



Town of Chatham

Office of the Selectmen
Town Manager
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TOWN MANAGER

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TO: Honorable Board of Selectmen

FROM: Jill R. Goldsmith, Town Manager

DATE: May 6, 2015

SUBJECT: Town Manager's Report for the BOS meeting of March 31, 2015

Current Items:

As you know, we received two responses to the RFP for Golf Management Services at Seaside Links – Sports Management (current management) and Johnson Golf Management. After a comprehensive review, the Golf Advisory Committee recommended that the Town Manager award the contract to new management - Johnson Golf Management of Harwich based on RFP response, experience of the management group/course management, reference checks, interview, and shared vision of the golf course. They also have a well-established point of sale and accounting system including the potential for on-line tee times, handicapping, credit card payments, and new golf carts. They will look to hire locals as well. The transition of management has worked well, and membership notices have been issued, as well as working on arrangement for golf instruction – adults and youth. They are still working on final tweaks to their website. We plan to introduce Johnson Golf at an upcoming BOS meeting in April.

Much work and effort has been done to finalize the FY2016 Budget and 2015 Annual Town Meeting Warrant. The FinCom is scheduled to meet on March 30 to vote its recommendation on the Budget and articles. The Warrant will be sent to the printers on April 1. The Charter Review Committee will hold a Public Hearing on April 8.

I have been invited by Lt. Governor Polito to serve on a focus group/cabinet to initiate the Administration's *Compact* with cities and towns relating to best practices and targeted grant fund. A brief e-survey has been circulated to determine local funding priorities and issues municipalities have with state-mandates and regulations, etc.

I am pleased to enclose the Monthly Report of Department Heads for the month of February 2015.

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 DH Regular Biweekly - Meetings	16	
Professional Meetings/Seminars/Conferences	3	Lt. Governor’s Municipal Cabinet Focus Group, MA Joint Labor Management Committee (Mgt. Chairman)
Meetings with Residents/Businesses	12	Airport, Skydiving, Private Roads, WC Road Design Project, Downtown Parking, Budget, Community Center Rentals,
Project/Issue Meetings	7	Golf Course Mgt, Fire Station Bids, E-Permitting Review, Emergency Mgt, Orleans HCP, DH Performance appraisals
Committee/Board Meetings Attended	9	FinCom, Airport Commission, Monomoy RSD Joint BOS/FinCom, MDOT 25% Hearing for WCRD, BOS
Union Meetings/Negotiation Sessions		
Town Counsel – On-site Office Hours	1	Introductory meeting

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:

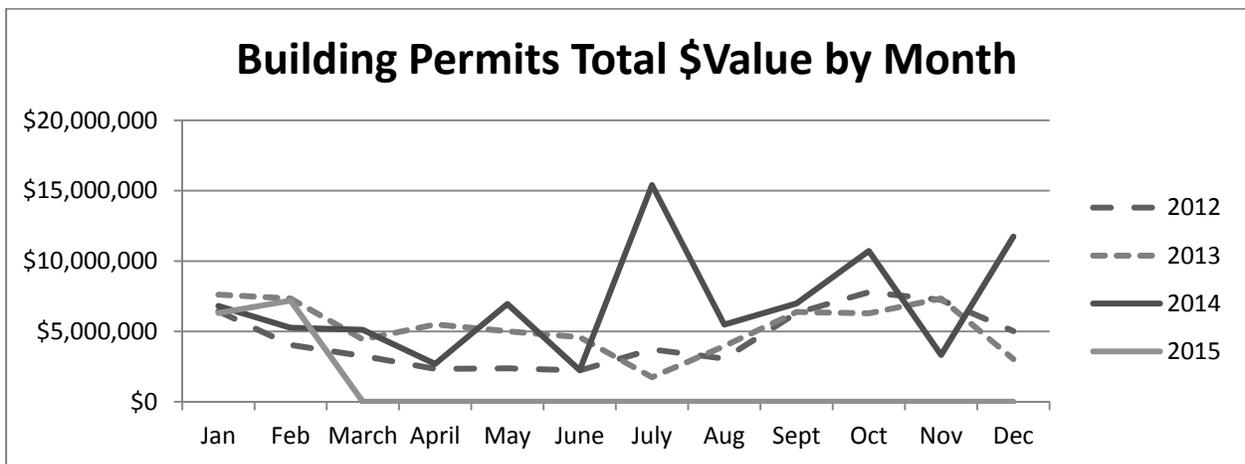
- Listening to your concerns and providing accurate answers and information by responding in a friendly and thoughtful manner*
- Being accountable for all we do, “not shutting the door and pulling down the blinds” recognizing that everyone’s needs are important*
- Being the “helping hand” in making the 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 an overview of the Community Development Department’s activities for the month of **February 2015**.

BUILDING DIVISION

	Month	YTD	Ave/Mo	2014 Total	2014 Ave/Mo	% 2015/2014	\$Value YTD	\$Value 2014
Bldg Apps Submitted	44	94	63	813	102	12%		
Bldg Permits Issued								
New Dwellings	1	8	4	48	4	19%	\$5,040,660	\$44,643,241
Multi-family	-	-	-	1	-	-	-	-
Demolitions	1	5	2.5	45	4	11%		
Residential Add/Renos	49	77	38.5	676	56	11%	\$8,264,959	\$33,148,956
Nonresidential Add/Renos	3	3	1.5	40	3	8%	\$37,175	\$2,334,127
Public Structures New & Alts/add	-	-	-	4	-	-	-	\$1,626,844
New Comm Structures	1	1	.5	4	-	25%	\$150,000	\$989,768
Total Building Permits Issued	55	95	48	819	68	12%	\$13,492,794	\$82,742,936
Average \$value/permit							\$142,029	\$101,153
Electrical Permits	56	105	52.5	755	63	14%		
Plumbing & Gas Permits	56	125	62.5	1,038	87	12%		
Inspections								
Building	76	136	68	1,412	118	10%		
Electrical	50	112	56	885	74	13%		
Gas & Plumbing	68	170	85	1,219	106	14%		
Total	194	418	209	3,516	293	12%		



As is typical for this time of year, activity within the Building Division has slowed. Recruiting efforts for a new local building inspector continue with interim arrangements made for Richard Stevens to assist as a part time inspector. Richard is a retired, certified building inspector and commissioner who has assisted the department in the past.

REGULATORY BOARDS

Historical Commission – There were **two** Historical Commission meeting in February 2015. The CHC continues to prepare for its role in reviewing the Ryder’s Cove Landing Improvement project and the West Chatham Roadway Improvement project.

Historical Commission	2013 Totals	2014 Totals	Current Month						2015 Totals	
# of mtgs held	17	18	2	0						3
			New Apps Heard	Cont Apps Heard	Approved	Imposed	Continued	Withdrawn	Mo Totals	
Demo delay - full	10	3	1		1				1	1
Demo delay - partial	10	8	1		1				1	1
substantial alternation	3	6	0						0	1
Total	23	17	2	0	2	0	0	0	2	3

Historic Business District Commission (HBDC) – There were **two** HBDC meetings in February 2015. The HBDC has begun working with department staff to review and update its rules and regulations.

HBDC	2013 Totals	2014 Totals	Current Month						2015 Totals	
# of mtgs held	23	26	2							4
			New Apps Heard	Cont Apps Heard	Approved	Denied	Continued	Withdrawn	Mo Totals	
Pre-apps	5	2							0	0
COAs	58	52	0	1	1				1	2
Signs	81	79	2		2				2	4
Total	144	133	2	1	3	0	0	0	3	6

Planning Board – There were **three** Planning Board meetings in February 2015. The Planning Board is sponsoring five petitions at the 2015 Annual Town Meeting for amendments to the Protective Bylaw. Two amend the Conservancy and Floodplain Overlay District, following up on the promise made by the Planning Board at last year’s town meeting; a third clarifies the buildable uplands requirement (Section III.D.3.a.1); the fourth would allow kennels and animal hospitals to be located in the Industrial District by Special Permit, and the fifth seeks to include association piers in the definition of private residential piers.

Planning Board	2013 Totals	2014 Totals	Current Month						2015 Totals	
# of mtgs held	24	27	3							5
			New Apps Heard	Cont Apps Heard	Approved	Denied	Continued	Withdrawn	Mo Totals	
ANR	8	11							0	0
Prelim	0	1	1		1				1	1
Defin	2	2	1		1				1	1
Site Plans										
pre-apps	9	16							0	1
formal	8	16	2		2				2	2
amend/chg use	8	9	1	1	2				2	2

Special Permits	0	0						0	0
ZBA Recom	9	6	1		1			1	1
Bond Reduct/CoC	14	13	5		4		1	5	5
Total	58	74	11	1	11	0	0	1	12

Zoning Board of Appeals (ZBA) – There were **two** ZBA meetings in February 2015. Of note, the ZBA heard and approved an amendment to the special permit for 34 Sears Point for the demolition and reconstruction of an existing dwelling.

ZBA	2013 Totals	2014 Totals	Current Month							2015 Totals
# of mtgs held	22	25	2							4
			New Apps Heard	Cont Apps Heard	Approved	Denied	Continued	Withdrawn	Mo Totals	
Special Permits	95	77	5	3	6		2		8	13
Amendments	3	14	1		1				1	1
Dimensional Variance	1	3							0	2
Sign Permits	8	10							0	0
Appeals of ZEO	1	0							0	0
40B	1	1							0	0
Total	109	105	6	3	7	0	2	0	9	16

PLANNING DIVISION

During the month of February 2015, staff worked on the following planning projects and assisted the following advisory committees with their activities:

ROUTE 28 CORRIDOR LAND USE VISIONING PROJECT: Community Development Department staff and team members are preparing for spring meetings in the West Chatham, Cornfield and Crowell Road neighborhoods. Project materials have been and will continue to be posted on the project website: <http://chathamrte28corridor.weebly.com/>

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE: On February 9th, the EDC finalized its review of proposed changes to Article II of the Town’s Sewer Regulations and prepared a recommendation to be transmitted to the Board of Selectmen/Water and Sewer Commissioners and Water and Sewer Advisory Committee. In addition, at the same meeting, the EDC met jointly with the Finance Committee Hotel/Motel Tax Working Group to discuss a) increasing the hotel/motel tax from 4% to 6%; and b) the potential for taxing short term rentals. It was the unanimous opinion of the EDC that the short term rental tax was unnecessary at the present time and there was no justification for increasing the current tax.

CONSERVANCY DISTRICT/FLOOD PLAIN DISTRICT BYLAW ANALYSIS: Staff has continued to work on drafting proposed amendments to the bylaw pursuant to a request from the Planning Board. Staff presented an overview of the proposed amendments to the Conservation Commission at

their February 25th meeting. The Planning Board will hold a Public Hearing on March 17 at 7:00 P.M.

COMMITTEE FOR THE DISABLED: The Committee met with Jeff Colby, DPW Director at its February 18th meeting. Jeff reviewed with the committee the 25% plans for the West Chatham Transportation Project.

The Committee discussed the proposed ADA upgrades for the corridor. Discussion was also held on the proposal by the Orpheum Theatre to create a drop off area along Main Street to improve accessibility to and from the Theatre. The Committee has supported this proposal and has sent a letter of support to the Traffic Safety Committee in anticipation of their March 26 hearing on this item.

