



# Town of Chatham

Office of the Selectmen  
Town Manager  
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Chatham, MA 02633



Jill R. Goldsmith  
TOWN MANAGER

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TO: Honorable Board of Selectman

FROM: Jill R. Goldsmith, Town Manager

DATE: December 13, 2013

SUBJECT: Town Manager's Report for the BOS meeting of December 17, 2013

### AAA Bond Rating Affirmed (Again!)

Standard & Poor's, as part of its review for the issuance of short term notes for the Monomoy Regional School District in November 2013, has once again reaffirmed the Town of Chatham's bond rating as AAA – the highest rating available. The previous S&P affirmation was received in June 2012.

### Letters to Property Owners Abutting Certain Town Landings

As you are aware, the Board provided a directive to seek greater public access to the shore by improving parking and access by potentially expanding certain Town landing facilities. While we continue to work with Committees on infrastructure needs and funding priorities, letters were sent to 67 property owners abutting certain Town landings in an effort to potentially obtain through gift/donation or purchase, in whole or in part, an easement over the property to expand parking and/or access to the Town landings. To date, we received one (1) response to further discuss, and seventeen (17) responses declining any discussion.

### Monthly Reports

Department Heads and I are continuing our discussion on the presentation and data content of the Monthly Reports to achieve better internal data management, segue to transparency to budget and policy development. Our Performance Management Analyst from the Collins Center attended the Department Head meeting of 12/10 to provide such guidance to help us define our data "story" and present outcomes from such data compilation. We are working on a template which will include year-to-date figures for some items and narratives for other items. We hope to make changes to the Reports by Spring and welcome any input.

*Below, please find the November 2013 Monthly Department Heads Report.*

### **TOWN MANAGER'S OFFICE: Submitted by Jill Goldsmith**

Department Head Monthly Report to the Town Manager – November 2013

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

<b>Professional and Community Outreach</b>	<b>Meetings</b>	<b>Notes</b>
Weekly Department Head and Regular Biweekly Meetings w/DHs	15	
Professional Meetings/Seminars/Conferences	0	
Meetings with Residents	10	W.C. Road Design Project, 400 <sup>th</sup> Anniversary of the Pilgrims, public records requests
Project/Issue Meetings	14	Budget, Cemeteries, Fire Station, Fish Pier, Performance Management, Personnel, Skydiving/FAA, Solar PV Projects, Waterfront Infrastructure Needs
Committee/Board Meetings Attended	5	BOS and FinCom

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. Renewal applications and payments were processed for the majority of entertainment and business license holders.

Prepared and mailed letters to Town Landing abutters.

**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 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*

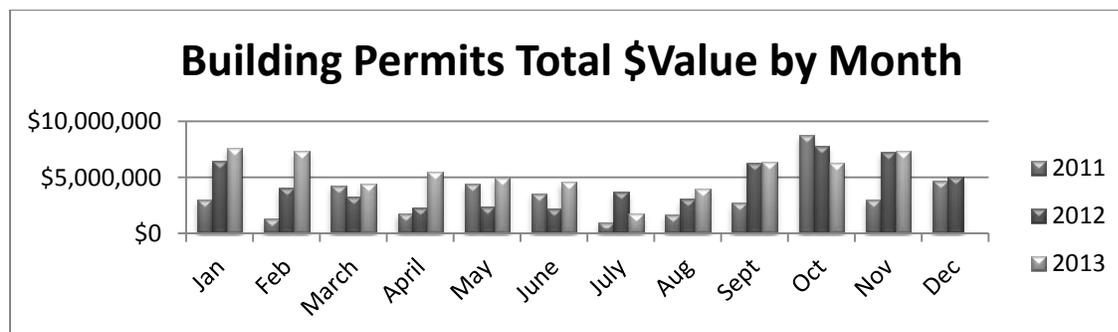
- *Maintaining a commitment to transparency by responding to requests for information to the full extent of Massachusetts public meeting and records law and when we do need to say no, to do so in a manner that is informative and educational, explaining the regulatory basis for such decisions*

