to improve the landscaping at the facility to make it more welcoming to participants and guests. There was a volunteer recognition event held at the Town Hall Annex on May 17. This event recognized the volunteers that support the various programming at the senior center. Representative Sarah Peake attended and provided the keynote speech. The formula grant has been submitted at \$8.00 per elder to the Commonwealth. If this level of funding is approved by the governor, a portion of the funds will be used to fund a grant funded part-time Program Coordinator position. Through May, seventeen Monday lunches and two special programs were held for a total of eighty eight unduplicated individuals served a healthy meal. The COA Board of Directors and Friends Board of Directors met and discussed the possibility of conducting a Community Needs Assessment for the senior center. Initial approval was obtained, and the COA Director will begin identifying potential consultants and estimated costs of conducting such an assessment.

Human Services Committee

The Human Services Committee continued to have supported agencies attend meetings to share information about their services. Gosnold attended the May meeting. The committee learned of the facilities and services available through Gosnold as it relates to drug and alcohol dependency and rehabilitation.

PARKS & RECREATION: Submitted by Dan Tobin

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

Below is a list of activities and some highlights that took place during the month of May 2013 with the Chatham Parks and Recreation Department.

Youth Sports/Programs:

- Lower Cape Recreation Softball games were up and running. The weather has been good and only a couple cancellations.
- Kindergarten T-ball kicked off on May 4th for five weeks. We have a total of 23 children.
- The 1st Mother/Son Dance was on Friday, May 31st. We had a total of 16 boys with their Mom's come to enjoy a night of dancing/ games and food.

Youth Services:

On May 8 and May 22 Relay for Life Team Believe meeting were held for new and returning participants. On May 10-11, 28 participants went to CoCo Key waterpark for an overnight- students in grades 5-9 attended this trip. On May 18, we held a carwash to benefit Relay for Life Team Believe. On the 19th, hide and seek had 12 participants in attendance. On May 24th, the 5th and 6th grade Neon Party had good attendance. On May 31st, the Mom and Son dance had 14 couples attend. Our food drive at CMS started on May 28th, and will end on June 10th, all food will be donated to Chatham Food Pantry, and the winning class will receive a pizza party for their efforts. Middle school arts and crafts continued throughout May. I attended Relay for Life teams meeting at Dennis PD on May 23 and archery training on May 29th.

Adult Program Info for May:

Adult Classes: All Occasion Stamp-A-Stack Card Class – ongoing once per month
Plein Air Landscape Painting Workshops – Wednesday mornings

Adult Recreation: Pickleball – Mon./ Wed./ Fri. morning
Badminton – Tuesday/Thursday morning
Age 18+ Basketball – Tuesday evening
Indoor Recreational Tennis – Wednesday evening

Adult Fitness: Senior Fit Class – Monday
Totally Fit, Totally Fun – Mon./Wed./Fri.
Yoga for All – Mon./ Wed./ Fri.
Kripalu Yoga – Tuesday
Beginner & Intermediate T'ai Chi – Tuesday
Fix Your Back – MecaBack Class – Tuesday & Friday

Other Offerings: USCG Open Recreation – Mon./Wed./Fri.
Mahjongg – Wednesday & Thursday

Other Duties:

- Front Desk – Wednesday
- Compile CCC News for monthly advertisement in The Chronicle
- Spring/Summer Planning including Course Announcements, news articles, and registration forms available at the Com. Center & linked to website
- ReCPro data entry for registrations, memberships & courses/programs
- Process Permission to Use Forms
- Ensure assigned space is clean & ready for adult programs
- Update Adult Recreation & Fitness monthly handout
- Update website documents
- Financial Reports/Turn-Ins to Helene
- Update Summer Brochure, & print same for Com. Center & link to website

Grounds Maintenance:

- Trash 3 days per week at all locations
- Planted flowers in location
- Preparation of baseball/softball field use by various user groups
- Fertilization of Town properties
- Began mulching of tree/shrub and flower beds
- New benches installed at Harding’s Beach
- Mowing of parks, ball fields and town properties
- Weed control in landscape areas

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

The month of May brought no significant crime trends or incidents with the exception of stolen signs around town. Our investigation into numerous copper thefts at construction sites across town yielded good results and charges were filed on a suspect responsible for being in possession of the stolen goods.