BIKEWAYS COMMITTEE: The GIS Coordinator presented an updated draft of the Long Range Bikeways Plan. The Committee will now review the plan and offer feedback and suggestions. A final version will be presented to the Selectmen upon completion. The Committee remains focused on planning for a bikeways connection in West Chatham along George Ryder road to connect Rte 28 to the Old Colony rail Trail.

AFFORDABLE HOUSING COMMITTEE:

Work on the educational videos is nearly complete. The committee will be reviewing the videos in anticipation of presenting them to the Selectmen. The Committee has continued to review the proposed changes to the Affordable Accessory Apartment bylaw. This work is ongoing. The Committee and Department staff met with a representative from the Harwich Ecumenical Council for Housing (HECH) to discuss a proposed program that would provide home repair funds to income qualified property owners. The HECH program is seeking funding from the CPC. The Committee has voted to endorse this program and the request for CPC funding.

COUNCIL ON AGING: Submitted by Amanda Speakman

Programming highlights: The continued inclement weather and poor travel conditions drove down participation and required cancellation of programs and transportation on select days. AARP Foundation Tax Aide program began the first week of February and will run through April 15; registration and forms are being distributed at the CCOA; Chatham residents are being served at the Chatham Community Center (this year's Chatham-Harwich regional site). Sponsored by the Friends of CCOA: Monday Café lunch and Soup To Go continue weekly providing a healthy alternative for many caregivers and seniors living alone; Lianne Boas, offered an eye opening and interactive lecture on the science of Handwriting Analysis; iPad and iPhone classes for those at the beginner and intermediate levels; COA Cinema, which shows free recently released movies; monthly birthday party welcoming February babies and their guests for cake, ice cream and fellowship. The COA staff would like to recognize The First United Methodist Church and Rev. Nancy Bishop as once again the church hosted a community gathering for Valentine's Day. This is the second year the church opened their hearts to Chatham residents. The COA and Friends of CCOA were thrilled to have the opportunity to

collaborate in offering so many of our isolated seniors had an opportunity to socialize and enjoy free transportation and luncheon.

Outreach and services highlights: The severity of the winter weather has created a cascading effect of isolation, safety and financial stressors. The COA community has been experiencing the loss of beloved participants due to poor health exasperated by the weather. Staff resources were directed to both office and in-home appointments for assisting seniors with addressing safety concerns due to the weather, accessing resources to address increasing financial need and increased need for assistance with basic phone-menu and online technology. Financial need continues to grow as community members age in place, outliving their resources which are further stretched by unplanned-for emergencies such as this winter’s weather. The COA has begun planning and preparing for Winter 2015/2016 and other emergency situations by participating in an Elder Response working group to collaborate with other municipal departments to proactively address issue of preparedness and safety. Outreach/Volunteer Coordinator Eva Souza acknowledges the following collaboration: “I’d like to recognize the continuing effort of the CPD in supporting the older residents throughout the Chatham community. Without their partnership I could not be an effective Outreach Coordinator. I am deeply appreciative of their professionalism and commitment to this vulnerable age group particularly under such difficult weather circumstances.”

Staff: New Outreach Coordinator Stephanie Shea attended The Cape Cod Hoarding Task Force "Buried in Treasures" workshop and dialogue held at the Truro COA and sponsored in collaboration with the Harwich COA. Ms. Shea continues her staff development by becoming cross-trained in operating the MySeniorCenter transportation scheduling system and becoming proficient in completing monthly print outreach including updating the COA website, formatting the monthly mailing list, contributing to and laying out the Flash newsletter and creating other material promoting upcoming programs and services. Recruiting and interviewing activities to bring the COA to full staff continue.

Category	February 2014	FY 15 Year to Date
Outreach*	Active Clients: 66	Active Clients: 213
Program Attendance	Units of attendance: 681 Participants: 196	Units of attendance: 6729 Participants: 843
Transportation	One-way rides: 284 Clients: 32	One-way rides: 2859 Clients: 82
Volunteer Management	Volunteers: 27 Hours of Service: 248	Volunteers: 85 Hours of Service: 3079

*Please note: Active Outreach clients do not include clients who received services but did not meet the minimum 3 points of contact or experience a noteworthy critical event requiring a file be opened.

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.

February the focus is on the upcoming budget for the next fiscal year. We refine the budget as additional information from the regional school districts is received, and the governor’s house 1 budget is released. The Finance Director attended a joint meeting with the Chatham and Harwich Boards of Selectmen, Finance Committees and the Monomoy Regional School District.

In addition, the Finance Director attended the following:

Meetings in December:

Board of Selectmen	4
Cemetery Commission	1
Community Preservation Committee	1
Finance Committee	6
Golf Advisory Committee	1
Monomoy Finance Team	1

Accounting		Feb 2015	Feb 2014	YTD FY2015	YTD FY2014
1	Invoices Processed	736	750	6,245	6,345

Assessors Report

Assessor	February 2015	Year to Date FY2015
1 RE Abatements Processed	0	47
2 PP Abatements Process	0	4
3 MV Abatements Processed	9	150
4 Boat Abatements Processed	39	164
5 Passport Applications	11	104
6 Betterment Payoffs	0	4
7 MV Commitments	3	7
8 Certified Abutter’s Lists	43	215

- Processed 1 Real Estate Exemption application for BOA review.
- Enter & process building permits in preparation for FY2016 field work
- Update CAMA database to reflect FY2016 parcels changes
- Work with vendor on data analysis for FY2016 revaluation process

Channel 18 Highlights

In February, 49 meetings were archived to the website, 19 of those were cablecast live and recorded for playback on the Channel.

Filming continued for the dredging operation at Forest Beach. The Channel stayed operational throughout the snow storms and provided emergency notifications from the Chatham Police Department, Chatham Fire Department and Council on Aging. Staff met with members of the Affordable Housing Committee to present cuts to a video that has been cooperatively worked on.

Chatham Today was shot at the Town Offices Annex. The video is available online at youtube.com/chathamtoday.

FIRE RESCUE/EMS DEPARTMENT: Submitted by Chief Michael Ambriscoe

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

Below is the monthly activity report for the fire department. The fire department responded to 230 emergency incidents in the month of February. The ambulance transported 87 patients and received \$49,655.29 in revenue. Fire inspections and permits generated \$975.00 in revenue. Total revenue collected in February was \$50,630.29.

Dept	Indicator	Month		Year to Date		
		FEB 2015	FEB 2014	2015	2014	
Fire Rescue/EMS	Fire Suppression/ EMS					
	1	Emergency Incidents	230	183	443	404
	2	Ambulance Transports	87	69	161	142
	3	Ambulance Receipts	\$49,655.29	\$57,753.66	\$110,197.97	\$94,236.90
	4	Firefighter Injuries	0	2	3	2
	5	Civilian Injuries	0	0	1	0
	6	Mutual Aid Given	5	1	5	1
	7	Mutual Aid Received	2	1	6	1
	Fire Prevention/ Code Enforcement					
	1	Inspections	14	15	37	36
	2	Plan Review	25	15	55	35
	3	Permits	16	4	83	70
	4	Fire Prevention Revenue	\$975.00	\$1,455	\$2,880	\$1,455

The department responded to 3 structure fires in February of which two were Mutual Aid request for assistance for incidents in Brewster and Provincetown. Mutual Aid was also provided to medical incidents in Harwich and Yarmouth. Chatham received mutual aid from Harwich for 3 medical transports.

Firefighters received 197 hours of training on ice rescue, dive training, search rope practices and preplanning of the Fish Pier building. Several paramedics have been attending recertification classes as required by the State Department of Public Health to maintain their state license and authorization to practice as a paramedic.

The department's Public Education Officer conducted 30 hours of instructions to school grades Pre K – 4 on Crawling Under Smoke, Stay Low and Go and 2 Ways Out. He also attended a crisis intervention conference and a meeting of the Monomoy School Crisis Team.

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

The final round of interviews were held for the two open Police Officer positions. The final round of interviews were held for Police Dispatcher position. Interviews continued for the Council on Aging Secretary position. Interviews continued for the Senior Heavy Equipment Operator at the Transfer Station. The Local Building Inspector, Principal Planner, and Geographic Information System Planner positions in Community Development were posted, and applications are being accepted. Seasonal positions for the 2015 summer season have been identified, and application was made during February to the state of Massachusetts for approval to recognize the positions as seasonal. In anticipation of the summer season, the following seasonal positions were posted and are currently accepting applications:

- Seasonal Town Landing Officer
- Seasonal Tennis Instructor
- Seasonal Head Tennis Instructor
- Seasonal Water Safety Instructor
- Seasonal Head Water Safety Instructor
- Seasonal Recreation Counselor
- Seasonal Head Recreation Counselor
- Seasonal Arts & Crafts Counselor
- Seasonal Lifeguard
- Seasonal Head Lifeguard
- Seasonal Beach Gate Attendant
- Seasonal Beach Supervisor
- Seasonal Custodian
- Seasonal Beach Patrol Supervisor
- Seasonal Skateboard Park Attendant
- Seasonal Parks & Grounds Worker
- Seasonal Windmill Attendant
- Seasonal Sticker Office Assistant
- Seasonal Shore Bird Monitor

Now that the rates have been set by the Cape Cod Municipal Health Group for Fiscal 2016 benefits, preparations have begun for announcing the rates, and conducting open enrollment for employees and retirees on active plans. The Health and Wellness Fair has been scheduled for April 27, 2015 at Monomoy Regional High School from 12pm to 5pm. Representatives from health plans and other benefits providers have been notified of the fair, and are planning to participate.

Category	February 2014	February 2015
Number of Open Regular Positions	2	8
Number of Regular New Hires	1	0
Number of Open Intermittent & Seasonal Positions	0	21
Number of Intermittent New Hires	0	5
Union Grievances Responded To	1	0

Human Services Committee

Committee representation attended both the Chatham Finance Committee, and the Chatham Board of Selectmen meetings to recommend funding for agencies providing Human Services support for Chatham residents for Fiscal year 2016. The recommended budget received a positive response from both committees. The Human Services Committee also began its process of gathering needs information from the regional school system, police department, and fire department. In February, representatives from the regional school attended a committee meeting. In March, police department representation will attend a committee meeting.

NATURAL RESOURCES: 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. Prior to one work session, a half hour training session on coastal processes was held, which was a video by SeaGrant and Cape Cod Cooperative Extension.

New Applications received in the month of February compared to previous years:

APPLICATION	February 2015	February 2014	February 2013	YEAR TO DATE 2015	YEAR TO DATE 2014
Notice of Intent	3	10	3	10	17
Request for Determination	2	4	1	2	4
Request to Amend an Order	1	0	2	1	0
Administrative	6	9	10	11	18

Reviews					
TOTAL RECEIPTS	\$1,218.50	\$2,980.50		\$5,538.00	\$7,201.50

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.

Appeals. Four appeals are pending: 100 Valley Farm Road by applicant for ConCom denial of new house; 197 Strong Island Road by applicant for ConCom denial of pier; 14 Periwinkle Lane by neighbor for ConCom approval of improvements to shorefront protection (Superior Court date was set for February 24th); 498 Shore Road by DEP and 10 citizens of the Town for ConCom approval of a rock revetment.

Comments to other Boards: Comment letters were provided to the Zoning Board of Appeals and/or the Planning Board and/or Board of Health.