## BUILDING DIVISION

	<u>2013- November</u>	<u>2012 Ave/Mo</u>	<u>2012 Total</u>	<u>2013 YTD Total</u>	<u>% 2013/2012</u>	<u>\$ Value - 2012 Total</u>	<u>\$ Value - 2013 YTD</u>
<b><u>Applications Submitted</u></b>	<b>56</b>	58	693	648	94%		
<b><u>Permits Issued</u></b>							
New Dwellings	<b>3</b>	3	37	40	108%	\$28,684,000	\$27,137,000
Apartments	<b>1</b>	-	3	3	100%	-	-
House Demolitions*	<b>3</b>	2	24	21	86%	-	-
Residential Additions/Renovations	<b>46</b>	45	536	542	101%	\$21,457,034	\$28,023,328
Nonresidential Additions/Renovations	<b>1</b>	2	36	32	89%	\$3,374,800	\$4,459,140
Public Alts/add	-		12	6	50%	\$397,900	\$520,500
New Commercial/Public Structures	<b>1</b>	-	1	1	100%	\$306,672	\$44,500
<b>Totals</b>	<b>55</b>	<b>51</b>	<b>637</b>	<b>640</b>	<b>100%</b>	<b>\$53,822,506</b>	<b>\$60,184,486</b>
<b>Average \$Value/permit</b>						<b>\$84,494</b>	<b>\$94,038</b>
<b><u>Inspections</u></b>							
Building	<b>109</b>	80	965	990	103%		
Electrical	<b>72</b>	68	819	838	102%		
Gas & Plumbing	<b>82</b>	66	813	846	104%		
<b>Total</b>	<b>263</b>	<b>214</b>	<b>2,597</b>	<b>2,674</b>	<b>103%</b>		

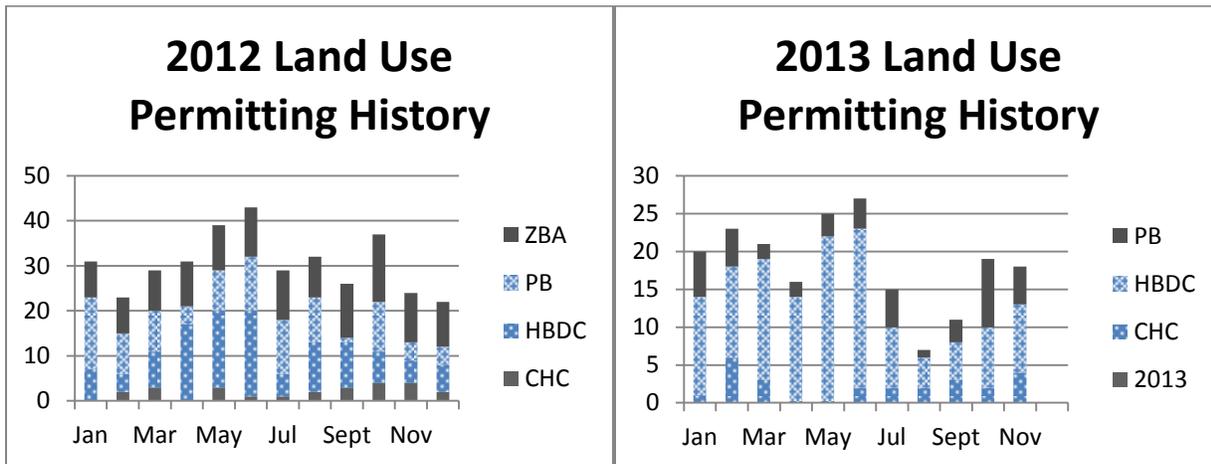
\* demolition permits are included in residential additions/renovations

The Building Division is beginning to see a slight slow down in building permit activity typical of this time of year. With 92% of the calendar year completed, permitting activity has kept pace with and in some notable areas, such as new dwellings, exceeded permitting activity in 2012. The average construction value per permit continues to be more than 10% higher than in 2012.



## REGULATORY BOARDS

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



**Historical Commission** – There were **two** Historical Commission meetings in November 2013.

<u>Applications</u>	<u>Cases</u>	<u>Imposed</u>	<u>Not Imposed</u>
Demolition Delay	3	-	3
	<u>Cases</u>	<u>Denials</u>	<u>Approved</u>
Partial Demolitions	1	-	1
	<u>Cases</u>	<u>Referred</u>	<u>Not Referred</u>
Substantial Alterations	-	-	-
<b>TOTAL</b>	<b>4</b>	<b>-</b>	<b>4</b>

**Historic Business District Commission (HBDC)** – There were **two** HBDC meetings in November 2013.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>
Pre-application	-	-	-	-
COAs	7	7	-	-
Signs	3	2	-	1
<b>TOTAL</b>	<b>10</b>	<b>9</b>	<b>-</b>	<b>1</b>

**Planning Board** – There was **one** Planning Board meetings in November 2013. The Board also continued preparing for their role in implementation and met jointly with the Board of Selectmen on November 19<sup>th</sup> to discuss the Cape Cod Commission’s recommendations for land use in the corridor.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
Subdivision Control Law			
ANR Plans	-	-	-
Preliminary Subdivision Plan	-	-	-
Definitive Subdivision	-	-	-

Plan			
Site Plans			
Pre-applications	1	1	
Formal	2	2	-
Amendment	-	-	-
Special Permits	-	-	-
Recommendation to ZBA	2	2	-
Bond Reduction/COC Issuance	-	-	-
<b>TOTAL</b>	5	5	