The events in town kept officers busy. With elections, Town Meeting, Memorial Day Ceremony, The Ragnar Relay Race and the motorcycle ride for Boston First Responders officers were assigned several times to traffic and other duties throughout town.

Calls for service for domestic related assault incidents were very active for this time of year.

CPD Crime Statistics – Month of May 2013	
0	Forcible Rape
0	Forcible Fondling

0	Kidnapping/Abduction
0	Aggravated Assault
8	Simple Assault
1	Intimidation
2	Burglary – B&E
1	Shoplifting
0	Theft from Building
17	Other Larceny, Swindle, Stolen Property
0	Credit Card/Automatic Teller Theft
0	Statutory Rape
0	Motor Vehicle Theft
3	Counterfeiting/Forgery
3	Destruction/Vandalism
0	Disorderly Conduct
3	Driving Under the Influence
0	Drug/Narcotic Violations
2	Bad Checks
0	Liquor Law Violations
0	Trespass Offense
3	Drunkenness
1	All Other Offenses
8	Town By-Law, Traffic Arrests
52	Total Crimes

Motor Vehicle Accidents – Month of May 2013	
0	Major Property Damage Accident
2	Minor Property Damage Accident
1	Injuries
3	Total Accidents

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-25 underway to deploy Stage Harbor buoys.
- H-25 underway to deploy “No Wake” buoys in Stage Harbor in Oyster River.
- H-25B underway to assist a welder at the Fish Pier.
- H-25B underway to bring plover monitors to North Beach Island on 3 different occasions.
- H-25B underway to assist MA DMF in deploying shark receiver buoys.
- H-25B underway to deploy Pleasant Bay buoys.
- H-25B underway to deploy Bassing Harbor buoys.

- H-25 underway to deploy a new buoy light on “CH-1”.
- H-25 underway to deploy a new flag in the South Way.
- H-25 underway to tow a disabled boat in Stage Harbor.
- H-25B underway to assist MA DMF in hauling shark receivers.
- H-25B underway to tow H-13 back to Fish Pier.
- H-25B underway to deploy and then retrieve ATV from North Beach Island to assist bird monitors.
- Mitchell River Bridge openings -5.

Maintenance:

- Installed new fish frames at the Fish Pier.
- Replaced battery in ATV. .
- Replaced battery in H-21.
- Painted H-21 bottom.
- Painted H-24 bottom.
- De-winterized boat pump out system at Stage Harbor.
- Fresh water systems were turned on for the season at Stage Harbor.
- Prepared H-13 for summer season.
- Painted and deployed courtesy dinghy at Little Mill Pond.
- Power washed all docks and floats.
- Power washed decks at Fish Pier and Stage Harbor.
- Repaired ladders at Barn Hill landing.

Administration:

- Began processing of 2013 Docking Permit renewals.
- Continued with 2013 Mooring permits follow ups.
- Answered numerous inquiries about the new break in South Beach and whether the new channel will be marked by the Harbormaster Department.
- Office Manager logged 569 phone calls and office visits relating to mooring permits and waiting lists, transient mooring requests, pump outs, boat haul-outs and regulation compliance issues.

Meetings/Training:

- 05/01 – Harbormaster attended a Shark Working Group meeting in Orleans.
- 05/07 – Harbormaster attended a Lighthouse Beach meeting at Town Hall.
- 05/05 04/16 Assistant Harbormaster was at Orleans District court representing the Harbormaster Department concerning complaint hearings being heard by the magistrate.
- 05/09 - Harbormaster attended a Cape and Islands Harbormaster Association meeting in Sandwich.
- 05/10 – Assistant Harbormaster attended the Medical Reserve Corp’s Psychological training at the Annex.
- 05/23 – Harbormaster attended the yearly Monomoy Yacht club meeting at the Community Center.

Upcoming Projects:

- Finish with maintenance, repairs and deployment of all seasonal regulatory buoys.
- Repair or replace outboard engine on H-16
- Finish maintenance and repairs to H-21 in preparation of launching for the season.
- Reinstall both light poles at the Fish Pier.
- Continue with maintenance and repairs on H-25.
- Continue pursuit of adding Stage Harbor buildings and parking lot to the LED lighting conversion project.