Enforcement Actions

- 36 Sears Pt, David Rogers – unauthorized use of a skid steer in resource areas. Clerk Magistrate’s decision requiring Mr. Rogers to pay \$33,000 in tickets was appealed by Mr. Rogers. The appeal of the ticket has been postponed with the court pending action at the state level.
- 161 Landing Land, Peck – Enforcement Order issued requiring compliance with Order of Conditions by a date certain.
- 67 Uncle Albert’s Dr Ext, Eastward Companies – unauthorized cutting of vegetation in violation of permit; Enforcement Order issued.

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 writing violation letters, calling contractors, follow up on compliance with enforcement actions; and met with applicants, contractors and representatives relative to proposed and ongoing projects; reviewed all building permits prior to their issuance; issued comments to the Zoning Board of Appeals and to the Planning Board.

Conservation Land Management

- Website: An independent Town of Chatham conservation land website has been published detailing trails on conservation properties <http://chathamamericorps.wix.com/chathamconserv> (This is done through a free website provider at no cost to the town.)
- Friends of Sylvan Gardens, continues to meet. The volunteer group has obtained non-profit 501(c)(3) status and will be instrumental the support of the management of Sylvan Gardens.

- Sylvan Gardens – snow hampered ongoing survey work in preparation for the ADA-compliant trail construction. AmeriCorps Cape Cod assisted with a project at Sylvan Gardens, removing vines and invasives from the right of way which is the Town’s legal access to the property off Old Main St.
- Land Stewardship Program - First Friday of each month is a Walk-Work Day – The first Walk-Work day was held November 7th at the George Ryder Forest. In December, the stewards walked the McCoy Tree Farm. On January 2nd, 10 stewards walked the trail at Training Field Triangle, led by the Conservation Agent and Naturalist Todd Kelley. Due to snow cover, the February walk at Old Comers Woodland was canceled. Land Stewards and the general public are invited to attend the monthly walk that will take place on a different property the first Friday of each month at 10am until 12noon. Staff and other volunteers will lead the walks, sharing their natural history knowledge and training in identification of plants and animal signs. Light work will also be undertaken which may include pruning of trail vegetation, trash pickup, etc. Check the [website](#) or call the conservation office or email kandres@chatham-ma.gov for more information and to be placed on an e-list to receive notice of the selected property for the month.

Thanks to the efforts of Barbara Waters, another informational newsletter was created and distributed to Land Stewards and others and is posted on the Town’s conservation webpage.

- Twinefield. The transfer of title to the Town occurred this month. The Town purchased these 8+ acres with CPA funds with generous contributions from Chatham Conservation Foundation, Inc.

Conferences, Meetings and Workshops

- The Agent attended three conferences including the Ecological Landscape Alliance Annual Conference, the Pine Barren Alliance Conservation Forum and the MACC Annual conference. The Assistant Agent attended the MACC conference.

Public Outreach & Education

Newspaper Articles. The Agent occasionally writes an article for the *Cape Cod Chronicle* on natural history topics for the Conservation Conversations column up to two per month.

Land Steward Winter Newsletter distributed electronically.

Vernal Pool Program planned for April 18th at the Community Center. A presentation will be made by an expert, TBD, followed by a walk to a vernal pool and investigation on species present. Watch for more information.

Video. With the assistance of Channel 18 crew, a video is being prepared about the McCoy Tree Farm, a town-owned conservation property purchased in 2008 with Land Bank funds. Since the 1940s, the McCoy family managed the property as a tree farm, resulting in the forested area it is today. The video will feature a walk through the treed property with Dick McCoy who talks

about the history of the property, points out some of the oldest pitch pines in the area and relays interesting tree facts. Once edited, the video will be available on the town's website for viewing. This will be the second video of its kind related to the Town's conservation properties, the first being created a few years ago by AmeriCorps service member and Channel 18 about Forest Beach conservation property. The goal is to inform the public about the Town's conservation properties; garner appreciation for the Town's efforts in preserving open space for conservation purposes; and to celebrate the natural resources of Chatham.

Senior Tax Work Off Program: The FY15 program participants working on projects within the Division this year include: Laura Fiore completed her hours; Doug Nichols is working on conservation and land management tasks; and Barbara Waters is contributing her talents in assisting with the Conservation Land Stewardship Program, now in its 2nd year. The Division is pleased to have their valuable skills in these projects.

Land Bank Open Space Committee – No meeting.

ChathamRecycles

6th Annual ChathamRecycles Book & Media Swap is planned for March 20th & 21st at the Town Annex as in years past. Initial publicity was disseminated in February.

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.

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 garbage and much of it is compostable.* This is waste that can be diverted from the waste stream which saves the cost of trash disposal at SEMASS.

ChathamRecycles' blue Recycle Totes are back by popular demand and are now priced at \$8.50 each (up from \$8 due to increased contract cost). Since receiving a grant from DEP in 1996, we

continue to offer Earth Machine Compost Bins at wholesale cost for a price of \$45 (up from \$43 in 2013). Both items are for sale at the Transfer Station.

ITEM	February 2015	February 2014	Year to Date 2015	Year to Date 2014
Compost Bins	0	0	0	0
Recycle Totes	3	0	3	24.00
Total \$	\$25.50	\$24.00	\$25.50	\$24.00

HEALTH DIVISION

The following items and activities were conducted during the month of FEBRUARY 2015 by Health Department staff:

- Health Agent/Secretary: Work on Accela applications for licenses and renewals. Attend meetings to work on Accela issues. Continue processing permit renewals for 2015.
- Secretary: Issuing of Landfill, Recycling and Shellfish Licenses (Permit Dept.)
- Secretary/Health Agent: Process sewer connection orders for properties adjacent to the new municipal sewer. Data input to GIS tracking system (People Forms) as orders processed.
- Secretary/Health Agent: Process mailings for letters sent to property owners re: lapse of Operation & Maintenance Contracts for Nitrogen Reducing septic systems. Data input as orders processed.
- Secretary: Assist in scheduling routine and business inspections.
- Health Agent/Health Inspector: Annual and routine inspections/re-inspections.
- Health Agent/Health Inspector: Routine field inspections of septic system installations, test holes and percolation test.
- Health Inspector: coordinate and conduct annual team inspections with Fire and Building Inspector.
- Health Agent: Engineer, Business and homeowner’s conferences as requested
- Health Agent: Review hearing applications and prepare staff reports for Board of Health.
- Health Agent/Health Inspector: Convene elder work group to discuss problems in Chatham community. Fire, Police, Senior Center, GIS, Disability Committee, Housing Authority, VNA, represented at meeting.
- Health Agent/Health Inspector: Attend Hoarding Task Force Training.

Board of Health:

- February 9
- Hearings/Discussions: 5

Health Division/Indicator	February 2015	February 2014	YTD 2015	YTD 2014
PERMITS ISSUED:				

Disposal Works Construction	3	11	12	16
Food Handler's	4	10	22	85
Motel/Cottage	0	1	0	9
Room Inspection	2	12	4	24
Swimming Pool/Hot Tubs	0	6	2	14
Tobacco Sales	0	0	2	8
Stable/Animal Keeping	1	1	7	8
Septic Installers	0	5	11	37
Septage Haulers	0	6	7	19
Rubbish Haulers	0	0	1	6
Recreational Camps	0	0	0	0
Well Construction	0	0	1	0
Well Destruction	0	0	0	0
Scallop Shanty	0	0	0	0
Septic Abandonment	3	0	6	1
Inspections:				
Restaurant/Food Inspections	8	8	8	20
Septic Inspections	4	7	17	13
Housing Inspections	0	2	1	2
Room Inspections	3	29	3	29
Complaint Inspections	0	1	2	3
Test Holes	3	3	7	15
Pool Inspection	0	0	0	0
Review s/Comments:				
Board of Health Variance Reviews	0	0	4	0
Swimming Pool Plan Reviews	0	1	0	1
Zoning Board of Appeals Comments	5	10	12	12
Building Dept. Permit Reviews	34	15	58	37
Planning Board Comments	2	1	3	2
Board of Selectmen Comments	0	1	0	2
Sewer Connection Permit Reviews	8	1	17	3
Real Est. Transfer Report Reviews	9	14	20	26
Total Receipts:	\$ 1,960.00	\$ 7,625.00	\$ 9,810.00	\$ 26,090.00

COASTAL RESOURCES

Project Planning/Coordination

- Old Mill Boat Yard Pier Reconfiguration- Contacted the staff in MA Div. Conservation and Recreation regarding status of Seaport Advisory Council (SAC). Still uncertain about how the SAC may be administered under the new Baker administration.

- Pleasant Bay ACEC dredging- Draft Expanded Environmental Notification Form close to submission. Property owners in vicinity of Scatteree Beach are supportive of nourishment along their private beaches however more discussion required regarding any easements that may be required. ENF scheduled to be submitted in mid-March.
- Ryder's Cove Improvement Project- Town Counsel opined that the site development proposal is consistent with the deed. CPC voted to support the Ryder's Cove project for funding 1/3 of total project costs up to a limit of \$300K. Met with the Park and Rec Commission to review the proposed project. PRC voted to support the project.
- Mitchell River Bridge- Dewatering of coffer dams ongoing and continued demolition. Weather (temperature) has delayed any placement of concrete.
- 90 Bridge Street Waterfront Property- Engineer working on detailed plans and specs for pier replacement. Waterways Advisory Committee, Shellfish Advisory and South Coastal Harbor Plan Committees all interested in developing plans for site re-use. Various options of for the location/layout of a shellfish upwelling building have been discussed.
- Mill Creek Dredging/South Chatham Beach Nourishment- Project underway but weather and equipment problems have delayed progress. Dredging of channel inlet portions almost complete. Relocation to the western beach portion of the project to begin early March.
- Battlefield Landing and road- Awaiting revised plans for review.
- South Coastal Harbor Plan Update Report- Public hearing held on February 5. CZM to issue final approval in upcoming months.
- Water Street East Access Stairs- CPC has voted to support funding for this project.
- Corps of Engineers Stage Harbor Dredge Disposal Study (Sect 204) - No significant action by the Corps pending additional funding.
- Fish Pier Repairs/Renovations- Met with engineer to review various issues related to winter storm damage as well as ongoing repairs and other deficiencies associated with the facility. Selectmen also requested investigation into upgrades required to bring the facility in compliance for fish processing. Have tasked the engineer to develop a proposal for developing a "needs assessment" to investigate the various issues and costs.

Ongoing Administrative Activities

- Monomoy Refuge CCP- Pike and Associates providing ongoing consulting and coordination.
- Met with Town Manager and other staff to review Fish Pier fuel lease renewals. Selectmen approved the renewals of Red's Best packing lease.
- Continued involvement with winter storm damage and FEMA reporting.
- Met with harbormaster and 2 members of South Coastal Committee to review the implementation of the seasonal dinghy removal regulation.

Other Meetings

- Attended regular meetings with the Waterways Advisory Committee, Shellfish Advisory Committee, South Coastal Harbor Plan Committee and North Beach Advisory Committee.

- Attended two Progress meetings with MassDOT for Mitchell River Bridge.
- Attended two Selectmen meetings relative to Fish Pier leases and boating excise tax.

SHELLFISH

And we thought January was bad...