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

<b><u>Applications</u></b>	<b><u>Cases</u></b>	<b><u>Approvals</u></b>	<b><u>Denials</u></b>	<b><u>Continued</u></b>	<b><u>Withdrawals</u></b>
Special Permits	11	10	-	1	-
Amendments to Special Permits	-	-	-	-	-
Dimensional Variance	-	-	-	-	-
Sign Permits	1	-	1	-	-
Appeals of ZEO actions	-	-	-	-	-
Comp Permit (40B)	-	-	-	-	-
<b>TOTAL</b>	12	10	1	1	-

## **PLANNING DIVISION**

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

**ROUTE 28 CORRIDOR VISIONING PROJECT:** On November 19<sup>th</sup> the Board of Selectmen and Planning Board met with Phil Dascombe, Senior Planner with the Cape Cod Commission to discuss their initial reactions to the draft recommendations for land use management along the corridor. The public comment period continues through December 30, 2013. More information about this project is provided in the Cape Cod Commission’s monthly report, which is included in the Town Manager’s monthly report to the Board of Selectmen.

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE:** The Committee held two meetings in November to begin the fact finding process on how they can help advocate for the infrastructure needs of Chatham’s commercial and recreational maritime industry and ensure community access to the water. Their goal is to provide the Board of Selectmen with a recommendation by the end of the calendar year.

**COMMITTEE FOR THE DISABLED:** The Committee is focusing on developing a brochure to assist residents and visitors in locating businesses and services that are ADA accessible. The Committee has begun gathering the data. Staff will be assisting with the development of the

document to ensure the content is accurate and the design/layout are consistent with other municipal publications.

**BIKEWAYS COMMITTEE:** The Committee is assembling an action item plan for the coming year to help focus their efforts on certain core goals including public education/safety outreach and infrastructure improvements for West Chatham. The Committee is in process of developing a bike safety video and outreach materials targeted toward seasonal workers.

**AFFORDABLE HOUSING COMMITTEE:** The Committee is preparing an application for CPA funding to replenish the Affordable Housing Trust Fund. They also continue to explore potential outreach and education initiatives.

### **INTER-DEPARTMENTAL PROJECTS**

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

**SEWER CONNECTION PROJECT:** Major software development has been completed. Staff is currently using the system to input existing applications. GIS Coordinator will continue to monitor the software and work with staff to fine tune the system and make final adjustments. GIS Coordinator will begin working with local engineers and installers to educate and train them on the new system.

**HARBOR MANAGEMENT PROJECT:** GIS Coordinator continues to work with IT Director and project team from Dennis and Provincetown. The program went live at the end of November. Online permit renewals and payments are being processed.

**AERIAL PHOTOGRAPHY/GIS DATA UPDATE:** Chatham has joined the list of communities participating in the MassOrtho Aerial Photography Procurement Project Staff is coordinating with the Cape Cod Commission to ensure data accuracy and quality control. Participation in this project will enable Chatham to acquire town wide aerial photography with a significant cost savings. An MOA has been signed and Chatham has processed payments for our share of the project. The aerial flyover is scheduled for March/April of 2014.

**FEMA/HAZARD MITIGATION PLANNING:** GIS Coordinator has been coordinating with the Cape Cod Commission and other regional organizations to develop a comprehensive approach to improving hazard mitigation planning and natural hazard resiliency. Part of this work is an examination of how best to facilitate additional communities to join the Community Rating System program and to initiate comprehensive activities on a regional level to help communities improve their planning and preparation efforts.

**MASTER ADDRESS TABLE:** GIS Coordinator with ongoing assistance from PD and FD continues to update new and incorrect street address data. This data provides a standardized baseline of data for numerous other municipal applications and is an essential component to the public safety dispatch mapping system.

PARCEL UPDATES: The GIS Coordinator is finalizing the FY14 parcel edits. There were several technical setbacks that prevented earlier completion. These were due to new specifications required by the State GIS Agency (MassGIS) which requires some new data maintenance in order to adhere to their Level 3 Parcel standard.

**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**

Several items of note to report for the month of November. On November 5<sup>th</sup> I had a conference call with Standard & Poor's as part of their review for the issuance of short term notes for the Monomoy School District. I am pleased to report that S&P has once again reaffirmed the Town of Chatham's bond rating as AAA.

Jared Curtis, Chatham's local representative from the Dept. of Revenue, was in here to review the balance sheet and the calculation of Free Cash. "Free cash" has been certified at \$2,211,995; an increase of \$993,966 over the prior fiscal year.

The Assistant Town Accountant attended training in the Uniform Municipal Accounting System (UMAS) over a period of six Fridays. These end on December 13<sup>th</sup>, and will focus on UMAS as promulgated by the Bureau of Accounts in their updated UMAS Manual, including the latest 2013 revision. UMAS is the "preferred" accounting system for municipalities; regional school districts; water, sewer, fire and other districts; and municipal school departments. The course integrates Department of Elementary and Secondary Education budgeting, accounting and reporting requirements, the Statement No. 34 reporting model and Statement No. 54 Fund Balance of the Governmental Accounting Standards Board and water, sewer, fire, regional school and other district requirements, including changes to the general, special revenue, capital projects and enterprise fund chapters.