PRINCIPAL PROJECTS AND OPERATIONS: Submitted by Terry Whalen

PRINCIPAL PROJECTS

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

- West Chatham Roadway Design Project – Continued data coordination/web site review and comments
- New Fire Station Headquarters Project – OPM, Designer, CPRC , Public, Staff, Town Counsel and Site Location Study Coordination
- 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, Airport Commission, CCC and coordination with Town Counsel.
- Airport Commission – Attendance at 5/9/13 monthly meeting.
- Energy Committee – MassEnergy Insight Database presentation and draft energy plan outline, attendance at CLC Building Energy Efficiency training.

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

- Marconi Station Project / Phase II Hotel Rehabilitation – Septic and energy systems coordination
- MPO Meeting Attendance – Draft TIP (Mitchell River Bridge/West Chatham/Crowell Road)
- Skatepark Relocation
- COA Emergency Generator – Meeting and coordination support

OPERATIONS - Department activities related to Operations in May 2013 included:

- Preventative Maintenance - Coordination of controls repairs associated with temperature control units issues at the Police Department Annex and Community Center
- Please see attached Facilities Crew report for maintenance activities for the month of May

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), the Facilities Crew also worked on the following specific items:

- Repairs to Stage Harbor Road Restroom door
- Fish Pier trim preparation and painting
- Special Election setups and breakdowns
- Town Meeting setup and breakdown assistance
- Door adjustment at Annex
- Construction of roof for recycling area at Transfer Station
- Responded to Veterans Field restroom electrical issues
- Supported Mechanical and Controls contractors at PD and Annex Buildings on site visits
- Supervised installation of low point drain in fire suppression system at Town Hall
- Coordinated repairs for overhead door at Fire Department
- Responded to kitchen stove malfunction at the COA
- Installation of a roof gable fan at COA for improved HVAC performance
- Health Fair setup and breakdown
- Landing Repairs – Barnhill and Ryder’s Cove – ladders and bulkhead
- Responded to loss of power at COA and coordination with NSTAR to correct

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.

Annual Water & Sewer Procurement

The process was started to prepare and review the annual bid items for the Water and Sewer divisions. These items include chemicals used in the treatment process and contracts for on-call repairs. The bid openings are scheduled for June 14th. The contracts will run from July 1, 2013 to June 30, 2014.

Water Iron & Manganese Treatment Facility

A design progress meeting was held between the Town and Weston & Sampson Engineers on May 15th. The site selection criteria and piloting application were reviewed. The piloting of Wells #6 and #7 are tentatively scheduled for mid-August. The RFQ for the Owners Project Manager for this project is expected to be issued in June.

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

The contractor has completed the final site work associated with this project. The project completion paperwork and final invoices are being processed at this time. The project was completed just in time for the increased use of the South Chatham wells that occurs each summer.

Holway Street water main replacement

The contractor began installation of the Holway Street water main during the week of May 13th. This project will increase the size of the water main from 2” diameter to 8” diameter. The installation is on-going, and the construction is expected to be completed in early June.

Standpipe Tenant Lease

On May 1st the Town signed a lease with CodComm, Inc. for use of a section of the Water Standpipes (water towers) for cellular or radio transmissions. The lease begins June 1st and the tenant is expected to begin installing their equipment in the next several weeks.

Barn Hill Road sidewalk construction

During the week of May 27th the final section of the Barn Hill Road sidewalk was paved. The final clean-up along with loam and seeding of the disturbed areas will occur over the next several weeks. This project completes the sidewalk from Route 28 all the way to Hardings Beach. This is a project that has been many years in the works, but is finally nearing completion.

Trainingfield Road paving

On May 13th and 14th, Trainingfield Road was milled and prepared for 2 inches of hot mix asphalt. On May 15th, Trainingfield Road from Old Comers Road to Route 28 was completely repaved. New pavement marking were installed on May 28th. Final clean-up will occur over the next couple of weeks.

