



# Town of Chatham

Office of the Selectmen  
Town Manager  
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TOWN MANAGER

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TO: Honorable Board of Selectman

FROM: Jill R. Goldsmith, Town Manager

DATE: January 4, 2013

SUBJECT: Town Manager's Report for the BOS meeting of January 2, 2013

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

**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
Department Head and Regular Biweekly Meetings	18	
Professional Meetings/Seminars/Conferences/	2	Cape Town Manager's Monthly Meeting and MA Joint Labor-Management Committee for Police and Fire Labor Relations
Meetings with Residents	5	
Project/Issue Meetings	13	
Committee/Board Meetings Attended	9	MRSD, Executive Session CPRC, Chamber Budget Review, Golf Advisory Committee Site Visit, Mitchel River Bridge EA, and BOS meetings
Union Negotiation Sessions	1	Fire IAFF Union

In addition to preparation and follow-up for Board of Selectmen’s meetings and regularly assisting staff, renewal information and applications were compiled and sent out to holders of on- and off-premise year-round liquor licenses, entertainment licenses and business licenses for automotive, eating and lodging establishments.

Renewal applications and payments were processed for all year round liquor license holders.

**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*

Below please find a summary of the Community Development Department’s monthly activity in its Building, Regulatory and Planning functions for the month of **November 2012**.

**BUILDING DIVISION**

<u>Permits Issued</u>	<u>Number</u>	<u>Construction Value</u>
New Dwellings	2	\$3,500,000
House Demolitions	2	-
Residential Additions/Renovations	46	\$3,290,000
Nonresidential Additions/Renovations	5	\$269,100
New Commercial Structures	-	-
New Public Structures	-	-
Public Structure Additions/Renovations	2	\$180,400
Totals	57	\$7,239,500

<u>Inspections</u>	<u>Number</u>
Building	41
Electrical	62
Gas & Plumbing	65
Total	168

We continue to see an increase in permitting activity, though as is typical for this time of year permitting activities are beginning to slow down slightly. Both building permit applications submitted and building permits issued in November 2012 were up over

November 2011 numbers. The year-to-date trends remain strong with 86 more building permits issued in 2012 vs. 2011 (an 18% increase). As another point of comparison: in 2011 (through November) an average of 40 permits per month were issued; in 2012 for the same period the average was 57 per month. The below table compares November activity in 2011 to 2012 activity within the Building Division:

	<u>November</u> <u>2011</u>	<u>November</u> <u>2012</u>	<u>% Change over</u> <u>November 2011</u>
Building Applications Submitted	50	60	20%
Building Permits Issued	49	54	10%

### **REGULATORY BOARDS**

Historic Business District Commission (HBDC) – There were three HBDC meetings in November 2012. Of note, on November 14<sup>th</sup> the HBDC approved the application for 471-475 Main Street with conditions.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>
COAs	4	4	-	-
Signs	1	1	-	-
Totals	5	5	-	-

The HBDC also considered one pre-application in November 2012.

Historical Commission – There were two Historical Commission meetings in November 2012.

<u>Applications</u>	<u>Cases</u>	<u>Imposed</u>	<u>Not Imposed</u>
Demolition Delay	-	-	-
Partial Demolitions	<u>Cases</u> 4	<u>Approvals</u> 3	<u>Denials</u> -
Substantial Alterations	<u>Cases</u> -	<u>Referred</u> -	<u>Not Referred</u> -

One application for partial demolition was continued.

Planning Board – There were four Planning Board meetings in November 2012.

<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	3	2	-
Site Plans – Amendment	-	-	-
Special Permits	-	-	-
Endorsement of Plans	-	-	-
Bond Reduction/COC Issuance	-	-	-
ZBA Recommendation	2	-	-
Totals	4	3	-

One site plan review was continued until December 11, 2012. On November 20, 2012, the Planning Board approved the amended site plan for 471-475 Main Street with conditions. The Planning Board also held a joint meeting with the Board of Selectmen on November 20, 2012.

Zoning Board of Appeals (ZBA) – There were two ZBA meetings in November 2012.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>	<u>Withdrawals</u>
Special Permits	11	11	-	-	-
Sign Permits	-	-	-	-	-
Sign Appeals	-	-	-	-	-
Comp Permit (40B)	-	-	-	-	-
Totals	11	11	-	-	-

The Zoning Board of Appeals also heard on appeal of a decision of the Zoning Enforcement Officer, which was continued until December.

## **PLANNING DIVISION**

### Department Project Activity

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

- Main Street / Route 28 Corridor Study (Project Coordination)
- Affordable Housing Production Plan (draft plan review & process coordination)
- MapsOnline Software Training
- Supervisory/Leadership Training (MMA/Collins Center UMass)

### Inter-Departmental Projects/Other Support

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

- Regional E-Permit Project: administrative training, introduction to users and department/permit analysis sessions (building/health/permits/licensing), inter-governmental coordination, ongoing program development
- Water Dept hydrant data maintenance assistance
- GIS activities:
  - Master Address Table research and data updates (ongoing)
  - FY13 parcel map revisions and updates

Of most significance, during November the implementation of the first phase of the e-permitting program continued to move forward with training and module development activities.

### Other Public Meetings

During the month of November 2012 Community Development Department staff attended/participated in the following Public Meetings with other Town Boards, Committees, community/non-profit organizations, and regional entities beyond the Regulatory Boards to which the Department is the liaison:

<u>Board / Committee</u>	<u># of Meetings</u>
Affordable Housing Committee	1
Bikeways Committee	1
Regional E-permitting Group	6
Sewer Bank Committee	1
Total	9

**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**

Assistant Town Accountant Cheryl Serijan settled in after joining the Town in late October. Payrolls were processed and a couple of backlogged reports were completed. Monthly journal entries were processed and cash balanced. Preparations for the calendar year end began.

The Accounts Payable clerk processed two accounts payable warrants in November that included 706 invoices. The process of processing the warrant is to verify that a department has submitted a valid request for payment. A valid request is in the form of an invoice; the town will not pay from a 'statement'. In submitting the invoice, the department head has verified that the goods/services were received. The a/p clerk reviews the invoice to verify an authorized signature, is charged to a line item with sufficient funds, is charged against a Purchase Order (if over \$2,000). A review of the invoices is to ensure that sales tax has not been charged, and that the charges seem 'reasonable'. The Town Accountant can refuse "to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive..." Once the warrant is compiled it is reviewed a second time by the Asst. Town Accountant and then forwarded to the Finance Director and Town Manager for signatures. In addition to processing the invoices and purchase orders, she handled 314 phone calls and assisted 202 walk-in visitors.

The Finance Director attended two meetings of the Board of Selectmen, and one each of the following; Finance Committee, Community Preservation Committee, Cape & Islands Town Accountants and a meeting with the Monomoy School Finance staff.

**Assessors**

- Review of Vision CAMA data conversion into PK
- Enter/update Real Estate & Personal Property database into PK
- Enter/update owner information into PK & Vadar
- Collect & review 3ABC tax forms, statutory exemption forms & Form of Lists for FY13
- Accept passport applications on a regular basis
- Continue reorganizing archives in 549 basement into old Annex filing cabinets; shred old confidential info
- Work with Clerks & Collectors for office coverage
- Process monthly MV & Boat excise abatements

- Prepare/process FY13 2nd Home Personal Property Questionnaire per DOR mandate
- Access RMV using remote communications
- Support Comprehensive Field Review in conjunction with pk Valuation Systems
- Prepare data for 6 year personal property valuation mailing
- Working with taxpayer to resolve FY10 ATB case
- Work with Paul Lagg & pk to update GIS maps in CAMA system

**Treasurer/Collector**

The first half tax bills were due November 1<sup>st</sup>, making first week of November a busy time in the Treasurer’s office. Motor Vehicle Commitment #6 was processed along with the Water Bills for November.