For most of the active commercial shellfishermen, February 2015 will be remembered as the most brutal month ever experienced. Along with snow and wind, the temperature rule was in effect for 19 days, partially in effect for 5 and not in effect for 4 full days. Still, at least one hardy soul was witnessed harvesting on all but one day. Most of the Town’s waters were inaccessible due to ice with the exception Mill Creek, the western portion of Oyster River and Mitchel River around the bridge. A few soft-shell clam harvesters took advantage on the allowable days to venture out of Stage Harbor to the flats on the south side of Morris Island despite the dangers of moving ice.

Estimated Wholesale Value of Commercial Landings: Year to Date 2015

	January	February	Total
Soft Shell Clam:	\$9,000	\$2,250	\$11,250
Quahogs	\$6,750	\$5,244	\$11,994
Mussels			\$0
Razor Clams			\$0
Scallops	\$1,300		\$1,300
Monthly Total	\$17,050	\$7,494	
Y-T-D Total	\$24,544		

			Month to Month Comparison		
			14-Feb		15-Feb
Total Estimated Wholsale					
Value of Comercial Landings			\$29,000		\$7,494
Shellfish Violations			1		0
Shellfish Permits Issued			Sen	Res	Non-Res
					1
Value of Permits Issued					\$80

The weather also affected the seasonal activities of department staff. Winter months are traditionally dedicated to gear and boat work. The Shellfish shed can accommodate most gear work and maintenance of our small dinghies, but unfortunately has no dedicated space for work on our 4 vessels. In past years, the department has conducted boat work only when space was available in other Town facilities, primarily the Harbormasters’ garage. This winter, no space was available to house at least one vessel before the first storm, and all the vessels

were subsequently “snowed” in. One patrol boat sustained damage to the transom at the end of last season and will need considerable time (and space) to repair and will most assuredly begin to conflict with spring duties such as reopening of the upweller facility.

Department staff also:

- Conducted daily patrols,
- Monitored “blue flag” indicating temperature rule in effect,
- Continued curtesy text/email indicating temperature rule for subscribers,
- Repaired dinghies,
- Built float bags,
- Retrieved and replaced buoys used to designate grow-out areas,
- Attended Massachusetts Shellfish Officers’ Association Board of Directors meeting to organize annual MSOA Convention held in March,
- Meeting with T. Keon, and S. Smith to begin creating concept designs for Bridge Street property. Staff will create a number of site plans incorporating possible uses and at varying degrees. Uses include:
 - Parking
 - Upweller facility
 - Public dock access
 - Public restrooms
 - Public viewing area
 - Public ramp for small vessel launching
- Attended Waterways Advisory Committee to update on Bridge Street property,
- Meeting with Deputy Warden to review Blue Flag protocol,
- Attended AmeriCorps Individual Placement (IP) bidders meeting: mandatory for all Towns having or wanting an AmeriCorps IP.
- Board of Selectmen:
 - To seek approval for permit fee increases for all classes of shellfish permits: approved
 - To seek amending Shellfish Rules and Regulations pertaining to children 13 year of age and under: approved
- Updated/edited 2015-16 Shellfish permits for all classes,
- Meeting at Cape Cod Commercial Fishermen’s Alliance: introduction to Rob Doane, Chief Business Officer to newly restructured Aquaculture Research Corporation (ARC) and briefing on process of transition.
- Shellfish Advisory Committee
 - Feb. 5th meeting canceled due to lack of quorum, postponed to Feb. 9.
 - Feb. 9:
 - Update on Bridge Street property
 - Review of dredging proposal of Oyster Hills Association: rescheduled to Feb. 12 due to snowstorm (proponent unable to attend)
 - Continued discussion on Shellfish Permit fee increases: approved

- Update on Article to be presented at Town Meeting asking for 25% of revenue from the sale of all classes of Family Permits to be deposited into Shellfish Revolving Fund,
- Continued discussion on amending “Child” provision in Shellfish Rules and Regulations: approved
- Update on future BOS agenda
- Feb. 12
 - Review and discussion on Oyster Hills Association proposed dredging project: voted unanimously “not to object”.

Also:

With funding for municipal propagation programs cut from the FY15 budget, the Barnstable County Cooperative Extension (BCCE) found limited funding available to Cape Towns through a competitive grant process. In January, the department submitted a proposal titled “What is the optimum broadcast size for Stage Harbor”. The project proposes to test varying sizes of seed quahogs in both protected and unprotected plots. The Propagation Specialist met with BCCE personnel to review and modify the project. The proposal was accepted and the Town will be awarded 325,000 seed quahogs and \$1,000.00 towards ancillary expenses.

HARBORMASTER DIVISION

The month of February was one of the coldest in recent memory. Heavy ice was present in the majority of Chatham waters and several winter storms provided significant cumulative snow totals throughout the area. The inclement weather has had a major impact on our waterways although the full extent will not be known until the ice is gone and a full assessment can be made.

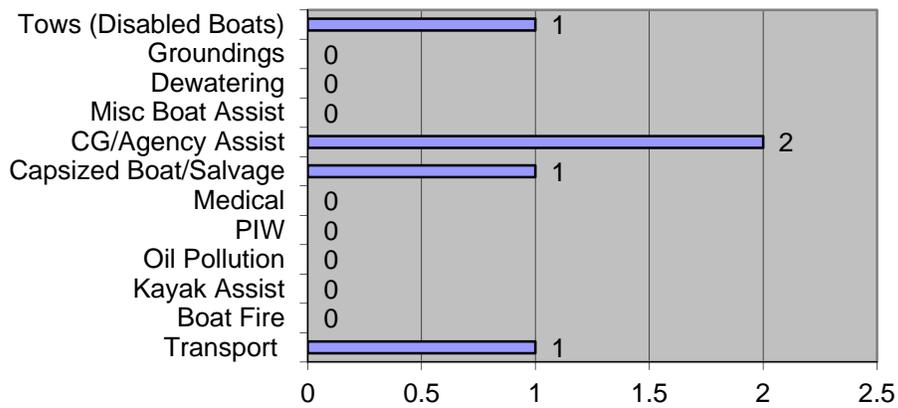
Much of February was spent cleaning up in the aftermath of winter storm Juno. Damage was noted at the Municipal Fish Pier, Ryder’s Cove and at several other town landings. The gangway to the northern dinghy dock at the Fish Pier was heavily damaged and is currently being evaluated for repair or replacement. The gangway and float dock at Ryder’s Cove was damaged as well. As soon as the ice is gone from Ryder’s Cove, we will be able to make a full assessment of damage and commence repairs.

We were able to make an underway assessment of Chatham Harbor and the Chatham Bar. The culmination of winter storms and ice has caused a number of aids to navigation to be displaced. It also appears that there have been some changes to the channel as the sand shifts around with each passing storm. Mariners are advised to use extreme caution while transiting this area.

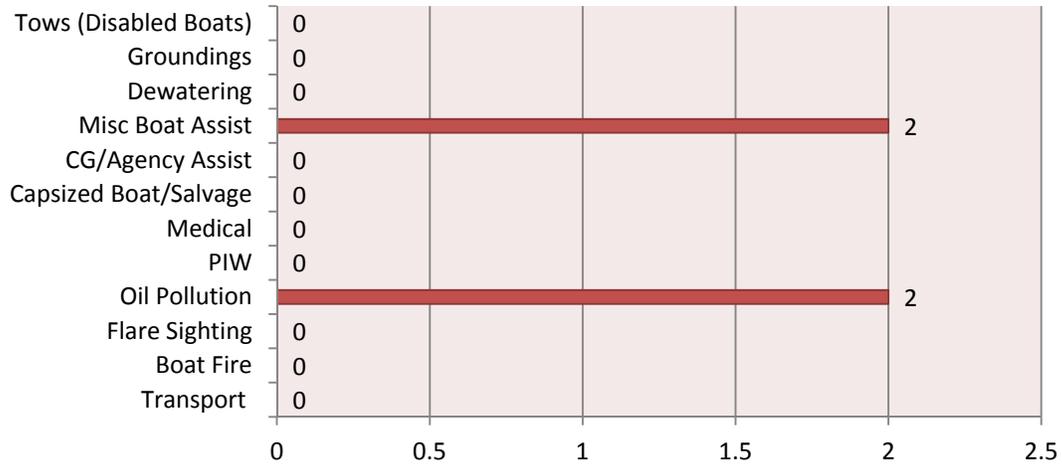
On the maintenance side, we continued work on our summer patrol boat H-24. Once complete we will commence work on the H-21 in preparation for the summer patrol season.

We continued to receive mooring permit and waitlist renewals right up to the last day of February. Those customers who did not renew shall be removed from the waitlist and mooring permit holders shall forfeit their mooring location and associated permit.