The Finance Director attended a Public Contracting Seminar sponsored by the Inspector General's office. The *Design and Construction contracting Seminar* includes the following topics:

- The project development process
- Procuring architectural and engineering services
- Construction bidding laws: legal requirements and practical applications
- Selecting qualified contractors
- Effective design and construction contract management
- Proprietary specifications
- Alternative delivery methods
- Common bid protests

Other meetings attended:

- Mass Collectors and Treasurer's meeting with Treasurer Louise Redfield – there were presentations on OPEB funding, bond ratings and a legislative update

- Cape and Islands Accountant's Meeting
- Board of Selectmen 2
- Community Preservation Committee 1
- Finance Committee: 1

#### ASSESSORS

- Finalize and Post FY14 Boat Excise bills; sent to Tax Collector for mailing
- Accept FY2014 Real Estate/Personal Property abatement applications. Begin processing for BOA review.
- Support Harbormaster Department when ownership questions arise for resident stickers. This activity is a result of the mailing of the mooring renewals. (see IT report below)

#### TREASURER/COLLECTOR

- November 1, 2013 was the due date for the for FY2014 1st half Real Estate taxes, including Land Bank & CPA; receipts totaled \$14,632,063, approximately 95% of the commitment.
- Boat excise tax bills were mailed on Nov.20th due Jan. 21, 2014.
- We collected a total of \$10,132 in tax title payments, of which \$8,782 was principle and \$1,350 was interest.

#### INFORMATION TECHNOLOGY SERVICES

During the past few months, the IT Department has been working with Peopleforms to develop the online Mooring Management Program. This project was funded by a DLTA grant, as a regional project with the towns of Dennis and Provincetown. I am pleased to inform you that effective November 26<sup>th</sup>, the software is actively running in the Town of Chatham, with Dennis and Provincetown slated to go live this week.

Listed below are some of the statistics from the new software as of December 10<sup>th</sup>.

- Mailed out 2,432 Mooring Permit Renewals, and 1,188 Waitlist Renewals.
- Online payment transactions and updates
  - 46 Mooring Renewals
  - 62 Waitlist Renewals
  - Total revenue received \$3,440.04
  - Processed ACH, Visa, MasterCard, American Express and Discover Card transaction.
  - Customers have made over 100 changes to their records (Online payments not include) between the hours of 5pm and 7am.

We have had eight issues identified by customers mostly relating to functionality and a couple of user errors. All but two of the functionality issues have been addressed and the customer has completed the online process.

The two outstanding issues are, payment system cannot be accessed via use of an I-pad, (we are currently looking at upgrading the system to support I-pads) and one customer could not complete this credit card transaction and decided to mail in his application. (We were not able to troubleshoot the issue with the customer).

We have only had one returned check transaction.

Beginning on December 12<sup>th</sup> the town will send out email notifications to all customers who have not completed the renewal process.

**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 209 emergency calls for service in the month of November. The ambulance transported 82 patients to the hospital and received \$49,548.52 in revenue. Fire inspections and permits generated \$1,345.00 in revenue. Total fire department revenue received for November is \$50,893.52

Fire Suppression/Emergency Medical Service

Emergency Incidents: 209

Ambulance Transports: 82

Ambulance Receipts: \$49,548.52

Firefighter Injury: 1

Civilian Injury: 0

Mutual Aid Given: Harwich -1

Fire Prevention/Code Enforcement

Smoke Detector/CO Inspections: 24

Building Inspections: 13

Plan Review: 25

Oil Tank Removals: 4

Oil Burner Inspections: 2

Sprinkler Modifications/Disconnects: 2

Sprinkler System Test: 2

Tent Permits: 0

Permits: 35

Marine Refueling Permits: 0

School Fire Drills - 0

Fire Prevention Division revenue received: \$1,345.00

TOTAL FIRE DEPARTMENT REVENUE – November \$50,893.52

Training

The department received a total of 439 hours of training in the month of November.

Below is a list of the types of monthly training.

TYPE	Hours	# FIREFIGHTERS	TOTAL TRAINING HOURS
Call Firefighter	2	3	6
Call Firefighter Ride Along	1	13	13
Standard Operating Procedures	1	23	23
Ground Ladders	2	23	46
Water Supply	3	23	69
Live Fire Training-Fire Academy	8	26	208
Self-Contained Breathing App.	2	6	12
Dive team	9	1	9
Confined Space Rescue Opts	7	2	14
Crisis Team	2	2	4
Fire Extinguishers	2	5	10
Hose Testing	5	5	25
TOTALS	44		439

**Public Fire and Safety Education**

305 students in grades pre-K through 4 received the Stop Drop and Roll lesson from the fire department. 60 senior citizens attended the “What is a heart attack” informational program offered at the Community Center in conjunction with Cape Cod HealthCare.