Open Houses for Water/Sewer and Transfer Station

On May 11th, an open house was conducted for the Water operations at the Trainingfield Well site and for the Sewer operations at the Wastewater Treatment Facility. The open houses were held in support of National Drinking Water Week. The turn-out was light at the wells, but a significant number of residents visited the Wastewater facility. We look forward to hosting these open houses again next May.

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.

May Water Pumpage:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
35,324,300 Gallons	1,742,200 Gallons	519,100 Gallons	1,139,493 Gallons	2,284,340 Gallons	18,653,300 Gallons

The variance between May 2013 and May 2012's pumpage shows a decrease of 14.6 %, which equates to 6,049,700 gallons.

Process Control	Flushing and Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
361,499 Gallons	1,726,085 Gallons	43,700 Gallons	42,750 Gallons	89,000 Gallons	0 Gallons

Total other uses 2,284,340 gallons.

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

Water Sampling

- 30 bacteria samples were taken for the month of May. One distribution sample was positive for total coliform. Repeat samples showed no presence of total coliform and therefore the Chatham Water Department remained in compliance with the Total Coliform Rule. The raw water sample from Well 1 showed presence of total coliform and e coli but as that Well is four log certified there was no further action required from that site.

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.
- NSC moved electrical components in Well 2 in preparation of the VFD installation.
- Verizon repaired the broken phone line for Well 6.
- Dubis replaced the curb stop for the Mayo house and replaced the inoperable fire hydrant in front of the Cape Cod Five Cents Savings Bank.
- NSC installed the new variable frequency drive and circuit breaker for Well 2 pump motor.
- Weston & Sampson employees hosted an open house at the Training Field Well site.

System Maintenance

- Leak detection is on-going.
- Annual flushing of the distribution system was completed.
- Dubis began the water main replacement project on Holway Street.

Meter Activities

<i>Dig Safes</i>	<i>New</i>	<i>Final</i>	<i>Turn on/off</i>	<i>Repair</i>	<i>Replace</i>	<i>Inspections</i>
195	2	16	69	10	45	11

Meter Reading

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

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

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.
- National Grid performed their annual calibration of the facility's natural gas meter.
- Representatives of Milton Cat troubleshot issues with both Meadowview station (block heater) and the facility's emergency generators. Both items were under warranty.
- All Weston and Sampson staff participated in a mandatory Hazardous Communication training on May 7th.
- Thonus North Plumbing installed a 2" non-potable water supply line next to the by-pass channel in the Influent Building.
- NSTAR removed and relocated an Osprey nest that was on the power lines at the treatment plant. Occupants appear to have settled in to their new surrounds.
- Representatives of JL Marshall delivered more miscellaneous contract deliverables on Friday May 10, 2013. There are still some "punch list" items which they and GHD are working through.
- Annese Electric was on site on May 13, 2013 to replace the faulty bulk chemical (NAOH) storage container's heater. This is a warranty item.
- Representatives of Ultra Tech were on site on May 13 & 14, 2013 in an attempt to address the corrosion issue with the UV units. Unfortunately, they were unsuccessful and as such, will have to make a return trip in the near future. This is a warranty item.
- Representatives from Cape Light Compact were on site to remove their power monitoring equipment on May 15, 2013.
- We performed our semi-annual alarm certification for the pump stations.
- We York raked all effluent sand beds.
- Ingersoll Rand was on site to address a warranty item (leaking air compressor fittings).
- We received a delivery of Methanol from Univar.
- Representatives of Woodard & Curran reprogrammed all alarms at all Gorman Rupp equipped stations.

SLUDGE DEWATERING BUILDING

- Performed sludge dewatering on May 6th, 13th, 15th, and 20th.
- 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.
- The pre-bid meeting for the upgrade of the station took place on May 9, 2013.

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.
- Replaced the malfunctioning SCADA radio at the station on May 3rd.

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.
- MECO replaced dead trees located at the station.

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.
- MECO replaced dead trees the station.