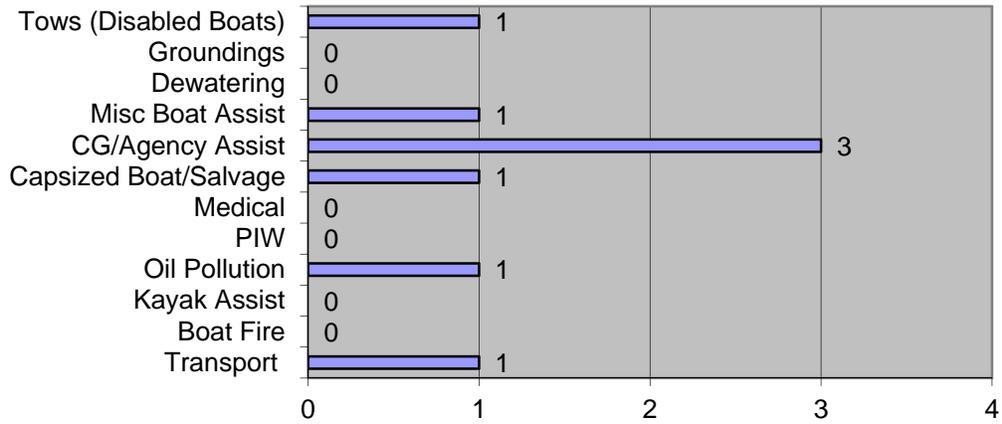
Maritime Assistance Cases February 2014



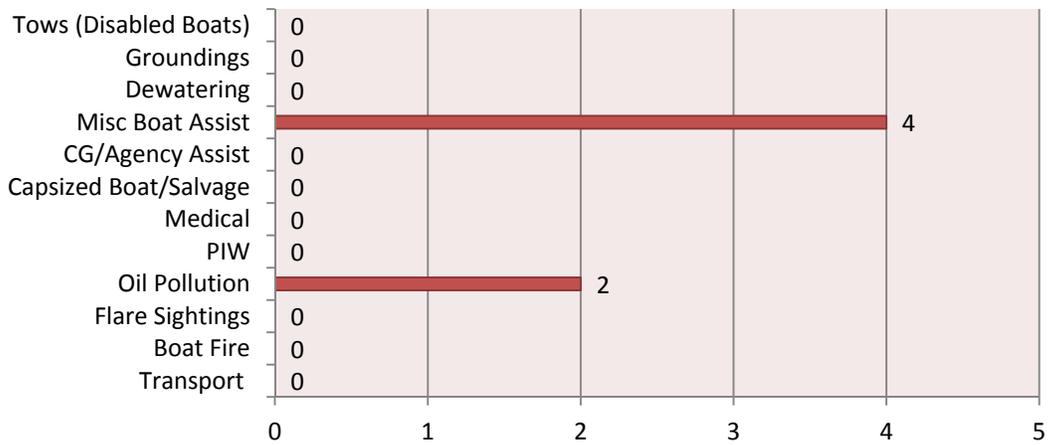
Maritime Assistance Cases February 2015



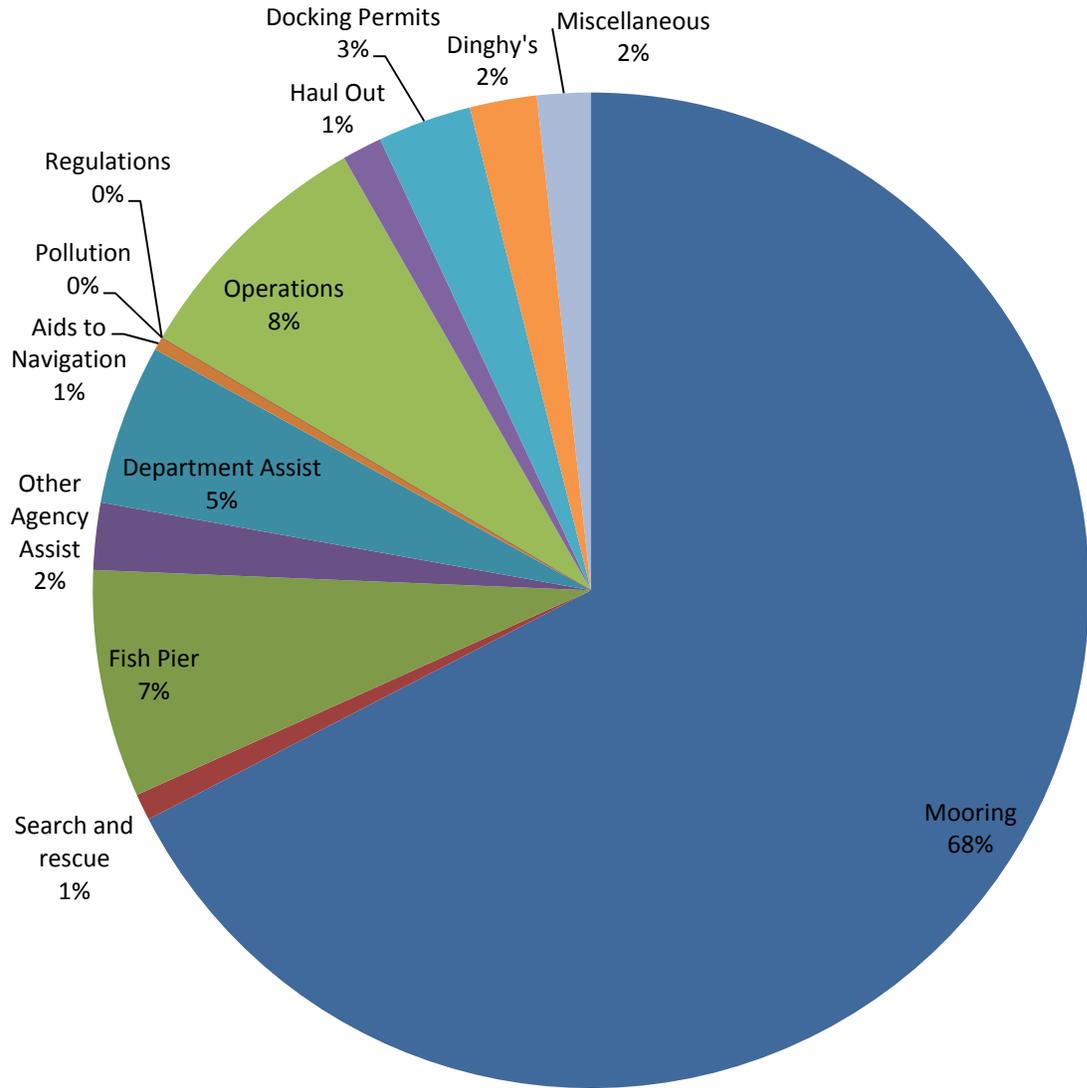
Maritime Assistance Cases Year to Date 2014



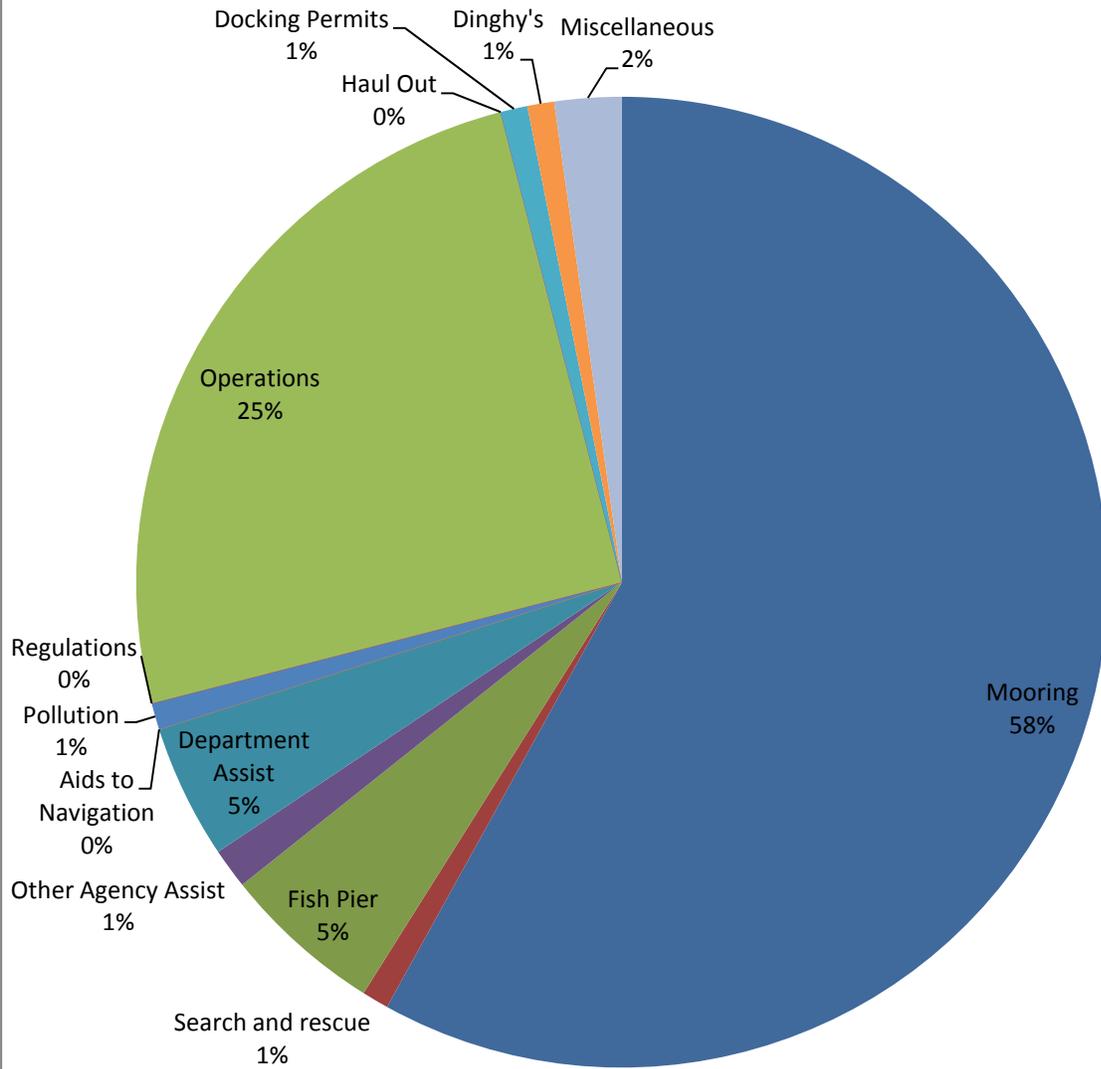
Maritime Assistance Cases Year to Date 2015



February 2014 Harbormaster Call Breakdown



February 2015 Harbormaster Call Breakdown



WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Continued demobilization of equipment from Coastal Water Quality Monitoring Program

STICKER (PERMIT) OFFICE

The Sticker Office closed for the season in October and will re-open in mid-April. Stickers and shellfish licenses are available during the winter at the Natural Resources Department, Monday-Thursday from 9 AM to 3 PM and Friday 9 AM to noon. 2014-2015 applications are available on the town's website at: http://www.chatham-ma.gov/Public_Documents/ChathamMA_Permits/index. North Beach ORV stickers are also available by mail or walk in.

During February the following stickers/permits were sold:

	February 2015	February 2014	2015 Year to Date	2014 Year to Date
New Recycle Sticker	9	2	15	9
New Combo Sticker	0	0	0	0
New Transfer Station Only	3	1	9	13
New Beach Only	0	0	0	0
New Family Resident Shellfish*	0	0	0	6
New Family Non-Resident Shellfish	1	1	1	4
New Commercial Shellfish**	0	0	0	0
Replacement Stickers – all types	8	5	26	24
North Beach ORV	0	0	0	2
Revenue for Month	\$201	\$200	\$717	\$1,288

*Includes Senior. ** Includes Senior and Junior (commercial only available April & May).

WASTEWATER PROJECT

- **Phase 1A.** Sewer connections. Following a Board of Health vote mandatory connection orders are being issued. There are approximately 350 properties in the Phase 1A area.
 - Connection Orders Issued in February: 25
 - Connection Orders Issued in 2015 YTD: 25
 - Connection Orders Issued 2014: 243
 - Connection Orders Rescinded 2014: 29*
 - Connection Order Time Extensions 2014: 7
 - Connection Order Time Extensions February: 2
 - Applications Filed: 12

- Approval Pending (applications under review): 44
 - Permits Issued (awaiting installation): 11
 - Install Complete (property connected to sewer), since 1/1/2013: 97 (*corner lots, adjacent street access, private road issue.)
- **Phase 1B.** Awaiting final Record Drawings.
- **Phase 1C.** Construction continued with sewer main installation. Work will continue through the winter on various roads
- **General**
 - Updated wastewater project webpage on town website as needed
 - Numerous interactions (phone/in-person) with local residents regarding wastewater program questions/topics/issues
 - 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 Natural Resources activities included the following areas, in addition to wastewater project activities above:

- Weekly Department Head meetings
- Bi-weekly meetings with Town manager
- Monthly staff meeting with Natural Resources Division Managers
- Management oversight of Department Divisions and ongoing interactions with staff
- Board of Health meetings on requests for time extensions from mandatory sewer connection orders
- Department Head meeting on Emergency Management Planning
- Meeting with EPA Staff on Stormwater Best Management Practice Project for nutrient management
- Meeting with Coastal Resource and DPW Director to review status of Scattree Landing
- Meeting with FD Station Building Project Team on status of site hazardous material cleanup
- Meeting with IT Director to review status of online permitting project for Sticker Office
- Department Head meeting to review status of permitting software project
- Muddy Creek Restoration Bridge Project conference call regarding low lying properties
- Meeting with Engineer on town-wide CCTV project
- Meeting with Chatham & Orleans staff on Orleans HCP plan for Nauset Beach
- Meeting with Shellfish Constable regarding proposed shellfish regulation changes
- Meeting with Finance Director to review FY16 budget issues
- Participated in meeting of Pleasant Bay Alliance Coastal Workgroup
- Muddy Creek Restoration Bridge Project Team Meeting
- Participated in North Beach Advisory Committee meetings
- Attended meeting of Cape Selectmen's Association on discussion of coastal erosion
- Meeting with HR Director on personnel issues