**Information Technology**

- Several days spent Training on Accela Permitting Software Project (Administrative and User applications).
- Multiple PC/Printer problems were resolved.

**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 205 emergency calls for service in the month of November. The ambulance transported 74 patients to the hospital and received \$ 47,860.01 in revenue The Fire Inspector conducted fire exiting drills at both schools and inspections and permits generated \$1,000.00 in revenue. Total fire department revenue received for November is \$48,860.01.

Notable incidents in the month were a three alarm fire in Harwich and a three alarm fire in Brewster. Both incidents required Chatham apparatus and extra firefighters at the scene for firefighting. The Incident Command Post was staffed by Harwich, Chatham and Brewster Chiefs and Deputy Chiefs.

Fire Suppression/Emergency Medical Service

Emergency Incidents: 205

Ambulance Transports: 74

**Ambulance Receipts:**

**\$47,860.01**

Firefighter Injury: 1

Civilian Injury: 0

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

Fire Prevention/Code Enforcement

Smoke Detector/CO Inspections: 18

Building Inspections: 5

Plan Review: 16

Oil Tank Removals: 2

Oil Burner Inspections: 0  
 Sprinkler Modifications/Disconnects: 3  
 Sprinkler System Test: 1  
 Permits: 16  
 Marine Refueling Permits: 1

**Fire Prevention Division revenue received: \$1,000.00**

**TOTAL FIRE DEPARTMENT REVENUE – November \$48,860.01**

Training

The department received a total of 518 hours of training in the month of November. Below is a table listing the types of monthly training for November.

TYPE	HOUR	# FIREFIGHTERS	TOTAL TRAINING HOURS
Fire Inspector re-certification	18	1	18
Call Firefighter Training	4	3	12
Self Contained Breathing Apparatus	1	22	22
Deploying Triple Lay Hose Loads	2	22	44
Dr. Rodriguez – M&M Incident Evaluations	2	18	36
Medic State Re-certifications – Advanced Life Support	94	4	376
<b>Total Monthly Hours</b>	<b>137</b>		<b>518 Hours</b>

Public Education

The elementary school students received a total of 16 hours of fire and life safety instructions from the fire department.

**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 – one which began earlier to accommodate certain application hearing and an On-Site.

The following applications appeared on agendas in November. 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 – 19
- Requests for Amendment – 1
- Requests for Determination of Applicability - 1

- Administrative Reviews – 9

The ConCom issued with approval: 8 - Orders of Conditions, 1 - Amended Order of Conditions, 9 - Administrative Reviews, and signed 8 - Certificates of Compliance.

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.

New Applications received in the month of November 2012 compared to November 2011 & 2010:

APPLICATION	2012	2011	2010
Notice of Intent	4	17	7
Request for Determination	0	1	1
Request to Amend an Order	0	1	4
Administrative Reviews	7	19	7
TOTAL RECEIPTS	\$1,360.00		

#### Comments to other Boards

Three comment letters were provided to the Zoning Board of Appeals for applications also before the Commission.

#### Violations

One violation came before the Commission that involves clear cutting on a coastal bank at 86 Stage Island Road.

Subcommittee: No subcommittee of the Commission met in November.

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

Rolf E. Sylvan Gardens - Staff met with the Work Group to review the final Land Management Plan submitted by the consulting team. Staff coordinated the third

public meeting that was held on November 15<sup>th</sup>, 2012. The video of the meeting is available on the Town's website, and was also aired on channel 18.

Conservation Trail Maps - Staff continued to edit maps and updated property description text for the new website.

AmeriCorps Service Member - Collin Fox worked on updating documents for the Stewardship Program, and collating folders for each Conservation Property intended to have a steward. Collin has also been working on trail maintenance at George Ryder Forest, Cedar Street and Old Comers Woodland. Collin inspected commonly used Town of Chatham Conservation Property trails after Hurricane Sandy.

Land Bank Properties – Staff created maps of properties purchased with Land Bank Funds for review by the Conservation Commission and Land Bank Committee. Staff drafted potential Town Meeting articles for administration clean up purposes.

#### Public Education

- Commission Chair DeeDee Holt writes a biweekly column for the *Cape Cod Chronicle*.

Land Bank Open Space Committee - LBOSC met once in November.

#### SWAT – Solid Waste Advisory Taskforce

The Conservation Agent and the Health Agent, along with the Transfer Station Foreman are staff advisors to the Taskforce established earlier this year. There was one meeting of the taskforce. The group is working on its report to the Selectmen.

Other Meetings - Staff attended the following meetings / workshops:

- Pleasant Bay Alliance Shoreline Workgroup

#### 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 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 lists 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-useable, 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.

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 November 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/complaint-based inspections.
- Health Agent: Emergency Preparedness; Public Health
- Health Agent: Flu Vaccine Clinic conducted at Community Center for Chatham families.
- Health Agent: Flu Vaccine Clinic, CBI for employees and other Chatham business.
- Health Agent: Engineer conferences.
- Health Agent: Review hearing applications and prepare staff reports for Board of Health.
- Health Agent: Cape and Islands Health Agent Coalition meeting and Emergency Planning training.
- Health Agent: Hoarding Task Force meeting and training.
- Health Agent: Sewer Bank Meeting Review of Sewer Connection permit applications etc.
- Health Agent/Health Inspector: Temporary Food Service event permit reviews, upcoming events: First Night, Christmas Stroll etc.
- Health Agent & Secretary: Acella Training for new regional permitting initiative at Barnstable County Offices.
- HEALTH AGENT: Staff meeting, Cumberland Farms Project preview.
- HEALTH AGENT: Discussions and review of Barnstable County Community Innovations Grant.
- HEALTH AGENT: Hurricane follow-up with Food Service Operators.
- HEALTH AGENT: Review annual licenses for Selectmen.

## **BOARD OF HEALTH:**

- Meetings: November 5      Staff: November 19 (cancelled)
- Hearings/discussions: 5

## **PERMITS/LICENSES ISSUED:**

- Disposal Works Construction/Plan reviews: 12
- Food Handlers: 25

- Test Holes: 4
- Well Construction: 1
- Real Estate Inspection Reports: 12
- BoH variance reviews: 1
- Septic Installer License: 11
- Room Inspections: 6
- Tobacco Sale Permits: 2
- Cottage Permits: 1
- Stable Permits: 2
- Septage Hauler License: 3
- Rubbish Hauler License: 1
- Motel Permits: 2
- Swimming Pool Permits: 3

HOUSING/NUISANCE: 2

DWELLING SITE VISITS: 1

FOOD SERVICE INSPECTIONS: 1

SEPTIC INSPECTIONS: 16

ZONING BOARD OF APPEALS COMMENTS: 1

PLANNING BOARD COMMENTS: 3

BUILDING DEPARTMENT PERMIT REVIEWS: 28

BOARD OF SELECTMEN COMMENTS: 0

**COASTAL RESOURCES**

Project Planning/Coordination

- Old Mill Boat Yard Pier Reconfiguration- Request for additional grant monies to cover boring testing and washdown pad design sent to Seaport Advisory Council. Awaiting response.
- Town-Wide Dredge permit- Corps of Engineers reviewing sediment data.
- Cotchpinicut and Cow Yard Landings Hazard Mitigation Grant Projects- Renourishment needed for the recently completed Cow Yard and Cotchpinicut projects due to damage sustained from hurricane Sandy and subsequent northeaster. Also re-planted beach grass lost during hurricane Sandy.
- Ryder’s Cove/Marconi Park- Requested from engineer a cost proposal to further refine the design and construction cost of the concept plan previously proposed by the Waterways Advisory Committee and endorsed by the Selectmen.
- Mitchell River Bridge- Provided staff comments regarding 25% plans to MassDOT. Coordinated EA public Hearing.
- Corps of Engineers Stage Harbor Dredge Disposal Study (Sect 204) - Awaiting further developments from the Corps.
- Mill Creek/South Chatham Beach Nourishment- Consultant finalizing permits for placement of sand along private beaches in South Chatham. Project now scheduled to begin in January.
- Battlefield Landing and road- Engineer developing design alternatives to address drainage issues, road layout improvements and dinghy storage.