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 May were performed and completed.
- Dig safe mark outs are up to date.
- Performed an initial sewer inspection at # 100 Plum Daffy on May 7, 2013. Peter McIntire & Sons is the contractor.
- Performed a sewer inspection at # 2191 Main Street on May 14, 2013. Robert B. Our Company is the contractor.
- Performed a sewer inspection at # 131 Barnhill Road on May 16, 2013. Robert B. Our Company is the contractor.
- Performed sewer/grease trap installation inspections at # 637 Main Street (Orpheum Theater) on May 22, 2013. J W Dubis was the contractor.
- As a precautionary measure, we jetted both the sewer lines for the Kate Gould Park and Munson Meeting on May 23, 2013.
- Performed a sewer inspection (property clean out) at # 141 Queen Anne Road on May 31, 2013. J.W. Dubis was the contractor.

CHATHAM WATER POLLUTION CONTROL FACILITY
MONTHLY REPORT
May 2013

INFLUENT

<i>Total Influent received for the month</i>	4,375,646	Gallons
<i>Total Septage received for the month</i>	28,437	Gallons
<i>Total Grease received for the month</i>	0	Gallons
<i>Combined flow received for the month*</i>	4,404,083	Gallons

LOADING**

<i>Pounds of BOD received per day</i>	494.4
<i>Pounds of BOD removed per day</i>	484.7
<i>Pounds of TSS received per day</i>	1980.0
<i>Pounds of TSS removed per day</i>	1968.7

FINAL EFFLUENT QUALITY**

<i>Total Suspended Solids</i>	9.6	Permit 10 mg/l	99.3%	Removal
<i>Biochemical Oxygen Demand</i>	8.3	Permit 30 mg/l	98.3%	Removal
<i>Nitrate Nitrogen</i>	0.5	Permit 10 mg/l		
<i>Total Nitrogen</i>	3.7	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

- Sweeping of Town Roads was completed in mid-May. Sweeping of the requested private roads will continue until complete.
- Trimming of trees and removal of tree stumps that fell during winter storms continued.
- Cracksealing of Old Comers Road, Morton Road from Route 137 to Holly Drive, and Route 137 from Old Queen Anne Road to Morton Road was completed the week of May 20th.
- Cold patching of potholes and settlement areas on Town Roads continued in advance of more permanent patching.
- Mowing and trimming of the grass along the Town Roads has begun and will continue throughout the growing season.
- The grinding and paving of Trainingfield Road and Seaview Street occurred during the week of May 13th. Loam and seed along the road edges was completed by the end of May. Aprons and miscellaneous asphalt work on Trainingfield Road is on-going.
- The loam and seeding of the grass area adjacent to the sidewalk on Barn Hill Road was started in mid-May and will be completed when the sidewalk asphalt work is finished.
- The remainder of the Town sanders were cleaned and oiled for summer storage

CHATHAM TRANSFER STATION MONTHLY RECYCLING REPORT

COMMODITY	MARKET	TONNAGE
	MONTH: May 2013	
TIN		0
ANTIFREEZE		0
OIL FILTERS		0
BATTERIES		0
PAINT		0
TIRES	BOBS	52 pc
WASTE OIL	CYN	325 gal
CLEAR GLASS	CRA	0
MIXED GLASS	CRA	0

UNIVERSAL WASTE	CRS	0	
#1 CLEAR PLASTIC		0	
#2 MIXED PLASTIC		0	
#1-7 MIXED PLASTIC	AAA	7.07 t	
CARDBOARD	AAA	28.13 t	
mixed paper	AAA	23.73 t	
rigid plastic	AAA	3.42 t	
textiles	Baystate	1.99 t	
METAL PILE	EXCEL	17.86 t	
WHITE GOODS	EXCEL	2.02 t	
PROPANE TANKS	RINDGE	0	
GOT BOOKS	GB	3.02 t	
RED CROSS	RC	1.58 t	
SALVATION ARMY	SA	1.43 t	
PLANET AID	PA	.32 t	
DEMOLITION	DANIELS	62.17 t	
CHAMP HOMES	CH	2.74 t	
MATTRESSES		0	
COMPOST	TP	0	
WOOD CHIPS	TP	0	
	TW		
	NICKERSO		
BRUSH	N	19.0 t	
BOY SCOUTS	BS	.50 t	
C R T'S	e r	6.92 t	
NI CAD BATTERIES		0	
single stream		1.42 t	
semass	20 loads	453.18 t	22.6 t avg
rolloff	28 loads		
watts farm		.48 t	

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.