- Water & Sewer Advisory Committee meeting
- Attended meeting of Cape Cod Water Protection Collaborative Governing Board
- Staff meeting to discuss Fish pier Fuel Lease RFP
- Presentation to Finance Committee of Department FY16 budget
- Staff meeting to review status of online mooring permit project
- Engineer presentation on town-wide CCTV project
- Conference call with consultant on Pleasant Bay Water Quality Data Project
- Staff meeting with property owner regarding pond access issues
- Meeting with Engineer regarding monitoring well access at FD site (storm impacts)
- Meeting of Shark Working Group
- Attended multi-day conference of Cape-wide 208 Plan
- Staff meeting with Engineer on evaluation of Fish Pier issues/concerns/needs
- Conference call on abutter issues related to Muddy Creek Restoration Bridge Project
- Attended meeting of Community Preservation Committee on proposed projects for Annual Town Meeting
- Prepared and submitted comments to Planning Board and DPW on pending projects
- Compiled and submitted monthly Department activities report
- Attended/presented at Board of Selectmen meeting(s) on variety of topics

PARKS & RECREATION: Submitted by Dan Tobin

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

Youth Sports/programs

- On Thursday, February 26th we had a blood drive with CLAB from the Cape Cod Hospital. We host blood drives every 8 weeks.
- 4th Annual Father/Daughter dance & dinner was on February 6th. We had a total of: 51 girls with their Dads! Last year we had 46.
- Youth Skating Program came to an end on February 22th. We had a total of 58 participants. Last year we had 40 participants.
- Over February vacation we offered a “Follow Me Robot” class (STEM) and had 13 kids attend.
- Youth Basketball is still going strong.
- T-ball/Softball/Baseball registrations are going out to the schools next week.
- The spring program brochure for pre k-6 will be going out to the schools as well.

Youth Services:

- 5th Grade Party on February 27th - 61 in attendance. 7 High School and 3 Middle School Chaperones.
- Mount Sunapee Ski/Snowboard Trip on February 19th - 37 in attendance; grades 5-12.
- Father/Daughter Dance had 51 pairs in attendance. 8 High School Chaperones
- Yoga for high schoolers started in February on Wednesdays. Attendance in the class has been between 5 and 15 participants.

Middle School Youth Council

February 4 15
February 11 17
February 25 23

High School Youth Council

7
No meeting
No meeting (school committee mtg.)

PARK (Afterschool Program) attendance:

Date	Total # attending
2/2	6
2/3	8
2/4	14
2/5	8
2/6	11
2/9	14
2/10	8
2/11	21
2/12	19
2/13	Bomb Scare at Monomoy M.S.
2/23	17
2/24	22
2/25	23
2/26	22
2/27	16

Adult Classes:

- All Occasion Hand Stamped Card Class – last Tuesday of the month 6 – 9 P.M.
- Beginner Mosaic Workshop - February 3 & 10 from 5 – 8 P.M.

Adult Recreation:

Badminton	Mondays	8 – 9:30 A.M. &
	Thursdays	9 – 11 A.M.
Pickleball	Tuesdays	9 A.M. – 12 noon
	Wednesdays	10 A.M. – 12 noon
	Fridays	8 – 11 A.M.
USCG Open Rec.	Wednesdays	8 – 10 A.M.
Futsal	Mondays	7 – 8:45 P.M.
Basketball	Tuesdays	7 – 8:45 P.M.
Floor Hockey	Thursdays	7 – 8:45 P.M.

Adult Fitness:

Totally Fit Aerobics	Mon./ Wed./ Fri.	8:30 – 9:30 A.M.
Yoga for All	Mon. & Wed.	10 – 11 A.M.
Small Group Circuit	Mondays	5:30 – 6:30 and
	Thurs. & Saturday	9:15 – 10 A.M.

Beginner T'ai Chi	Tuesdays	8 – 8:45 A.M.
Kripalu Yoga	Tuesdays & Fridays	8:30 – 10 A.M.
Intermediate T'ai Chi	Tuesdays	8:45 – 9:30 A.M
Chair Yoga w/ M. Moore	Tuesdays	10:30 – 11:30 A.M.
Morning Stretch	Thurs. & Saturday	8:30 – 9 A.M.
Chair Yoga w/ J. Norton	Fridays	11:30 A.M. – 12:30 P.M.
Other Offerings:	Mah-Jongg	Wed. & Thurs. 1 – 5 P.M.

Other Duties:

- ReCPro data entry for registrations, memberships, Permission to Use Forms for room rental requests
- Ongoing program planning & follow-up
- Update website
- Financial Reports/Turn-Ins to Helene
- Compile CCC News for monthly advertisement in The Chronicle
- Staff meetings with Dan Tobin & Coordinators & front desk staff
- PARK Afterschool supervision on Mondays & Fridays

Chatham Community Center	February 2014	February 2015
Facility Scheduled Uses	170	204
Facility Revenue	\$889	\$526.50
Fitness Memberships – New	33	21
Fitness Memberships - Renew	15	19
Fitness Membership Revenue	\$3,390	\$3,810
	Final 2014 #'s	Current 2015 #'s
Badminton Participants	17	14
Pickleball Participants	36	28
Basketball Participants	30	42
Floor Hockey Participants	31	26
Weekly Adult Fitness Classes	12	16

Grounds Maintenance:

- Plowing with the Highway Department
- Repair and off season maintenance of grounds equipment
- Repair and re-staining of park benches
- Construction of new replacement lifeguard stands

POLICE DEPARTMENT: Submitted by Chief Mark Pawlina

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

The ferocious winter weather was the consistent theme throughout the month of February. The weather resulted in very few crime incidents and calls for service were low overall. However, the calls for assistance to citizens and other agencies were significant. Chatham Police Officers provided special services to many senior citizens and persons with disabilities that were above and beyond the usual types of calls. The heavy snow made several persons in town homebound and they were unable to leave or receive assistance due to their homes being non-accessible.

There were numerous instances of Chatham Police Officers helping to dig citizens out of their homes, digging vehicles out so they could be used and other efforts of assistance to Chatham citizens. Chatham officers in two cases provided used cell phones capable of dialing 911 for homebound citizens. One citizen had a medical emergency where the cell phone literally saved his life. He was able to call 911 and medical assistance and emergency care was rendered. The department worked closely with the Chatham Council on Aging (COA) during this period of weather difficulty. The partnership between the two departments has been resulting in a very positive and effective service to the citizens of Chatham.

The Chatham Police Department continues to move forward with the utilization of social media to connect with the community. The Chatham Police Department Facebook page has been set up and running. The page only posts notable or informative information to the public. It is not currently monitored or utilized for back and forth comments for posting, although comments and messages can be sent in as well as "likes." Our Chatham Police Twitter account continues to be very active, with now over 3,000 followers.

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
PROTECTION ORDER VIOL-209 A	0	1	1	< 1	0.50	0.00
ANIMAL-Bites	0	1	1	< 1	0.50	33.00
ANIMAL-Cats	1	0	1	< 1	0	1.00
ANIMAL-Found Dog	0	1	1	< 1	0.50	84.00
ANIMAL-Loose/Lost Dog	1	7	8	< 1	9.29	19.88
ALARM- COMMERCIAL	1	10	11	< 1	2.98	5.15
ALARM- RESIDENTIAL	1	40	41	2.4	7.28	5.88
ANIMAL-Livestock	1	1	2	< 1	16.00	108.00
ANIMAL-All Other	0	1	1	< 1	1.00	0.00
ASSIST CITIZEN	2	40	42	2.4	4.20	13.94
ASSIST LAW ENFORCEMENT AGENCY	1	9	10	< 1	5.23	28.72
ASSIST TOWN DEPT/ OTHER AGENCY	17	25	42	2.4	2.74	6.02
ANIMAL-Wildlife	0	2	2	< 1	0.50	3.00
BUILDING/PROPERTY CHECK	682	1	683	39.7	5.75	0.37
BOMB THREAT	0	1	1	< 1	0.50	141.50
BURGLARY / B & E	0	2	2	< 1	1.75	22.38
* COMMUNITY POLICING ACTIVITY	502	1	503	29.2	0.50	5.62
DISTURBANCE	0	2	2	< 1	4.83	42.17
DISABLED MV	11	14	25	1.5	4.60	14.04
DOMESTIC DISTURBANCE	0	1	1	< 1	0.50	126.00
E911 HANG UP/ ABANDONED/ FALSE	0	9	9	< 1	4.83	8.00
FIRE, VEHICLE	0	1	1	< 1	8.00	18.00
FOLLOW-UP	7	0	7	< 1	0	1.57
GAS ODOR / LEAK	0	1	1	< 1	0.50	109.00
Harassment Complaint	0	1	1	< 1	0.50	0.00
HAZARDOUS SITUATION	2	2	4	< 1	3.50	6.25
MEDICAL EMERGENCY	1	3	4	< 1	1.00	14.63
Mental Health	1	4	5	< 1	0	0
MISSING PERSON	0	1	1	< 1	0	0
M V CRASH - Injury	0	1	1	< 1	5.00	51.00
M V CRASH - Major prop damage	2	3	5	< 1	1.08	50.48
M V CRASH - Minor prop damage	1	5	6	< 1	4.87	23.86
M V Crash - Hit/ Run	0	1	1	< 1	1.00	24.00
* M V STOP	17	0	17	< 1	1.67	4.94
OPEN WINDOW / DOOR	0	1	1	< 1	3.00	4.00
OPERATION COMPLAINT MV/Other	0	2	2	< 1	2.25	32.50
PARKING COMPLAINT/ VIOL.	7	8	15	< 1	7.19	3.67
ANNOYING / SUSP PHONE CALLS	1	1	2	< 1	4.00	9.50
POLICE INFORMATION	2	17	19	1.1	0.74	1.69
Power Outage	0	1	1	< 1	1.00	0.00
PROPERTY - FOUND / LOST	0	6	6	< 1	0.92	11.00
RADAR/TRAFFIC ENFORCEMENT	138	0	138	8.0	0.75	17.23
REASSURANCE CHECK	0	8	8	< 1	5.13	7.44
SERVE RESTRAINING ORDER	0	3	3	< 1	5.17	20.00
SUDDEN DEATH	0	1	1	< 1	7.25	65.25
Suicide/ Threat/ Attempt	0	1	1	< 1	2.33	51.33
SERVE SUMMONS	6	5	11	< 1	3.00	2.50
SUSPICIOUS ACTIVITY	4	24	28	1.6	5.74	12.60
TOWN BYLAW/ CODE/ REG VIO.	1	0	1	< 1	0	6.00
Parking Tickets (Admin)	2	0	2	< 1	0	0
TRAFFIC CONTROL	4	2	6	< 1	2.88	16.50
SERVE WARRANT	1	1	2	< 1	9.25	87.25
WATER LINE LEAK / BREAK	4	4	8	< 1	4.25	21.50
WELL BEING CHECK	0	14	14	< 1	4.50	16.19
WIRE(S) DOWN-ALL TYPES	4	5	9	< 1	3.50	17.06
TOTAL	1425	296	1721	100	4.29	6.19