- South Coastal Harbor Plan Committee- Draft update plan nearing completion.
- Linnell Lane Nourishment- Awaiting private homeowners to provide further expression of interest to proceed with permit modifications.
- Water Street East- Engineer has been hired to provide concept plan for stair access and rough construction cost estimate.

#### Ongoing Administrative Activities

- Departmental budget- Provided division related operations and capital budgetary input for annual development of departmental budget request.
- Town Landing Special Use Permits- Processed and brought to the Selectmen for approval two new off-season requests for commercial use of town landings for sea duck hunting. Both permits approved.
- North Beach Shorebird Monitoring- Final 2012 shorebird reports completed and provided to NHESP as required.
- Fish Pier Tide Gauge- Awaiting follow-up conference call to continue discussions regarding options to determine the fate of the existing National Ocean Service tide gauge at the Fish Pier.
- Pleasant Bay Symposium- Working with the Pleasant Bay Alliance Coastal Processes work group to develop a public symposium on physical and ecological changes and management challenges within Pleasant Bay following the continued development of the 2007 inlet.

#### Other Meetings

- Monthly Committee Meetings- Attended regular meeting of the Pleasant Bay Alliance Coastal Processes Workgroup and the North Beach Advisory Committee
- Coordinated and attended Public Hearing regarding the Environmental Assessment of the Mitchell River Bridge.

#### **SHELLFISH**

Staff covered all patrols, seven days a week, for the month of November. No violations were issued though a number of recreational harvesters were warned about taking undersized oysters. Water temperatures throughout Stage Harbor exceeded 80 degrees for most of the month of August which impeded growth rates, thereby affecting this year's crop of oysters. Much of the stock intended to be broadcast for the 2012 season was held back as most were under the legal harvestable size. If warming trends continue, we can expect longer grow-out times.

The scallop season was a disappointment to most, though a number of fishermen continued to harvest throughout the month. Recreational scallop harvesters had better success in filling their weekly quota for the first few weeks of the month. Scallop beds off Battlefield and Sears Point provided easy access and saucer size scallops.

Steamers continue to be the most productive and lucrative species for commercial harvesters. Landings decreased in November, though storms and shorter days contributed to the lower rates. Price for steamers dropped from \$1.30 to \$1.00 by

the end of November. Many harvesters are considering targeting razor clams over the winter months. Razor clam beds have been on the rise and price per pound is consistently higher and more stable than steamers. Fishermen can also harvest razor clams when the temperature rule is in affect (no shellfishing in the inter-tidal zone when air temperatures are below 30°) as most of the resource is sub-tidal.

Estimated wholesale values of commercial fleet:

Soft-shelled clams:	\$101,204.00
Quahogs:	\$ 20,000.00
Mussels:	\$ 25,000.00
Bay scallops:	\$ 43,930.00
Razor clams	\$ 25,000.00

### Propagation

The intakes pumps for the upweller shut down for the season on November 19<sup>th</sup>. The process of dismantling and cleaning the systems continues. Prior to shut-down:

- Oysters were prepared for over-wintering in deep-water cages:
  1. 2011 seed: 31 cages
  2. 2012 seed: 9 cages
- Daily cleaning of the upweller tanks and gear.
- Approximately 170,000 scallop seed broadcast in the South Way, off Monomoy and in Stage Harbor.
- 5 bushels of last remaining upweller quahogs (approximately 32,000 animals) broadcast in Little Mill Pond.
- AmeriCorps volunteers aided in digging out 12 bushels of quahogs in Stetson's Cove as well as gear repair.

The Department also sponsored a two-day commercial dig-out of Stetson's cove: total dig-out of 74 bushels broadcast throughout the Stage Harbor Complex.

### Meetings/Conferences

- Pleasant Bay Alliance Biodiversity and Fisheries work group
- Pleasant Bay Alliance Coastal Processes work group; Coordinating spring symposium and potential speakers
- Northeast Regional Ocean Council Sector outreach workshop; issues facing aquaculture and propagation endeavors
- Barnstable County Shellfish Advisory Committee; update by all Cape Town's on growing season and future needs.
- Paul Lagg; shellfish permitting needs for Regional e-permitting project
- Ann and Michael Westgate: discuss concerns over Aquaculture Research Corporation

### SAC

- Transfer of only Town aquaculture lease: recommends to BOS
- Discussed update on temperature rule and possible electronic notification for no shellfishing days.

- Eider depredation plan for 2012-2013 season
- Overview of Pleasant Bay Alliance Management Plan five year update

#### Other

- Create poster presentation for Northeast Aquaculture Conference & Exposition/Milford Aquaculture Seminar/International Conference on Shellfish Restoration Conference.
- Letter of recommendation for Nick Nickerson, fisherman; for Barnstable County Cooperative Extension grant.

#### **WATER QUALITY LABORATORY**

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Demobilization and winterization of equipment from 30 monitoring stations part of the *Coastal Water Quality Nutrient Monitoring Program* and Pleasant Bay Alliance Water Quality Monitoring Program.

#### **STICKER (PERMIT) OFFICE**

The Sticker (Permit) Office closed of the season on September 7<sup>th</sup>, the Office will re-open in spring 2013. Beach, Transfer Station, and Recycling stickers, and Shellfish licenses **are** available from the Health & Environment Department (upstairs at 261 George Ryder Rd) Monday to Friday from 9 AM to Noon and Monday to Thursday 2 PM to 4 PM (office is closed Friday afternoons). 2012-2013 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).