**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.

New Applications received in the month of November 2013 compared to previous years:

APPLICATION	2013	2012	2011
Notice of Intent	7	4	12
Request for Determination	2	0	1
Request to Amend an Order	1	0	0
Administrative Reviews	3	7	11
TOTAL RECEIPTS	\$2,643	1,360	3,830

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

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

### **Violations**

The Commission dealt with one violation this month and held a discussion with a property owner who has failed to comply with an Enforcement Order.

**Subcommittee Work:** "Process & Regulation" subcommittee met on Nov 4<sup>th</sup>. A list of topics was discussed. The subcommittee agreed to reach out to development community representatives to include them in the various discussion topics, ask for input and invite them to future meetings.

**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.

**AmeriCorps** – The division's individual placement began serving on conservation-related projects. Bethany Reynolds will serve the town one day per week until July 2014. She will play a key role in helping with the new conservation land stewardship program. Another member is serving with the Shellfish Dept. The Department and the Town have participated in the AmeriCorps program since its inception and once again are fortunate to be allotted the service of these volunteers to help on special projects at no cost to the Town.

### **Conservation Land Management**

- **Sylvan Gardens:** Held a volunteer work day on Nov 16<sup>th</sup>. Contractors in attendance included: North Chatham Landscaping, Mark C. Welch Landscaping, Morrison Tree Service, and Bill's Landscaping.
- **Website:** New conservation land website has been published detailing trails on conservation properties <http://chathamamericorps.wix.com/chathamconserv>

Assistant Agent Lara Slifka completed her employment with the Town November 20<sup>th</sup>. We thank her for her dedicated efforts working to preserve the town's public interests in protecting our conservation properties for future generations, especially through involvement and engagement of citizen-volunteers and AmeriCorps volunteers.

### **Public Outreach & Education**

- Commission Chair DeeDee Holt continues to write a biweekly column for the *Cape Cod Chronicle*.
- The landscape program held Nov 16<sup>th</sup> at the Community Center “Protecting Our Water Resources – An Ecological Approach to Land Care and Design” drew 100+ registrants. The program featured world renowned horticulturist and photographer Rick Darke. The video of the program is available on the Channel 18 archives.
- Agent addressed the Chatham Alliance relative to Conservation Land Management efforts.

**Senior Tax Work Off Program:** The Conservation Division is very pleased to have three participants who have begun projects under this program. Barbara Waters continues to assist staff with the development and recent October kickoff of the conservation land stewardship program.

**Land Bank Open Space Committee - No** meeting was held due to lack of quorum.

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

- Pleasant Bay Alliance workgroup
- Workshop on pollinators – Waquoit Bay Estuarine Reserve
- Climate Change Forum – Mass Maritime

### **ChathamRecycles**

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

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

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

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

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

## HEALTH DIVISION

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

- Secretary: Work on Accela applications for annual licenses and renewals for 2014.
- Secretary/Health Agent: Process and review Sewer connection properties.
- Secretary: Issuing of Landfill, Recycling and Shellfish Licenses (Permit Dept.)
- Health Agent/Health Inspector: Annual and routine inspections/re-inspections.
- Health Agent: Engineer conferences.
- Health Agent: Review hearing applications and prepare staff reports for Board of Health.
- Health Agent: Work with GIS to develop sewer connection tracking system.
- Health Agent & Secretary: Accela Training/ dev. new regional permitting initiative.
- Health Agent and Secretary: Accela system initiated, working on live version with IT department to develop proper forms and tracking.
- Health Agent: Emergency Planning Training, Barnstable County Health Department.
- Health Agent/Secretary: KI distribution.
- Health Inspector: HAACP training and certification course
- Health Inspector: Annual License BOS, review and revise.
- Health Agent: Review IA system violations and issue orders to correct.
- Health Agent: ChathamRecycles website review and update

### BOARD OF HEALTH:

- Meetings: November 4/November 18
- Hearings/Discussions: 4

### PERMITS/LICENSES ISSUED:

- Disposal Works Construction/Plan reviews: 9
- Food Handlers: 3
- Test Holes: 6
- Real Estate Inspection Reports: 14

RESTAURANT/FOOD SERVICE INSPECTIONS	12
INN/MOTEL INSPECTIONS	5
SEPTIC INSPECTIONS	15
HOUSING INSPECTIONS	1
PERC TESTS	17
ZONING BOARD OF APPEALS COMMENTS:	6
BUILDING DEPARTMENT PERMIT REVIEWS:	25
PLANNING BOARD COMMENTS:	1