Information Selected

Date Range: 02/01/2015 to 02/28/2015

Crime Comparison Report For the period ending 02/28/2015

Group A Crimes Against Persons														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2015	1												1
	2014													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated Assault	2015	2												2
	2014	1												1
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Simple Assault	2015	3	3											6
	2014	1	2											3
	Net	2	1	0	0	0	0	0	0	0	0	0	0	3
Intimidation	2015	1	2											3
	2014	2												2
	Net	-1	2	0	0	0	0	0	0	0	0	0	0	1
Total Crimes Against Persons	2015	7	5											12
	2014	4	2											6
	Net	3	3	0	0	0	0	0	0	0	0	0	0	6

Group A Crimes Against Society														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2015	1												1
	2014	1												1
	Net	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	2015	1	1											2
	2014													
	Net	1	1	0	0	0	0	0	0	0	0	0	0	2
Total Crimes Against Society	2015	2	1											3
	2014	1												1
	Net	1	1	0	0	0	0	0	0	0	0	0	0	2

Group A Crimes Against Property														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Burglary/ Breaking and Entering	2015	1	2											3
	2014	2												2
	Net	-1	2	0	0	0	0	0	0	0	0	0	0	1
Larceny (from building)	2015													
	2014	1	2											3
	Net	-1	-2	0	0	0	0	0	0	0	0	0	0	-3
Larceny (all other)	2015	2												2
	2014	1	3											4
	Net	1	-3	0	0	0	0	0	0	0	0	0	0	-2
Counterfeit/ Forgery	2015	1												1
	2014													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Fraud (false pretense;swindle)	2015	1												1
	2014													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Fraud (impersonation)	2015		1											1
	2014													
	Net	0	1	0	0	0	0	0	0	0	0	0	0	1
Destruction of Property/Vandalism	2015	1												1
	2014	5												5
	Net	-4	0	0	0	0	0	0	0	0	0	0	0	-4
Total Crimes Against Property	2015	6	3											9
	2014	9	5											14
	Net	-3	-2	0	0	0	0	0	0	0	0	0	0	-5

Group B Crimes														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Disorderly Conduct	2015		1											1
	2014													
	Net	0	1	0	0	0	0	0	0	0	0	0	0	1
Driving under Influence	2015	3												3
	2014	1	1											2
	Net	2	-1	0	0	0	0	0	0	0	0	0	0	1
Drunkenness	2015													
	2014	4	3											7
	Net	-4	-3	0	0	0	0	0	0	0	0	0	0	-7
Liquor Law Violations	2015													
	2014		2											2
	Net	0	-2	0	0	0	0	0	0	0	0	0	0	-2
Trespass of Real Property	2015	2												2
	2014													
	Net	2	0	0	0	0	0	0	0	0	0	0	0	2
All Other Offenses	2015	2	4											6
	2014	1	4											5
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Group B Crimes	2015	7	5											12
	2014	6	10											16
	Net	1	-5	0	0	0	0	0	0	0	0	0	0	-4

PRINCIPAL PROJECTS AND OPERATIONS: Submitted by Terry Whalen

PRINCIPAL PROJECTS

Department Project Activity - There was activity during the month of February 2015 on these Department projects:

- West Chatham Roadway Design Project – Work on this project in February focused on the final details and preparation of the significant MassDOT project milestone of the 25% Design Public Hearing which was held on February 19, 2015, with over 90 attendees and broadcast live on Channel 18. Subsequent efforts moving forward include continued project coordination with consultant, staff and MassDOT to consider project revisions to incorporate comments from the public hearing and advancing the project to the 75% design milestone. MassDOT announced plans to hold a follow up public information meeting on the project this spring.
- Crowell Road Intersection Project – Data review and development of public involvement plan as well as development of a project website is underway working towards the development of a recommended design to address functional deficiencies for Board of Selectmen review. A Project Team meeting is targeted for March 2015.
- New Fire Station Headquarters Project – Project bidding and proposal review meetings and activities dominated the month with filed bids for sub-contractors received on February 4, 2015 and general contractor bids received on February 23, 2015. A positive bidding climate for this project has resulted in bids less than anticipated. Moving into March final contract details will be completed with a projected construction start date in April 2015 with substantial completion projected in May/June of 2015. Pre-construction meetings between the selected General Contractor and the Project Team are being scheduled in March as well to keep the project on schedule.
- Airport Commission – In response to the finding from the FAA regarding non-compliance with grant assurances related to skydiving, staff and Town Counsel worked with the Airport Commission and Airport Manager to draft an RFP for tandem skydiving services at Chatham Airport to comply with the corrective action plan filed with the FAA. The Airport Commission held two public meetings in February focusing on the RFP to review draft language and propose suggested changes. A final draft version of the RFP was submitted to the FAA for review and comment on March 6, 2015. A conference call with the SRE building engineer on multiple topics related to the project and review of public correspondence related to the RFP were also conducted in preparation for the public meetings and online postings.
- Energy Committee - Coordination meeting with intern and submission of preliminary listing of potential CVEC Phase III ground and rooftop PV installations.
- Phase I Solar Project – Continued coordination on resolving the glare issue with ACE, Weston & Sampson, neighbors and the Planning Board. Attended preliminary meetings and the February 27, 2015 the Planning Board amending the Site Plan Approval to include a condition to screen neighboring properties from glare by planting an evergreen buffer.

Inter-Departmental Projects/Other Support - Staff was also involved in other town-wide projects in the month of February 2015 as follows:

- Worked with IT on reviewing proposed computerized reporting system for the general public and development of an internal electronic work order system for facilities reporting.
- Attended February 23, 2015 MPO meeting

OPERATIONS - Department activities related to Operations in February 2015 included:

- Attended Board of Selectmen (February 10, 2015) and Finance Committee (February 11, 2015) meetings for annual budget presentations.
- Compiled preliminary listing of storm related damages/responses to Town Buildings for submission to MEMA/FEMA.

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) a significant amount of effort was put forward this month on snow removal activities and storm related responses due to the unrelenting procession of storm events, the Facilities Crew also worked on the following specific items in February:

- Coordinated response to a water leak at Community Center associated with blizzard
- Assisted mechanical contractor in response to failed air sensor for Town Hall boiler
- Responded to hot water heater problem at the Annex
- Scheduled contractor to review/address storm related roof leaks
- Addressed sewer alarm issue associated with freezing conditions at the Facilities/P&R Shop Building
- Addressed frozen regulator at sewer pumping station
- Set up annual State elevator safety inspections for Annex and Police Department buildings
- Repaired outside lights at the Bassett House
- Oversaw contractor for the installation on new windows at the Transfer Station
- Removed snow for environmental testing at Fire Station site
- Installed door at the Transfer Station

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.

West Chatham Roadway Design

On February 10th MassDOT held an informal design plan review for the proposed improvements for Main Street between Barn Hill Road and George Ryder Road. On February 19th the 25% Design Public Hearing was held by MassDOT for this project. This project is on the Transportation Improvement Plan for 2016.

Sewer Collection System Construction

A project status meeting was held on February 18th with Town staff, the Engineer, and the Contractor for Phase 1C-1 of the sewer construction project. Sewer Collection system pipe installation is continuing in the area of Main Street and Homestead Lane. This phase of sewer construction should be completed by the Fall of 2015.

Water Iron & Manganese Treatment Facility

Sub-bids for the Iron & Manganese Drinking Water Treatment Facility were opened on February 18th, and the General Contractor bids were opened on February 27th. The bids are being evaluated and a decision on the bid award is expected in early March. The construction of the facility is expected to begin in 2015.

Barnstable County Procurement

Barnstable County Procurement opened the Public Works Construction and Material bids on February 12th. The County Construction and Material contracts, which are available to Chatham, run from April 1, 2015 to March 30, 2016. Barnstable County Procurement also opened Fuel bids on February 26th. The County Fuel contracts, which are available to Chatham, run from July 1, 2015 to June 30, 2016.

Mitchell River Bridge reconstruction

Progress meetings were held on February 5th and February 19th with Town staff, MassDOT, and the bridge contractor to review past and future construction activities. Bridge Street is expected to be closed to thru traffic until June of 2016.

Snow and Ice Operations

The winter was quite active throughout the month of February. The Highway Division sanded the roads 14 times and plowed 3 times during the month of February. Snow removal is the most significant function that the Highway Division conducts during the winter months. It is a team effort requiring over 30 pieces of equipment including Town personnel and contractors.

DPW – Solid Waste Transfer Station Division Vehicle

On February 11th, a new Trash/Recycling vehicle was delivered to the Department of Public Works. This vehicle will be used to collect trash and recyclables from Town owned buildings, Parks, and Beaches. This vehicle has arrived in time to be used in the upcoming summer season.

DPW Vehicle Safety Inspections

On February 25th, the Department of Public Works vehicles had the required annual safety and emissions inspections performed. All vehicles passed the inspection, with the exception of one vehicle that will need minor electrical repairs.

DPW Training

On February 6th, DPW staff participated in a Hoisting License training seminar. On February 24th, DPW staff also participated in Excavation Safety training. In addition, Safety and Professional development training is on-going throughout the year for Public Works personnel.

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.

February Water Pumpage:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
20,677,500 Gallons	898,200 Gallons	563,100 Gallons	738,482 Gallons	1,064,617 Gallons	19,987,000 Gallons

The variance between February 2015 and February, 2014’s pumpage shows an increase of 10.9%, which equates to 2,031,500 gallons.

Process Control	Flushing and Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
175,667 Gallons	810,050 Gallons	31,650 Gallons	47,250 Gallons	0 Gallons	0 Gallons

Total other uses 1,064,617 gallons.

Water Sampling

- 10 bacteria samples were taken for the month of February. All were free of bacteria.
- Total Trihalomethanes and Haloacetic Acids samples were taken for the first quarter of 2015.

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.
- The heater fan at the 1.35 storage tank failed and froze the water feeding the pressure transducer. This resulted in an overflow of approximately 25,000 gallons of water. Additional heaters have been placed in both tank cabinets until replacement heaters can be installed in more moderate weather.

- A portable generator was purchased and the necessary modifications for using it as backup power at the storage tank site were made. We anticipate replacing the portable generator with a permanent one in the spring.
- Metro PCS removed their cellular equipment from the 1.35 MG storage tank site.

System Maintenance

- Bortolotti repaired a radial crack on the water main on Cross Street at Main Street.
- Bortolotti repaired a radial crack on the water main Scatteree Road.
- Bortolotti repaired a radial crack on the water main Seaview Street.
- Bortolotti repaired a radial crack at 627 Old Harbor Road.
- Bortolotti repaired a radial crack on the water main at 163 Cross Street.
- D & C capped the water service for 25 Homestead Lane at the water main on Main Street and Bortolotti tapped the main on Homestead in front of # 25 for their new connection.
- Weston & Sampson employees dug out numerous fire hydrants that were buried by snow plows.

Regulatory Compliance

- The Tier II report for 2014 was completed and submitted to the state and local emergency planning centers and the Chatham fire department.
- The 2014 Annual Statistical Report was submitted to the Department of Environmental Protection and the town.

Meter Activities

Dig Safes	New	Final	Turn on/off	Repair	Replace	Radio Units	Inspections
41	3	17	3	6	12	1	3

Meter Reading

- Water meter readings from customers whose remote was accessible were completed for the month of February.

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.
- On February 2, 2015, plant personnel performed snow removal.