During November the following stickers/permits were sold:

- New Recycle Sticker – 13
- New Combo Sticker (transfer station & beach) – 3
- New Transfer Station only Sticker – 10
- New Beach only sticker - 0
- New Family Resident Shellfish (includes seniors) – 2
- New Family Non-Resident Shellfish - 1
- New Commercial Shellfish - 0
- Replacement Stickers (all types) – 18
- Total Revenue for October - NA

#### **WASTEWATER PROJECT**

- Wastewater Treatment Plant construction progress meeting(s)
- Multiple site visits to wastewater treatment plant construction site and pump station construction sites
- Filed U.S. Department of Commerce, U.S. Census Bureau, Construction Project Report
- Updated wastewater project webpage on town website
- WPCF spare parts turn-over with engineer and contractor representatives
- Meeting with WPCF OPM Support consultant and Town Manager on pending request for WPCF construction phase services

- Meeting with Engineer to review Phase 1B and Stage Harbor Pump Station upgrade plans/specs
- FinCom meeting to review/discuss wastewater project finances
- Meeting with Engineer to review WPCF project status
- Punch list walkthrough of Sludge Dewatering Building
- Meeting with NStar and Engineer to review electrical changes at Stage Harbor Pump Station
- Meeting with Finance Director to review wastewater project finances
- Processed multiple contractor payment requisitions, Change Orders, and Work Change Directives
- Ongoing dissemination of information on the Barnstable County Community Septic Management Loan Program, this program provides low interest loans for septic system replacement/upgrade and sewer connections. Information is available at: <http://www.barnstablecountysepticloan.org/>

### **TOWN/OTHER PROJECTS**

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
- Staff meeting of H&E and CD to review proposed 678-686 Main St (Cumberland Farms) project
- Conference call with staff from AECOM regarding proposed water treatment project
- Staff meeting regarding project on Stage Island
- Meeting with CD staff and Cape Cod Commission staff to discuss Corridor Visioning Project and septic/sewer issues
- Conference call with staff and consultants on Sylvan Gardens Land Management Project report/public presentation
- Pleasant Bay Alliance meeting on biodiversity and fisheries for Management Plan update
- Meeting on regional EPermitting project
- Meeting with Natural Resources Conservation Service staff regarding Southeast New England Council for Watershed Restoration
- Presentation on role of Barnstable County Coastal Resources Committee (Co-Chair) in the Cape Cod Water Resources Restoration Project to the Southeast New England Council for Watershed Protection
- H&E staff meeting
- Meeting with Harwich on the Muddy Creek Restoration Bridge Project
- Attended Pleasant Bay Alliance Watershed Workgroup meeting
- Sewer Bank Committee meeting/drafted letter of findings for Water & Sewer Commissioners
- Staff meeting regarding Sylvan Gardens Land Management Project survey for parking options
- Coordinated ongoing environmental clean-up activities at Fire Station

- Attended Waquoit Bay National Estuarine Research Reserve presentation on *Seaweed Farming in Our costal Ponds*
- Completed and submitted staff Performance Evaluations
- Prepared and submitted comments to Planning Board on pending projects
- Prepared monthly Department activities report
- Attended multiple Board of Selectmen meetings, topics included: comment letter to Cape Cod Water Protection Collaborative on regional wastewater management, joint Chatham-Harwich IMA Letter of Intent on wastewater planning, etc.

**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**

Interviews were conducted for Police Dispatcher position, and Kristen Albano was chosen as the candidate of choice for the position. She started on November 9, 2012. Recruiting activity continued for the Deputy Harbormaster and Jason Holm was identified as the candidate of choice for the position. Mr. Holm will be retiring from the United States Coast Guard, so a start date with Chatham will be established in 2013 when details are known about his retirement status. The collective bargaining negotiations with the Fire union continued and preparation was completed for a mediation session to be held on December 14, 2012 with the Police Dispatch union. Preliminary budgets were prepared for Human Resources, Channel 18, and the Council on Aging and submitted to the Finance Director. Assistance to the Town labor attorney was provided during the month as we get closer to a settlement of the Chatham Municipal Employees Association contract. Department heads completed performance evaluations for fiscal 2012 for all employees in their respective departments. The evaluations are currently being discussed with employees and signed off up to the Town Manager and then filed.

**Channel 18**

A special hearing for the Mitchell River Bridge reconstruction project was filmed as a remote meeting by staff. Changes were made to the bulletin board lettering to be more user friendly, and the audio system in the main meeting room at the Town Hall Annex was adjusted to provide better coverage and more volume. An upgrade to the room audio to provide an automatic mixer was scheduled for the beginning of December. Preparations were done to film a special Chatham Today focused specifically on Chatham First Night. This will be filmed in the first part of December and air through the month of December on channel 18 and community television on channel 99.

**Council on Aging**

The Senior Tax Work-off program development continued now that it has been adopted by the Board of Selectmen. Meetings in early December will be held with seniors interested in participating in the program, and Department Heads to identify the work needs that will be staffed by the program in 2013. Marketing for this program is being planned via the Flash, Town website, channel 18, and a press

release. There will be a gourmet lunch program starting at the center on certain Mondays in January, 2013 to generate more interest in the lunch offerings in general. A new copier will be purchased through enrichment funds and should reduce the cost for printing and copying at the center through more efficiency. Open enrollment for Medicare continues, and the SHINE volunteer is scheduling meetings with seniors. The Policy and Procedure working group continued work on the next set of policies to be presented to Town Counsel.

### **Human Services Committee**

The committee has met every other week to continue reviewing the RFP's that were submitted for fiscal 2014. After discussion, the committee agreed to present a level funded budget that included reducing certain agency grants, and adding two new agencies. Additionally, the committee is recommending a Summer Food Service Program that will provide free lunches to children in summer months. The budget proposal was submitted to the Finance Director.

### **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 November 2012 with the Chatham Parks and Recreation Department.

### **Youth Sports/Programs**

- Youth Soccer wrapped up on November 10.
- Youth Basketball registrations came in slowly for the month of November.
- The 6<sup>th</sup> annual Holiday Shopping Fair was on Saturday, November 24<sup>th</sup>. We had 44 vendors signed up and the waitlist had 10 vendors on it. The Boy Scout troop 71 sold wreaths. There was a karate demonstration by the Kempo Karate Club. The Ski Club baked goods. We also included 8 Cape Cod Moms Resale/Trade members to sell new/gently used children's clothing and toys.

Two program supervisors attended the Cape and Islands Recreation Meeting in Yarmouth. Discussions included:

- New/successful programs
- MRPA conference updates
- Archery program certifications
- Seasonal salary comparison.

The next Cape and Islands Recreation meeting is on January 24th

### **Youth Services**

In the month of November, Chatham Youth Services held an 8<sup>th</sup> and 9<sup>th</sup> grade dance on the 2<sup>nd</sup>, also a 6<sup>th</sup> and 7<sup>th</sup> grade dance on the 16<sup>th</sup>. A middle school movie night was held on November 9th. We finished our fudge fundraiser, wrapped it and delivered. And lastly, we had a ski club fundraiser in the form of the Vendor Fair on the 24<sup>th</sup>. Ski Club and Youth Council Members manned the bake sale table, and helped at every junction of the event from set up to clean up; about 25 students helped out.

Arts and crafts programs continued throughout the month as did our after school sports. The Youth Council meetings are going well and attendance is up.

### **Adult Programs**

Adult Classes: Plein Air Landscape Painting Workshop with Melanie McGraw - finished Nov. 7  
Stampin' Up Holiday Card Class – Last Tuesday of the month

Adult Recreation: Futsal – Monday evenings  
Badminton – Tuesday/Thursday mornings  
Pickleball – Mon. / Wed. / Fri. mornings  
Age 18+ Basketball – Tuesday evenings  
Indoor Recreational Tennis – Wednesday evenings  
Floor Hockey – Thursday evenings

Adult Fitness: Senior Fit Class with Charlie Abate - Mondays  
Yoga for All with Missy White – Mon. / Wed. / Fri.  
Kripalu Yoga with Jennifra Norton – Tuesdays  
Beginner & Intermediate T'ai Chi – Tuesdays

Other: Front Desk – Wednesdays – Open blg & support retired man on duty  
Compile monthly CCC News for the Eldredge & Lumpkin Advertisement for inclusion in the first edition of The Chronicle each month  
Continued Fall/Winter Planning including Course Announcements, news articles & registration forms  
ReCPro data entry for program registrations, memberships, courses  
Clean-out gymnasium closet & reorganize LL storage cabinets & equipment room  
Vendors/Invoices to Helene for payment  
Work on CCC efficiencies & goals as requested  
Update Facility Calendar for Holiday weekend  
Update Adult Recreation & Fitness class handout for month of December

### **Administrative**

Budget planning and preparation  
Notices and organizing skatepark public hearings

### **Grounds Maintenance**

- Trash 3 days per week at all locations.
- Removal of leaves continued throughout the month at all parks and around public buildings.
- Soccer fields were maintained until mid month and then goals were disassembled and stored for the off season.
- Loaming and grading of the former lawn bowling rink into to allow for settling to occur prior to seeding next spring.
- 3 replacement trees were planted two in Chase Park and one at the Community Center.
- One tree was planted for the groups working to restore the Sylvan Garden property.
- Prepare holiday lights and decorations for installation

**Beaches**

Set up snow fencing at Harding’s Beach to control windblown sand.