## COASTAL RESOURCES

### **Project Planning/Coordination**

- Old Mill Boat Yard Pier Reconfiguration- Final cost estimates almost complete. The grant application for the construction phase prepared and waiting final cost estimate prior to submission.
- Town-Wide Dredge permit- Further coordination between the Corps, NMFS and town will need to occur to resolve continued concerns expressed by NMFS regarding potential eelgrass impacts in Morris Island Cut.
- Pleasant Bay ACEC dredging- Reviewed project with the consultant to develop strategies for permit modification and submittals. Performed multiple site visits to identify possible alternative disposal options with consultant. Eelgrass and bathymetry data being analyzed.
- Ryder's Cove/Marconi Park- Reviewed the importance of Waterfront infrastructure in general and the proposed Ryder's Cove project in particular with the Economic Development Committee. They have expressed general support for improvements to the waterfront facilities since it contributes to the economic vitality of the community.
- Mitchell River Bridge- Project has been advertised for bid by MassDOT. Bid opening scheduled for late February 2014.
- Mill Creek/South Chatham Beach Nourishment- Dredging of Mill Creek inlet channel completed early November. Approximately 4000 cys of sand placed on the Cackle Cove "feeder" beach area. Larger project to remove material along west side of jetty scheduled for February 2014.
- Battlefield Landing and road- Engineer working on revised plans.
- South Coastal Harbor Plan Update Report- Final draft implementation report being reviewed by staff and various committees. Attended Shellfish Advisory Committee and Conservation commission to review the implementation report.
- Linnell Lane Nourishment- Awaiting initiation of private permitting efforts by interested parties.
- Water Street East Access Stairs- Old Village Assoc. involved in independent fund raising effort.

#### **Ongoing Administrative Activities**

- Seasonal Shorebird Monitoring- Fencing removal for both North Beach and North Beach Island completed for the year.
- Monomoy Refuge- Continued discussions within staff and elected officials have ensued regarding the pending release of the draft CCP.
- Met with the Economic Development Committee to further discuss landings and waterfront infrastructure as it may relate to potential for economic development.
- Met with Town Manager and other staff to review appropriateness of extending the Red's Best lease for the Fish Pier for another year.

#### **Other Meetings**

- Attended regular committee meeting with the Waterways Advisory Committee and Shellfish Advisory Committee
- Met with state representative Sarah Peake to brief on various projects and issues.
- Met with town staff and Coast Guard representatives regarding possible options for relocating the Coast Guard vessels in Stage Harbor.

- Attended Pleasant Bay Coastal workgroup meeting.
- Attended Regional conference regarding coastal resiliency at Mass Maritime Academy
- Met with MA DEP staff and other town staff to review interpretation and application of erosion control regulations.
- Met with Eastward Ho representatives to discuss their interest and possible locations for placement of future sand nourishment associated with dredging within Pleasant Bay.

### SHELLFISH

The 2013 scallop season was a complete bust. On opening day, despite gale-force winds, three commercial boats ventured to areas productive last year and barely found enough scallops for a meal. The new break on South Beach is the most conspicuous factor in the demise of former scallop beds. Even slight changes in the environment can greatly affect the survival of bay scallops. All other commercial landings dropped throughout the month of November, which occurs annually as the shortened days and falling temperatures limit the available working tides. Some shellfishermen have opted for winter land work, bringing the shellfishing fleet to between 50 and 60 individuals. Hopefully not an indicator of the frigid winter, the blue flag, signifying air temperature below 30° and no shellfishing within the intertidal zone, was raised twice during the month of November.

#### **Estimated Wholesale Value of Commercial Shellfishing Fleet**

*Year to Date 2013*

	January	February	March	April	May	June	July	August	September	October	November	Total
Soft Shell	\$40,500	\$32,200	\$53,000	\$76,000	\$135,000	\$126,000	\$45,000	\$40,000	\$35,000	\$25,000	\$15,000	<b>\$622,700</b>
Quahogs	\$9,000	\$7,600	\$10,000	\$19,500	\$35,000	\$50,000	\$65,000	\$70,000	\$65,000	\$30,000	\$20,000	<b>\$381,100</b>
Mussels	\$5,000	\$3,000	\$10,000	\$13,000	\$30,000	\$35,000	\$45,000	\$45,000	\$20,000	\$10,000	\$10,000	<b>\$226,000</b>
Razor Clam	\$25,000	\$18,500	\$110,000	\$144,500	\$120,000	\$138,000	\$170,000	\$165,000	\$120,000	\$70,000	\$40,000	<b>\$1,121,000</b>
<b>Monthly Total</b>	<b>\$79,500</b>	<b>\$61,300</b>	<b>\$183,000</b>	<b>\$253,000</b>	<b>\$320,000</b>	<b>\$349,000</b>	<b>\$325,000</b>	<b>\$320,000</b>	<b>\$240,000</b>	<b>\$135,000</b>	<b>\$85,000</b>	
<b>Y-T-D Total</b>	<b>\$2,350,800</b>											

The recreational oyster harvest was very successful this season. Another 40,000 oysters were broadcast before Thanksgiving making the estimated 180,000 oysters out throughout the Stage Harbor Complex.