- On February 5, 2015, plant personnel replaced the faulty heater on the effluent's automatic composite sampler.
- On February 5, 2015, plant personnel commenced with changing the oil in the Gorman Rupp pumps at the pump stations.
- On February 10, 2015, representatives of GHD were onsite to show one of the three security/surveillance vendors where the cameras are to be located.
- On February 11, 2015, representatives of GHD were onsite to show the second of the three security/surveillance vendors where the cameras are to be located.
- On February 11, 2015, representatives from Woodard & Curran and TCS were onsite to perform a comprehensive review of and adjustment to the SCADA's communication system.
- On February 11, 2015, we performed the semi-annual testing of the alarms at each of the sewage pumping stations.
- On February 12, 2015, representatives of GHD were onsite to show the third of the three security/surveillance vendors where the cameras are to be located.
- On February 12, 2015, we experienced an electrical issue with secondary clarifier # 2. Master Electrician Dan Welch was onsite to troubleshoot. Apparently, there is a short on one of the three phase legs feeding the structure. Replacement will be scheduled once the weather improves. In the meantime, we are utilizing Clarifier # 1.
- On February 12, 2015, we received approximately 1,000 gallons of diesel fuel for the WPCF's emergency generators from Peterson Oil.
- On February 13, 2015, we received the rebuilt explosion proof motor for the Lakeside unit from Walco.
- On February 16, 2015, we performed snow removal due to the blizzard.
- On February 19, 2015, representatives from Hiller Fire Services were onsite to perform the semi-annual inspection and testing of the facility's Inergen and dry chemical fire suppression systems.
- On February 20, 2015, a representative from Cape Electronics replaced the 2-way radio (Highway frequency) in S-2.
- On February 24, 2015, representatives of GHD were onsite to review the facility's asset management program with plant personnel, in an effort to trouble shoot the ongoing issue with the failure to generate scheduled work orders.
- On February 24, 2015, a representative of GHD was onsite to review the current configuration of both the Horseshoe and Mill Pond sewage stations.
- On February 24, 2015, a representative of Power America repaired the facility's power washer.
- On February 25, 2015, plant personnel and Discount Septic pumped out the Influent Building's Lakeside unit in preparation of an annual inspection of the unit.
- On February 25, 2015, both S-2 & S-3 were inspected by representatives of TDI.
- On February 26, 2015, representatives of Overhead Door of Providence were onsite to make an emergency temporary repair to the Influent Building's door # 2. Additional repairs will be required.
- On February 27, 2015, Master Electrician Dan Welch was onsite to troubleshoot: 1) An

electrical switch for a heater in the Influent Building and 2) Waste Activated Sludge Pump # 421 (relay faulted).

SLUDGE DEWATERING BUILDING

- Performed sludge dewatering on February 3rd, and 9th.
- We disposed of the sludge cake at the Yarmouth W.W.T.F.

STAGE HARBOR ROAD PUMPING STATION

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

QUEEN ANNE ROAD PUMPING STATION

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

MILL POND ROAD EJECTOR STATION

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

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

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

HUCKLEBERRY ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- On February 19, 2015, representatives from M.A.C. were onsite to troubleshoot the gas heater located at the Huckleberry Pumping 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.

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 February were completed on the 19th.
- On February 9, 2015, we witnessed a sewer cut and cap at the Bradford Inn. Dig It was the contractor.
- On February 10, 2015, we witnessed a clear well test of the Transfer Station's recently installed E-One pump station. Ling Electric was the Electrician.
- On February 17, 2015, Electrician Dennis Jordan troubleshot the pump control panel located at the Parks & Recreation building.
- On February 17, 2015, representatives from the Robert B Our Company pumped out the pump chamber located at the Parks & Recreation building.
- On February 20, 2015, plant personnel responded to a report of sewage coming out of a manhole located on Crowell Road (in front of the Chatham Health Club). Upon arrival, it was determined that the one of the two air release valves had activated and as a result, pushed rain water out of the manhole. In response to this, we had the Robert Our Company pump out the manhole so that we could shut off the relief valves for the time being.
- On February 22, 2015, plant personnel responded to a high level alarm at the Parks & Recreation Building.
- On February 23, 2015, plant personnel responded to a high level alarm at the Parks & Recreation Building.
- On February 23, 2015, Master Electrician Dan Welch was onsite to replace the Parks & Recreation Building's sewage pump station's control panel's board and pump # 1's contactor.

CHATHAM WATER POLLUTION CONTROL FACILITY

MONTHLY REPORT
February 2015

INFLUENT

<i>Total Combined Effluent for the month</i>	3,908,040	Gallons
<i>Total Septage received for the month</i>	3,060	Gallons
<i>Total Grease received for the month</i>	0	Gallons

LOADING*

<i>Pounds of BOD received per day</i>	303
<i>Pounds of BOD removed per day</i>	283

<i>Pounds of TSS received per day</i>	835
<i>Pounds of TSS removed per day</i>	828

FINAL EFFLUENT QUALITY*

<i>Total Suspended Solids</i>	5.3	Permit 10 mg/l	99.7%	Removal
<i>Biochemical Oxygen Demand</i>	16.6	Permit 30 mg/l	93.1%	Removal
<i>Nitrate Nitrogen</i>	0.7	Permit 10 mg/l		
<i>Total Nitrogen</i>	6.9	Permit 10 mg/l		

* These numbers are monthly averages
BRL = Below Reporting Limit

TRANSFER STATION RECYCLING REPORT

Recycling shipments out of the Town of Chatham Transfer Station were lower in February 2015 as compared to January 2015 and February 2014. 65.62 tons of recyclables were shipped out as opposed to 130.66 tons in January 2015. This represents a 50% decrease over last month. The tons shipped out represent a 2% decrease from January 2014. (65.62 tons as compared with 66.87 tons.)

The primary reason for the decrease as compared to January 2015 was the heavy snow and extreme cold encountered during the entirety of the month. It severely limited the ability to ship materials. This can be seen in the 42% decrease in demolition debris shipped (28.95 tons in February 2015 as opposed to 49.8 tons in January 2015.) Donations to not-for-profit organizations of clothes, glass bottles, and cans and plastic bottles were also down significantly.

The amounts shipped for February 2015 as compared to February 2014 were quite similar. There was only a 2% decrease in 2015. Core recyclables such as cardboard, mixed paper and metal were down significantly from February 2014. However, a marked increase in the shipment of demolition debris made up most of the deficit.

Tonnage delivered to SEMASS in Rochester, Massachusetts was lower when compared with January 2015 and February 2014. It decreased to 234.39 tons from 287.54 tons in January 2015, a reduction of 453.15 tons (18%). Comparing February 2015 to February 2014, a decrease of 10.99 tons (5%) occurred. (234.39 tons as compared with 245.38 tons.)

Town of Chatham employees delivered 1.55 tons in municipal trash in February 2015. This represents a decrease of .93 tons from January 2015 (2.48 tons), a 38% decrease. Operational difficulties with the one ton truck and the new HINO trash truck were primarily responsible for the decrease.

**Transfer Station
Monthly Recycling Report**

COMMODITY	TONNAGE		% CHANGE	YEAR TO DATE
	Feb-14	Feb-15		
TIN	0.00	0.00	0.00	0.00
ANTIFREEZE	0.00	0.00	0.00	0.00
OIL FITERS	0.00	0.00	0.00	0.00
BATTERIES	0.00	0.00	0.00	0.00
PAINT	0.00	0.00	0.00	0.00
TIRES	0.00	0.00	0.00	48.00
WASTE OIL	0.00 GAL	6.00 GAL	6.00	0.00
CLEAR GLASS	0.00	0.00	0.00	0.00
MIXED GLASS	0.00	0.00	0.00	0.00
#1-7 MIXED PLASTIC	6.22 T	6.55 T	0.33	10.73
CARDBOARD	11.67 T	8.06 t	-3.61	29.14
MIXED PAPER	20.77 T	16.85 T	-3.92	33.50
RIGID PLASTIC		0.00 T	0.00	0.00
TEXTILES	T	0.00 T	0.00	1.52
METAL PILE	5.73 T	0.00 T	-5.73	13.27
WHITE GOODS	1.95 T	0.00 T	-1.95	0.00
PROPANE TANKS		0.00	0.00	0.00
GOT BOOKS	2.00 T	0.00 T	-2.00	0.00
RED CROSS	0.75 T	0.57 T	-0.18	1.61
SALVATION ARMY	T	0.19 T	0.19	0.68
PLANET AID	0.23 T	0.13 T	-0.10	0.57
DEMOLITION	T	28.95 T	28.95	78.75
CHAMP HOMES	2.70 T	0.96 T	-1.74	2.62
COMPOST		0.00	0.00	0.00
WOODCHIPS		0.00	0.00	0.00
BRUSH	11.10 T	0.00	-11.10	2.98

BOY SCOUTS	0.63		0.10		-0.53	0.21
C R T'S	2.60	T	1.87		-0.73	1.87
NI CAD BATTERIES	0.00	BOX	0.00	BOX'S	0.00	1.00
SINGLE STREAM			0.00		0.00	8.24
WATTS FARM	0.52		0.52	T	0.00	1.24
DISCOVER BOOKS			0.73	t		
BIG HEARTED BOOKS			0.14			
CHRIS DAVIS			0.00			
FLAGS			0.00		0.00	20.00
SEAMASS	245.38	T	234.39	T	-10.99	521.93
SEAMASS LOADS	11.00	LOADS		LOADS	-11.00	14
ROLL OFF	10.00	LOADS		LOADS	-10	16

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.

ONLINE/CREDIT CARD PAYMENTS:

In January 2014 the Town Clerk's Office began offering an online payment option for requests of birth, death and marriage certificates and dog and cat license renewals. The link can be found at the Town Clerk's webpage and on the home page (under the Online Payments link).

ONLINE CREDIT CARD REQUESTS	FEBRUARY 2015	FEBRUARY 2014	2015 YEAR TO DATE
BIRTH CERTIFICATE	0	1	1
MARRIAGE CERTIFICATE	1	6	17
DEATH CERTIFICATE	19	2	21
DOG LICENSE RENEWAL	0	0	9
CAT LICENSE RENEWAL	0	0	1

VITAL RECORDS:

The following number of Vital Records were recorded:

VITAL RECORDS REGISTERED	FEBRUARY 2015	FEBRUARY 2014	2015 YEAR TO DATE
BIRTHS	2	3	3
INTENTIONS OF MARRIAGE	1	3	3

MARRIAGES	1	3	4
DEATHS	13	9	31

VOTER REGISTRATION:

The Town Clerk's Office processed the following number of new voter registration forms and removed the following number of voters due to death or change of residence:

VOTER REGISTRATION	FEBRUARY 2015	FEBRUARY 2014	2015 YEAR TO DATE
NEW VOTER REGISTRATIONS	26	23	39
REMOVED VOTERS	57	54	100
TOTAL NUMBER OF REGISTERED VOTERS	5,306	5,504	5,306
TOTAL NUMBER OF RESIDENTS	5,985	6,176	5,985

CASH RECEIPTS:

The total amount collected and submitted to the Treasurer's Office for the month of February was \$2,423.00.

CASH RECEIPTS	FEBRUARY 2015	FEBRUARY 2014	2015 YEAR TO DATE
	\$2,423.00	\$2,246.00	\$5,369.00

* * * * *

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