ANNUAL/SPECIAL TOWN MEETING:

Our Annual Town meeting was held on Monday, May 13th in the High School Gymnasium. This Annual Town Meeting began at 6:00 p.m. and ended at 10:35 p.m. A Special Town Meeting was held within the Annual and opened at 8:10 pm. There were 558 voters present and voting.

The changes to the Zoning and General Bylaws were compiled and, as required by law, submitted to the Attorney General for their review within the 30 day required timeframe.

ANNUAL TOWN ELECTION:

Our Annual Town Election was held on Thursday, May 16th in the Community Center Gymnasium. The polls were open from 7:00 am until 8:00 pm. 1,521 voters cast their ballots (27% of our electorate).

The elected officials were sworn to their official duties by the Town Clerk on Friday, May 18th at 8:15 am in the downstairs meeting room, 549 Main Street.

2013 ANNUAL TOWN REPORT:

As required by MGL Chapter 40, Section 50, the Town Clerk mailed one copy of the 2013 Annual Town Report to the Massachusetts State House Library to be retained for historical purposes.

VITAL RECORDS:

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

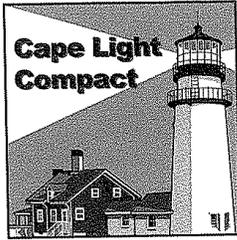
Birth Certificates	2
Intentions of Marriage	9
Marriage Certificates	3
Death Certificates	15

VOTER REGISTRATION:

We processed 26 new voter registrations and removed 18 voters due to death or change of residence. The total number of registered voters at the close of May was 5,523. Our total number of residents was 6,204.

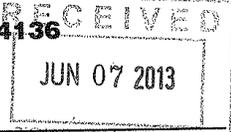
CASH RECEIPTS:

The total amount collected and submitted to the Treasurer's Office for the month of May was \$2,170.



Cape Light Compact

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



Mo. report

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

June 6, 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 April, 2013. To view each of your monthly reports, please visit our website at www.capelightcompact.org and click on Reports.

- 74 residents and/or businesses in Chatham participated in the program.
- \$46,243.91 in incentive dollars were distributed to the 74 participants.
- 225,968 kWh were saved through implementation of these energy efficiency measures.
- Through April, 2013 your town has spent 4.2% 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: 04/01/13 - 04/30/13
 Cumulative Dates: 01/01/13 - 04/30/13

Program	Current Period			Cumulative for Reporting Period				
	Annual kWh Savings	Actual Expenditures	Unique Customer Accounts	Annual kWh Savings	Actual Expenditures	Unique Customer Accounts	Budget	Actual % of Budget
Low-Income New Construction	0	0.00	0	0	0.00	0	0.00	0.0%
Low-Income Single-Family	4,141	2,296.10	3	4,903	3,091.60	4	87,650.01	3.5%
Low-Income Multi-Family	0	0.00	0	0	0.00	0	0.00	0.0%
LI Subtotal	4,141	2,296.10	3	4,903	3,091.60	4	87,650.01	
LI % of Total	1.8%	5.0%	4.1%	1.6%	5.1%	4.5%	16.1%	
Residential New Construction	0	0.00	0	0	0.00	0	8,406.27	0.0%
Residential Multi-Family Retrofit	0	0.00	0	0	0.00	0	0.00	0.0%
Res Home Energy	4,170	10,405.68	18	4,170	10,405.68	18	318,228.47	3.3%
Energy Star HVAC	9,405	12,800.00	35	9,741	13,200.00	35	0.00	0.0%
Energy Star Lighting	174,538	8,760.00	2	209,102	10,382.00	2	0.00	0.0%
Energy Star Appliance	2,122	1,150.00	5	2,746	1,450.00	11	0.00	0.0%
Res Subtotal	190,235	33,115.68	60	225,759	35,437.58	66	326,634.74	
Res % of Total	84.2%	71.5%	81.1%	75.5%	58.9%	74.2%	59.9%	
C&I New Construction	0	0.00	0	0	0.00	0	0.00	0.0%
C&I Govt New Construction	0	2,382.00	1	0	3,482.25	1	0.00	0.0%
C&I Large Retrofit	0	730.25	1	0	730.25	1	0.00	0.0%
C&I Govt Large	0	0.00	0	0	0.00	0	0.00	0.0%
C&I Small Retrofit	2,778	1,725.48	2	16,709	7,639.22	3	88,728.93	8.6%
C&I Govt Small	2,129	1,534.50	1	2,129	1,534.50	1	42,015.43	3.7%
C&I Products & Services	28,685	4,460.00	6	49,385	8,215.00	13	0.00	0.0%
C&I Subtotal	31,592	10,832.23	11	68,223	21,601.22	19	130,744.36	
C&I % of Total	14.0%	23.4%	14.9%	22.8%	35.9%	21.3%	24.0%	
Report Total	225,965	46,243.91	74	298,685	60,130.40	89	545,029.11	
Budget Comparison					22,670.90		545,029.11	4.2%