#### Violations Issued

- 5 – In possession of greater than 5% seed oysters
- 1- Over weekly limit of oysters
- 1- No license on person

#### Shellfish Permits Issued

- 4 – Resident at \$25.00                      \$100.00
- 1– Senior at \$10.00                         \$ 10.00
- 3 – Non Resident at \$80.00                \$240.00

Total: \$340.00

#### Propagation

The pumps to the upweller were officially shut-down on November 20<sup>th</sup>. All remaining shellfish were broadcast and the after-season clean-up and breakdown began. Staff:

- Broadcast 165,000 bay scallop seed
- Moved oysters from Stetson's Cove for broadcasting
- Cleaned tanks, silos
- Began cleaning, mending and rebuilding of gear
- Began preparing end of year review of grow-out season for Shellfish Advisory Committee

#### AmeriCorps

- Supervised AmeriCorps placement in developing protocol for : Potential Influences of Environmental Conditions on Shellfish Survey Results
- Located three sites for shellfish surveys; mapped and flagged designated areas of study
- Experimented with different harvesting techniques in field to determine best method to conduct surveys.

#### SAC

- Review and approval of eider duck deterrent protocol

#### Other

- Patrol all tides
- Attended Barnstable County Shellfish Advisory Committee meeting:
  - update on growing season for each Cape Town,
  - discussed development of informational pamphlet for recreational harvesters including harvesting techniques and safety handling tips.
- Submitted necessary fields for Accela program including list of relevant violations and harvesting areas.
- Supervised Senior tax work-off participants: Fran Ellingham: data input for Accela program, Dan Campanaro: propagation program.
- Participated in bi-weekly, hour-long webinar on ocean acidification presented by New England Coastal Acidification Network: aimed at educating federal, state and local managers as well as stakeholders in the changing dynamics of ocean chemistry due to rising CO2 levels and the effects on shellfish.
- Developed grant proposal for Community Preservation Funds to support funding of the oyster program over the next five years to relieve burden of this recreational fishery on the shellfish revolving fund which is supported by the sale of commercial shellfish permits. To be presented at December 5<sup>th</sup> SAC meeting for review.
- Developed protocol for eider deterrent measures, passed by the BOS
- Posted approved area openings for Buck's Creek, Mill Creek, Oyster Pond and Taylor's Pond.
- Discovered and removed invasive species of European oysters in Stage Harbor.

## WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Continued de-mobilization of equipment following completion of summer Coastal Water Quality Nutrient Monitoring Program

Lara Slifka, Assistant Conservation/Environmental Technician, resigned her position with the town effect late November to spend more time with family. Her expertise, support, and guidance for the volunteer water quality monitoring program, bathing beach monitoring, and other water quality efforts will be sorely missed.

## STICKER (PERMT) OFFICE

The Sticker Office closed for the season in mid-September. Stickers are available at the Health & Environment Department (261 George Ryder Road, upper level) Monday to Thursday from 8 AM to 4 PM and Friday from 8 AM to 12:30 PM. 2013-2014 applications are available on the town's website at: [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Permits/index](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Permits/index). 2013 North Beach ORV stickers are also available by mail or at the Health & Environment Dept.

During November the following stickers/permits were sold:

- New Recycle Sticker – 8
- New Combo Sticker (transfer station & beach) – 2
- New Transfer Station only Sticker – 11
- New Beach only sticker -0
- New Family Resident Shellfish (includes seniors) – 5
- New Family Non-Resident Shellfish - 3
- New Commercial Shellfish Includes Senior & Junior)- 0
- Replacement Stickers (all types) – 37
- North Beach ORV – 1
- Unallocated - \$1.00
- Total Revenue for September – \$1,055.00.
- Total Year –to-Date - \$752,552.

## WASTEWATER PROJECT

- Phase 1A. Sewer connections. These connections have been voluntary; no Board of Health connection orders have yet been issued. There are approximately 350 properties in the Phase 1A area.
  - New sewer connection applications in November: 0
  - New sewer connection applications approved in November: 5
  - New sewer connections pending (awaiting application approval or installation): 59
  - New sewer connections completed in November (installed and inspected): 2
  - New Sewer connections completed Year-to-Date: 39