**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 crime pattern of vandalism/property damage that emerged during the previous month in the downtown area, showed two incidents occurring early this month, but none after that. Increased patrols and parking lot checks in the downtown area appear to have curtailed this crime trend. Police patrols were also concentrated in the Veterans Field area after last month’s incidents of spray painting in this area.

Chatham Police and Orleans Police developed good leads on a suspect engaged in stealing high end technology components off of boats in the various harbors of Orleans and Chatham. Based upon the information obtained, detectives are working toward identifying a suspect and are looking to develop larceny and burglary charges for stolen items in the thousands of dollars. The investigation is continuing.

Several candidates for the open police officer positions are in the process of being interviewed and evaluated and will be given offers of employment. The chosen candidates will be sent to the Police Academy in Plymouth.

The annual Turkey Trot Run and Walk Event occurred on Thanksgiving Day and drew a large crowd of well over a thousand participants and viewers. The event went off without incident was successfully completed in a safe and fun manner.

The Chatham Police developed a new confidential Tip Line for citizens to call and provide tips and information on crimes, incidents and other information that may be helpful to the police. The Tip Line number is 508-945-TTIP (508-945-8847). This number should not be called for active or timely matters that need immediate response from the police.

CPD Crime Statistics – November 2012	
0	Forcible Rape
0	Forcible Fondling
1	Aggravated Assault
2	Simple Assault
0	Intimidation
0	Extortion/Blackmail
5	Burglary – B&E
0	Shoplifting
1	Theft from Building
4	Other Larceny, Swindle, Stolen Property
0	Credit Card/Automatic Teller Theft
0	Impersonation

0	Statutory Rape
1	Motor Vehicle Theft
0	Impersonation
0	Embezzlement
0	Counterfeiting/Forgery
6	Destruction/Vandalism
0	Disorderly Conduct
2	Driving Under the Influence
0	Drug/Narcotic Violations
0	Incest
0	Bad Checks
2	Liquor Law Violations
0	Trespass Offense
1	Drunkenness
0	Weapons Law Violations
1	All Other Offenses
4	Town By-Law, Traffic Arrests
<b>30</b>	<b>Total Crimes</b>

Motor Vehicle Accidents – November 2012	
0	Major Property Damage Accident
7	Minor Property Damage Accident
1	Accident with Injuries
<b>8</b>	<b>Total Accidents</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:

- Removed all seasonal navigational buoys from Stage Harbor, Mitchell River and Oyster River
- Removed all seasonal navigational buoys from Pleasant Bay, Bassing Harbor, Ryder’s Cove and Crows Pond
- Removed and stored docks from Ryder’s Cove and Barn Hill Road Landings
- Replaced two flags on the bar
- Mitchell River Bridge openings - 6

Maintenance:

- Winterized and secured jetski for the season
- Removed and stored jetski float from the Fish Pier
- Repaired chain drive on Mitchell River Bridge gate
- Performed routine and preventative maintenance on H-25
- Performed routine and preventative maintenance on H-16

- Replaced bearings and hubs on H-16 trailer
- Winterized and secured H-21 for the season
- Repaired Harbormaster float at the Fish Pier
- Began fabricating and welding replacement frames for navigational buoys
- Fabricated and installed more wear protection for the pilings and dock at Stage Harbor
- Performed preventative maintenance on (2) 10 KW emergency generators and stored inside at Water Treatment Facility
- Performed preventative maintenance on 145 KW emergency generator
- Removed derelict dinghies from Battlefield Road landing
- Installed dinghy storage signs at Battlefield Road landing
- Removed and stored courtesy dinghies from Stage Harbor and Little Mill Pond

#### Administration:

- Prepared 2013 Waitlist and Mooring Renewals
- Prepared 2013 Boatyard bills
- Currently processing 2013 Waitlist and Mooring renewals
- Office Manager logged 504 phone calls and office visits relating to mooring permits and waiting lists, transient mooring requests, pump outs, boat haul-outs, regulation compliance issues.

#### Meetings/Training:

- 11/6- Mooring Officer position interviews at Police Station
- 11/15- Community Innovation Challenge Grant training in Newton, MA
- 11/16- Cape and Island Harbormaster Association monthly meeting
- 11/20- Aunt Lydias Cove Committee meeting, Packing House leases

#### Upcoming Projects:

- Continue maintenance and repairs on seasonal navigational buoys
- Finish preparing H-25 for launching
- Haul and winterize H-24 for the season
- Assess and repair damage to electrical outlets, wiring and conduit in the north and south jog of the Fish Pier, caused by Hurricane Sandy
- Continue with project to replace parking lot lighting with LED fixtures at the Fish Pier, Ryders Cove and Barnhill Landings. Project is scheduled for the first quarter of 2013.
- Build lighted day marker for install on rock wall at the end of Holloway Street; marker will replace the Chatham Harbor buoy #5.
- Remove, repair and replace all bulkhead ladders in the north and south jogs at the Fish Pier.

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

#### **PRINCIPAL PROJECTS**

Department Project Activity - There was activity during the month of November 2012 on these Department projects:

- West Chatham Traffic Design - Project Coordination/Public Participation Plan Development
- Collins Center Performance Management Grant - Coordination
- New Fire Station Headquarters Project – OPM, Designer, CPRC and Staff Coordination
- Phase I Solar Project – DPU and Contract Documentation
- Phase II Solar Projects – FAA and Contract Documentation
- Airport Commission – Support, research and meeting follow up

Inter-Departmental Projects/Other Support - Staff was also involved in other town-wide projects in the month of November 2012 as follows:

- Main Street / Route 28 Corridor Study – Buildout Calculation Meetings
- Railroad Museum – CPA Application (Preliminary evaluation)
- Eldredge Public Library - Facility Needs Review and CPA Application (Preliminary evaluation)
- Mitchell River Bridge – Staff Review Meeting
- Facilities Snow Removal Plan – Development of Draft Plan

## **OPERATIONS**

Department activities related to Operations in November 2012 included:

- Police Department, Annex and Community Center Buildings – Coordination of Preventative Maintenance (PM) and continued adjustments with new Controls Contractor
- Coordination of Repairs – Library Heating System, COA Hot Water System and PD HVAC
- Procurement – IFB for Bassett House Roof Repairs and proposal reviews
- Please see attached Facilities Crew report for maintenance activities for the month of November

### 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 and responses etc...), the Facilities Crew also was worked on the following specific items:

- National election voting equipment setup and breakdown
- Winterized the Railroad Museum
- Review of requested Library Projects
- Monitoring of temperature readings at Annex to help address system function issues
- Emergency response to storm damage at Town Hall
- Bassett House Roof Replacement Project - Coordination with roofing and masonry contractor
- Response to alarm malfunctions at Town Hall and the Police Department
- Coordinated miscellaneous electric lighting repairs at the Police Department
- Supported installation of a new controls “overlay” system at the Community Center

- Completed repairs to Community Center bathroom
- Started data collection for Town structures to develop baseline facilities plan
- Review of fire extinguisher locations with contractor
- Minor repairs to DPW building roof
- Investigation of leaking conduit at the PD (including coordination of test pit excavation)
- Preparation for State elevator safety inspections
- Coordinate seasonal shut down of several restrooms
- Assisted in office move at the Annex

**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 Management Act Permit

This permit was issued on November 27, 2012 and is pursuant to the Massachusetts Water Management Act for the sole purpose of authorizing the withdrawal of water. The permitted Daily Average (MGD) withdrawal has been slightly increased over previously permitted withdrawal volumes and expires on November 30, 2014.