*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.



CAPE COD
COMMISSION

Route 28 Visioning Project

MONTHLY PROGRESS REPORT: MAY 2013

To: Jill R. Goldsmith, Chatham Town Manager

From: Phil Dascombe, Senior Community Design Planner, Cape Cod Commission (Project Manager)

CC: Deanna Ruffer, Chatham Community Development Director

Date: June 5, 2013

In accordance with the scope of work for the Route 28 Visioning Project, the Cape Cod Commission is pleased to submit this monthly report of tasks and activities completed between April 16, 2013 and May 31, 2013.

PUBLIC WORKSHOPS

The Cape Cod Commission conducted the first of the public workshops on May 2, 2013 at the Chatham Community Center. The focus of the workshop was to establish a common understanding of the existing development pattern and the development potential remaining along the corridor based on existing zoning.

The presentation included:

1. An overview of the existing setting and applicable zoning designations. Information was also presented about some of the key terminology.
2. A summary of the sewer flow analysis, presented through a series of "case studies" to highlight the uses allowed under zoning and the relative flow limits under the towns regulations.



CAPE COD
COMMISSION

3. A review of the key findings of the buildout analysis, including estimated maximum number of residential dwellings and non-residential square footage.

During the course of the workshop, participants were asked to provide opinions and feedback on the information presented using Turning Point polling technology. This electronic polling system provided real-time results from questions asked of the audience to help gauge the level of understanding and to indicate the opinions of those present.

The workshop deliberately avoided any visioning for the future and was instead focused on what outcomes may result from the zoning currently in place. The information presented is an essential part of the Commission's land use analysis in that it highlights areas where the zoning regulations may not be in line with the vision for the corridor as expressed in the long range plan and by participants. The focus of the remaining two workshops will shift to confirming and re-finishing the future vision so that areas of inconsistency are clearly identified and specific recommendations may be made.

The Commission will conduct the second of the three public workshops on June 15, 2013 at the Chatham Community Center between 9-11:30AM. The focus of this workshop will be to identify the desired land use pattern and the distribution of development within that pattern. This workshop will be driven by participant exercises, as it is vital that the future land use vision come from the community.

WEBSITE AND OUTREACH

All information related to Workshop 1 was posted to the Commission's website following the meeting. This includes the powerpoint presentation (including the polling results), buildout report, maps and data used in parts of the analysis. A link is also provided to the video recording of the workshop.

Since the project website went live, the Commission has provided people interested in the project with an opportunity to provide input through a brief poll. As of June 3, 2013 only a modest number of comments have been posted on this part of the site, however, the Commission intends to continue to provide this polling opportunity in order that all those in the



community who want to can contribute, and see the collective thoughts and ideas on the area from others. Comments can also be made directly to the Community Development Director.

RTE 28 INTERNAL COORDINATION GROUP

On May 17, 2013, the internal coordination group met to provide feedback on workshop one and guidance on ideas for workshop two. The meeting generated positive feedback from those who attended the first workshop, and good discussion and input on the plans for workshop two and how to publicize this workshop to encourage wide participation.

FLOW ANALYSIS

The Commission is in the process of preparing a report on the flow analysis conducted for the project and the resulting case studies presented at workshop one. It is anticipated that this report will be finalized and added to the website sometime in the next few weeks.

NEXT STEPS

- Preparation for the second workshop on June 15, 2013
- June 15th workshop

* * * * *

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