Water Meter Technology Upgrades

Meetings were held on November 6<sup>th</sup> and November 29<sup>th</sup> to continue to review and research various types of water meter upgrades and the technologies associated with meter readings. A capital funding request is anticipated for May 2013 Annual Town Meeting.

Mill Pond Well Development

A coordination meeting was held on November 20<sup>th</sup> with the Town and NSTAR to review the scope of the utility pole work required to install the new electrical service at the Mill Pond Well site. Additional meetings will be scheduled in the next several weeks with the abutters to the project.

Stage Harbor Sidewalk

A meeting to collect public input for the planned sidewalk extension from Cedar Street to Cedar Swamp Lane was held on November 15<sup>th</sup>. The construction of the sidewalk extension along Stage Harbor Road is planned to coincide with the sewer collection system expansion in that area, and is planned for the fall of 2013.

Main Street Sidewalk Repairs

The sidewalk in front of Town Hall on Main Street was repaired during the week of November 26<sup>th</sup>. Several other areas of sidewalk along Main Street are scheduled to be repaired in the spring of 2013.

Old Wharf Road

A meeting was held on November 15<sup>th</sup> with John O'Reilly & Associates to discuss the design of roadway improvements along a low lying section of Old Wharf Road. It is

anticipated that the roadway will need to be raised and drainage installed to minimize the effect of storm tides on this roadway.

Sewer Collection System Construction

A meeting was conducted on November 13<sup>th</sup> with the Town and GHD, Inc. to review the sewer collection system plans for Stage Harbor Road and Cedar Street. Plans were also reviewed for the Stage Harbor pump station upgrade work. The project is expected to begin construction in the spring of 2013.

Solid Waste Disposal Options

The Town of Chatham is continuing to work with the Cape Cod Commission on a regional approach to the future solid waste disposal options after the current SEMASS contract expires at the end of 2014. Meetings were held on November 7<sup>th</sup> and November 28<sup>th</sup> at the Cape Cod Commission offices to discuss and review options.

Historic House Move

During the week of November 26<sup>th</sup>, a house was moved from 448 Shore Road to 54 Summer Hill Lane. The Department of Public Works worked closely with the private moving company and the Chatham Police to facilitate the movement along Town roads.

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.

November Water Pumpage:

<b>Monthly Total</b>	<b>Maximum Day</b>	<b>Minimum Day</b>	<b>Average Day</b>	<b>Estimated Other Use</b>	<b>Previous Month</b>
19,915,600 Gallons	1,479,900 Gallons	372,100 Gallons	663,853 Gallons	3,739,826 Gallons	27,405,000 Gallons

The variance between November 2012 and November 2011’s pumpage shows an increase of 4.1%, which equates to 792,000 gallons.

Process Control	Flushing and Blowoffs	Hydrant Maint.	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
408,740 Gallons	3,233,086 Gallons	6,000 Gallons	43,250 Gallons	48,750 Gallons	0 Gallons	0 Gallons

Total other uses 3,739,826 gallons.

### **Water Sampling**

- 10 bacteria samples were taken for the month of November. All were free of bacteria.

### **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.
- The gas and electric services for the old South Chatham Chemical Feed Building were terminated in preparation for demolition.
- Envirogreen, the subcontractor for Jay-Mor, completed the asbestos abatement at the South Chatham Chemical Feed Building.
- Maher Services treated Well 6 with Pantonite to reduce manganese levels coming from the well.
- AT & T secured a loose cable at the 1.25 MG storage tank.
- Woodard & Curran replaced the failing well level transducer in Well 8.

### **System Maintenance**

- Leak detection is on-going.
- Dubis repaired two leaks on the 2" steel water main on Lake Shore Drive.
- Annual testing of all registered double check valve assemblies was completed.
- All hydrants that do not drain properly were treated with food grade antifreeze to keep them from freezing this winter.

### **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>
151	3	9	234	4	13	9

### **Meter Reading**

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

### **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.
- We performed the monthly monitoring well sample collection for November

and sent the samples to Rhode Island Analytical for testing.

- Received 100 pounds of citric acid from Borden and Remington. This will be used to clean the UV bulbs.
- Continued to organize the truck bays in the Operations Building.
- Ralph Perry Co. performed the annual servicing on all fire extinguishers at the main facility and pump stations.
- We received 3,015 gallons of Methanol from Univar.
- We received the mower attachment, York rake and bucket cutting edge for the John Deere tractor.
- We received training on the HVAC unit's facility wide from DDS (the installation contractor).
- The grit pump in the septage receiving building is back on-line and operational.
- All licensed septic haulers have been notified that we began accepting septage effective Monday November 26, 2012.
- A representative from Ashbrook was onsite to assist with some adjustments to the belt filter press.
- Representatives from DDS were onsite to troubleshoot the boilers in the Sludge Processing and Dewatering Buildings.
- Performed the semi-annual testing of all station's alarms.

#### **SLUDGE DEWATERING BUILDING**

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

#### **STAGE HARBOR ROAD PUMPING STATION**

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

#### **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.
- We drained, cleaned and inspected the station wet well. This was done as part of our annual preventive maintenance program.
- Replaced the block heater on the emergency generator which had failed.

#### **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.
- We drained, cleaned and inspected the station wet well. This was done as part of our annual preventive maintenance program.

#### **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 November were performed and completed.
- Dig safe mark outs are up to date.
- We completed this fall's jetting of the collection system.
- Performed "cut and cap" inspections at # 39 & # 40 Bears' By Way on November 27<sup>th</sup>, 2012.

### **CHATHAM WATER POLLUTION CONTROL FACILITY MONTHLY REPORT**

INFLUENT

<i>Total Influent received for the month</i>	3,015,892	Gallons
<i>Total Septage received for the month</i>	20,187	Gallons
<i>Total Grease received for the month</i>	1,173	Gallons
<i>Combined flow received for the month*</i>	3,037,252	Gallons

LOADING\*\*

<i>Pounds of BOD received per day</i>	637.2
<i>Pounds of BOD removed per day</i>	633.0

<i>Pounds of TSS received per day</i>	631.3
<i>Pounds of TSS removed per day</i>	628.9

FINAL EFFLUENT QUALITY\*\*

<i>Total Suspended Solids</i>	3.0	Permit 10 mg/l	99.6%	Removal
<i>Biochemical Oxygen Demand</i>	5.1	Permit 30 mg/l	99.6%	Removal
<i>Nitrate Nitrogen</i>	0.4	Permit 10 mg/l		
<i>Total Nitrogen</i>	1.8	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**

- Put sanders on trucks and reoiled conveyor chains for second time on all 5 truck sanders and test ran them all. One sander will need to be looked at by a repair man from Force America. 2 men 16 hours.
- Cleaning up down trees and broken limbs and debris after storm last week in October 3 men 40 hours.
- Swept Main Street and all roads with curbings to pick up storm debris 1 man 18 hours.
- Cleaned boat ramps at Crows Pond Landing, Ryders Pond Landing and Cow Yard Landing remove loose sand at bottom of ramp and replaced with a stone dust material. (experimental) 2 men and Back-hoe 18 hours
- Trucked sand to Cotchpinicut Landing and Scatteree Landing to replenish sand protecting new landing at Cotchpinicut Landing and to replenish sand in front of Jersey barriers at Scatteree Landing, also regarded Cow Yard road. 2 men 20 hours.
- Continued to clean up storm damage with back-hoe and catch basin digger limbs, down trees etc. 3 men 26 hours.
- Mechanic replaced all transmission lines on all three C8500 Chevrolet dump trucks #15, #17, and #19. All transmission lines rusted and leaking. 1 man 17 hours.

- Sweeper swept along all curbs for last sweeping of the year. 1 man 7 hours.
- Cleaned up loose sand with front end loader that washed up on asphalt at Claflin Landing. 1 man 2 hours.
- Removed tree stump and bushes with back-hoe at 144 Barn Hill Road loamed, seeded and mulched and filled in sidewalk with t-base getting ready for asphalt on sidewalk. 2 men 22 hours.
- Made repairs to street signs, also put up new signs. 1 man 23 hours.
- Replaced power steering pump on building dept truck 2005 F250 Ford, also serviced truck changed oil and all filters,oil,fuel and air. 1 man 12 hours.
- Made repairs to two catch basins on Avalon Point Road, Cut out broken asphalt removed frame and grate removed broken up cement, re-cemented frame and grate t-based and cold patched around frames. Also made same repairs to a catch basin on Cross Street 2men 12 hours.
- Picking up trash and cleaning catch basins 5men 320 hours.

CHATHAM TRANSFER STATION  
MONTHLY RECYCLING REPORT

COMMODITY	MARKET	TONNAGE	HAULER	REVENUE
MONTH: NOV 2012				
TIN		0.70 t		
ANTIFREEZE		0		
OIL FILTERS		0		
BATTERIES		0		
PAINT		0		
TIRES	BOBS	0		
WASTE OIL	CYN	250 gal		
CLEAR GLASS	CRA	48.33 t		
MIXED GLASS	CRA	26.91 t		
UNIVERSAL WASTE	CRS	0		
#1 CLEAR PLASTIC		0		
#2 MIXED PLASTIC		0		
#1-7 MIXED PLASTIC	AAA	4.42 t		
CARDBOARD	AAA	17.75 t		
mixed paper	AAA	22.80 t		
rigid plastic	AAA	3.54 t		
textiles	Baystate	1.94 t		
METAL PILE	EXCEL	11.70 t		
WHITE GOODS	EXCEL	0		
PROPANE TANKS	RINDGE	0		
GOT BOOKS	GB	3.41 t		

RED CROSS	RC	1.41 t	
SALVATION ARMY	SA	1.48 t	
PLANET AID	PA	.37 t	
DEMOLITION	DANIELS	57.02 t	
CHAMP HOMES	CH	3.72 t	
MATTRESSES		0	
COMPOST	TP	0	
WOOD CHIPS	TP	0	
BRUSH	TW NICKERSON	43.86 t	
BOY SCOUTS	BS	0	
C R T'S	EXCEL	o	
NI CAD BATTERIES		2 boxes	
MERCURY		0	
semass	15 loads	362.12 t	24 t avg
rolloff truck	24 loads		

LANDFILL CHARGES -- NOVEMBER 2012

DAY	DATE	CASH/CHECK RECEIPTS	CHARGE TOTALS	DAILY TOTALS
THURSDAY	01	\$ 390.10	\$ 1,140.30	\$ 1,530.40
FRIDAY	02	\$ 438.60	\$ 865.30	\$ 1,303.90
SATURDAY	03	\$ 735.40	\$ 340.20	\$ 1,075.60
SUNDAY	04	\$ 356.00		\$ 356.00
MONDAY	05	\$ 631.60	\$ 476.00	\$ 1,107.60
TUESDAY	06	\$ 265.60	\$ 961.85	\$ 1,227.45
WEDNESDAY	07			\$ -
THURSDAY	08	\$ 263.80	\$ 636.60	\$ 900.40
FRIDAY	09	\$ 201.60	\$ 1,181.20	\$ 1,382.80
SATURDAY	10	\$ 790.00	\$ 296.10	\$ 1,086.10
SUNDAY	11	\$ 905.60		\$ 905.60
MONDAY	12	\$ 619.00	\$ 653.10	\$ 1,272.10
TUESDAY	13	\$ 204.00	\$ 617.40	\$ 821.40
WEDNESDAY	14			\$ -
THURSDAY	15	\$ 492.80	\$ 1,139.60	\$ 1,632.40
FRIDAY	16	\$ 284.70	\$ 1,123.50	\$ 1,408.20
SATURDAY	17	\$ 295.00	\$ 264.30	\$ 559.30
SUNDAY	18	\$ 617.80		\$ 617.80
MONDAY	19	\$ 313.40	\$ 570.30	\$ 883.70
TUESDAY	20	\$ 654.90	\$ 1,042.50	\$ 1,697.40
WEDNESDAY	21			\$ -
THURSDAY	22			\$ -

FRIDAY	23	\$ 923.20	\$ 1,348.90	\$ 2,272.10
SATURDAY	24	\$ 583.50	\$ 310.80	\$ 894.30
SUNDAY	25	\$ 285.20		
MONDAY	26	\$ 391.20	\$ 687.40	\$ 1,078.60
TUESDAY	27	\$ 357.60	\$ 795.75	\$ 1,153.35
WEDNESDAY	28			\$ -
THURSDAY	29	\$ 471.40	\$ 828.80	\$ 1,300.20
FRIDAY	30	\$ 226.70	\$ 1,408.50	\$ 1,635.20
		\$ -	\$ -	\$ -
		\$ 11,698.70	\$ 16,688.40	\$ 28,101.90

**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.*

Due to the November 6, 2012 Presidential Election, the month of November was an extremely busy month in the Town Clerk's Office.

**PRESIDENTIAL ELECTION:**

The Presidential Election was held on Tuesday, November 6<sup>th</sup> at the Chatham Community Center. As usual, the polls were open from 7:00 am until 8:00 pm. A total of 4,654 ballots were cast by Chatham voters (83%).

**ABSENTEE BALLOTS:**

914 voters cast absentee ballots for the November 6, 2012 Presidential Election. The Commonwealth of Massachusetts does not have an "early voting" system, so all absentee ballots were delivered to the polls and processed on Election Day.

**VOTER REGISTRATION:**

We processed 10 new voter registrations and removed 15 voters due to death or change of residence. The total number of registered voters at the close of November was 5,612. Our total number of year-round residents was 6,239.

**VITAL RECORDS:**

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

- 0 Births
- 1 Intention of Marriage
- 5 Marriages
- 15 Deaths

**CASH RECEIPTS:**

The total amount collected and submitted to the Treasurer's Office for the month of November was \$1,986.00.

## **SUPPLEMENTAL REPORTS**

### **REGIONAL E-PERMIT PROJECT STATUS REPORT**

Submitted by Paul Lagg, Project Manager, December 17, 2012

#### **PROJECT OBJECTIVE:**

Replace current permit/licensing solutions with regional software solution (Acella)

#### **PROJECT GOALS:**

- Implement all permit record types identified and prioritized by the 3 pilot towns (*Chatham, Nantucket and Yarmouth*)
- Integrate Financial Software (VADAR) and Assessing Software (PK Systems) into Permit Tracking System (Acella)
- Launch certain targeted record types for online public interface/online payments

#### **PROJECT DEADLINE PHASE 1:**

April 30, 2013

Permit Type Implementation for Phase 1 will focus on permit and licensing processes for the following:

##### **Health Department**

- Food Establishments/Related Permits
- Title V Septic Permits
- Remaining Misc. Permit types

##### **Building Department**

- 1 and 2 family Building Permits
- Commercial Building Permits
- Electrical Permits
- Gas/Plumbing Permits
- Tent Permits
- Historical

##### **Permit Department**

- Beach Stickers (including ORV)
- Transfer Station Stickers
- Shellfish Permits (Commercial and Residential)

##### **Licensing Agent (Town Manger's Office)**

- Liquor Licenses
- Common Victualed licenses

##### **Town Clerk**

- Dog/Cat Licenses

#### **SUMMARY OF WORK TO DATE:**

Project Managers from the 3 pilots have been working to identify and prioritize certain record types to be included in Phase 1 rollout. The project SOW states that Acella will be responsible for creating 10 separate record types. The remaining record

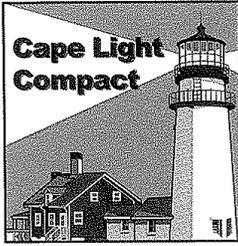
types will be developed by the pilot towns. This work will be based on templates from Acella and Framingham MA (Acella client). Acella will assist pilot towns with development as needed. The final list of record types was based on examples specifically mentioned in the State CIC grant as well as items identified and prioritized by the pilot towns. Staff members from each department have been participating in analysis sessions with the Acella software team and regional partners to identify existing permit types and analyze potential instances where similar data being tracked across towns may be consolidated and uniform applications/forms may be implemented. Acella has prototyped the 10 permit types. Staff will be scheduled in the next two weeks to review prototypes and offer feedback. Project managers from the 3 pilot sites have been prototyping the remaining record types. Concurrent with the record type development, Pilot Project Managers have also been working with Acella to establish database interfaces among the Assessing and Financial software. These interfaces will aid in certain auto-fill functions for web based forms and also allow staff to track/verify residency and delinquent bills etc.

**NEXT STEPS:**

- Health Dept. will evaluate prototyped permits. Acella will fix as needed. (Week of 12/19 – 12/21)
- Craig/Paul/ to meet with Acella Sales Rep to discuss licensing/finalize budget (12/17)
- Prototype evaluations will be scheduled for remaining departments – Building/Licensing/Permits (January 2013)
- Permit types will be moved into the Acella Testing Environment where staff will begin to test software with real data entry. (Week of 1/1/13)  
Testing Phase is critical to project success. This phase will serve as introductory end user training. Project team will need to work with Departments to set aside appropriate time for staff to work with software, evaluate and flag/fix problems prior to Go Live date.
- Work on Financial/Assessing database connections will continue. Craig is taking the lead dealing with legacy data migration/integration. (Ongoing)
- Paul/Craig to meet with Bob/Deanna/Jill to discuss options and strategy for rollout of certain online forms/applications. (TBD)
- Regional Project Managers to finalize plans to integrate online payments/partner with established vendors. Paul/Craig to meet with Louise Redfield/Alix to discuss setting up online payment tracking mechanisms. (UniBank/MCC are current vendors) (TBD)
- Ongoing work developing remaining permit types (Paul/Craig with assistance from staff). (Ongoing)

**NOTES:**

It was not feasible within the time constraints of the CIC grant to completely replace our existing land management system (GEOTMS). As a result, Planning, Zoning, Conservation will not be migrated to the Acella system until Phase 2. In the meantime, staff will need to rely on some manual sign offs for permits that cross between the two software systems to ensure continuity of data flow and information management. I have discussed this with end user staff and I believe we have a workable solution in place to handle this manual sign off issue. In addition, there will be some permit types from the Town Clerk and Licensing Agent that will need to be developed in Phase 2. Coordination with the Finance Dept. is taking place to evaluate and plan for budget impacts from software licensing overlap. It is anticipated that we will continue to build out record types for the remaining departments and migrate everyone on to the Acella platform ASAP.



NOV 28 2012  
TOWN MANAGER  
TOWN OF CHATHAM

## 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

November 27, 2012

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

Dear Ms. Goldsmith,

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

Below is a summary of the activity in your town for the month of October, 2012. To view each of your monthly reports, please visit our website at [www.capelightcompact.org](http://www.capelightcompact.org) and click on Reports.

- . 2 residents and/or businesses in Chatham participated in the program.
- . \$2,897.75 in incentive dollars were distributed to the 2 participants.
- . 134 kWh were saved through implementation of these energy efficiency measures.
- . Through October, 2012 your town has spent 58.6% 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: 2012  
 Current Dates: 10/01/12 - 10/31/12  
 Cumulative Dates: 01/01/12 - 10/31/12

Program	Current Period		Cumulative for Reporting Period		Actual % of Budget
	Annual kWh Savings	Actual Expenditures	Annual kWh Savings	Actual Expenditures	
Low-Income Single-Family	0	0.00	25,322	26,630.41	34.8%
Low-Income Multi-Family	0	0.00	0	0.00	0.0%
LI Subtotal	0	0.00	25,322	26,630.41	16.3%
LI % of Total	0.0%	0.0%	3.2%	6.5%	
Residential New Construction	0	0.00	4,120	931.13	11.2%
Residential Major Renovation	0	0.00	0	0.00	0.0%
Res Home Energy	0	0.00	90,803	190,537.51	60.1%
Residential Deep Retrofit	0	0.00	0	0.00	0.0%
Residential Multi-Family Retrofit	0	0.00	0	0.00	0.0%
Energy Star Lighting	0	0.00	380,220	24,603.80	7.0%
Energy Star Appliances	0	0.00	24,850	5,275.00	103.0%
Energy Star HVAC	0	0.00	9,625	14,966.00	33.0%
Res Subtotal	0	0.00	509,618	236,313.44	86.3%
Res % of Total	0.0%	0.0%	64.7%	56.9%	69.0%
C&I New Construction	0	0.00	27,074	28,023.25	3.0%
C&I Large Retrofit	0	0.00	0	0.00	0.0%
C&I Small Retrofit	0	0.00	143,076	57,858.37	83.8%
C&I Govt Small	0	0.00	64,517	54,480.00	2.0%
C&I Govt Large	0	0.00	0	0.00	0.0%
C&I Govt New Construction	0	2,882.75	0	8,990.50	3.0%
C&I Products & Services	134	15.00	17,918	2,725.00	6.0%
C&I Subtotal	134	2,897.75	252,584	152,077.12	29.0%
C&I % of Total	100.0%	100.0%	32.1%	36.6%	14.7%
Report Total	134	2,897.75	787,624	415,220.97	335.0%
Budget Comparison			276,157.42	471,235.25	58.6%

\* \* \* \* \*

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)

\*\*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.