- Phase 1B. D&C Construction completed the majority of installation of the new force mains (FMs) between the Stage Harbor Pump Station (located in the parking lot behind main St.) and the intersection of Queen Anne Road and Oyster Pond Furlong. These new FMs will connect into new FMs installed as part of the recently completed work under Route 28 and will convey the wastewater to the Water Pollution Control Facility located off Sam Ryder Road. The Contractor shifted work to the gravity system extensions along Cedar St. and Stage Harbor Rd. The Contractor continued mobilization for the rehabilitation work on the Stage Harbor Pump Station so a number of parking spaces in the parking lot have been temporarily blocked off.
- Site visits to collection system expansion construction as needed
- Updated wastewater project webpage on town website as needed
- Staff meeting on status of on-line sewer connection application
- Progress meeting with Engineer, Contractor, Operations staff and town staff for Stage Harbor Pump Station rehabilitation project
- Progress meeting with Engineer, Contractor, Operations staff and town staff for Stage Harbor collection system extension project
- Numerous interactions (phone/in-person) with local residents regarding wastewater program topics/issues
- Ongoing training on new Asset Management software for wastewater facilities
- Meeting with Engineer's design staff for review of design parameters for Phase 1C-1 collection system expansion
- Meeting with Ops Staff and Engineer to review/discuss Instrumentation and Controls for Stage Harbor Pump Station upgrade
- Meeting with Engineer to review possible Change Order for Stage Harbor Pump Station Project
- Ongoing dissemination of information on the Barnstable County Community Septic Management Loan Program, this program provides low interest loans for septic system replacement/upgrade and sewer connections. Information is available at: <http://www.barnstablecountysepticloan.org/>

#### TOWN/OTHER PROJECTS

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

- Weekly Department Head meetings
- Bi-weekly Town Manager meetings
- Water & Sewer Advisory Committee meeting
- Meeting with Cape Cod Commission staff and Pleasant Bay Alliance Coordinator to discuss issues regarding Pleasant Bay MEP Report
- Board of Health meeting to discuss potential fertilizer regulation
- Staff and contractor meeting to discuss PD/Annex solar project installation
- Attended meeting of Cape Cod Commission 208 Plan Panel on Technologies
- Coordinated ongoing environmental assessment activities at Fire Station
- Attended Cape Cod Water Protection Collaborative Governing Board meeting
- Participated in Muddy Creek Restoration Bridge Project team meeting
- Staff meeting with project proponents on Cumberland Farms store project

- Participated in progress meeting on proposed water treatment facility site selection/design
- Staff meeting with local engineer regarding proposed dune nourishment project
- On-site meeting with NSTAR, Verizon, Harwich staff, and Project Coordinator regarding utility relocations as part of Muddy Creek Restoration Bridge Project
- Meeting of Cape Cod Water Protection Collaborative Technical Advisory Committee to continue review/revisions to fact sheet for Cape-wide 208 Plan development
- Attended Center for Coastal Studies, Chase-Miller Forum: *“Shifting Coasts – Planning and Action in a Changing Environment”*
- Meeting with Town Manager and Finance Director to discuss ATM 2014 wastewater funding article
- Meeting with town and DEP staff to review/discuss shoreline protection
- Presentation to FinCom on proposed ATM 2014 funding article for wastewater
- Presentation to Board of Selectmen on proposed ATM 2014 funding article for wastewater
- Attend meeting of Pleasant Bay Alliance Watershed Workgroup
- Attended cape-wide 208 Plan progress meeting
- Staff meeting to discuss/resolve issues regarding multi-department licensing/inspections
- Attended groundbreaking for Landfill PV (solar) Project
- Meeting with Chairman of Water & Sewer Advisory Committee to review comments/revisions to proposed town meeting article regarding Sewer Regulations
- Prepared and submitted comments to Planning Board and DPW on pending projects
- Prepared and submitted monthly Department activities report
- Attended Board of Selectmen meeting(s) on variety of topics

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

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

**Human Resources**

The open positions being recruited for in November, 2013 are Secretary, Community Development, Council on Aging Intermittent Bus Driver, and Seasonal Snow Plow Driver. Interviews were conducted for the Secretary Community Development, and at this time a finalist has not been identified. Gerald Golia was hired as Intermittent Bus Driver for the Council on Aging. No candidates have been identified for the snow removal position at this time. The Chatham Municipal Employees Association had two Sick Bank requests that were responded to by their Sick Bank Committee with my support. Analysis continued in preparation for the Fire Contract Arbitration scheduled in January, 2014. There was one citizen complaint that was responded to which included an investigation of several department’s interactions and responses to the public. A draft CORI policy was created, and is currently being reviewed by legal counsel.

**Channel 18**

The small meeting room at the Town Hall Annex is currently being set up with the same self-serve configuration as the meeting room at the Community Center which was fitted in October. This configuration will allow for easier user access to self-serve recording, and staff easier and faster access to archiving recorded meetings. The live streaming and archiving software was updated which provides for steaming of live or recorded meetings on smart phone or ipad configurations. Additionally, meeting storage has been moved to the “cloud” to provide more capacity in a more economical fashion.

### **Council on Aging**

The generator is fully operational and tested. Final aesthetic are being planned to be completed prior to the bad weather season. Programming for November included an AARP Driving Clinic, Medicare enrollment assistance, continued Fuel Assistance enrollment support, and Memory Screenings by Hope Dementia and Alzheimer’s Services. Planning for the new-year will include programming in Tai Chi, Smile dental clinics, Senior Tax Work Off, and the Monday Café Lunch will continue.

### **Human Services Committee**

The committee continued weekly meetings to review the returned RFP’s from funded agencies for fiscal 2015. A level funded budget was agreed to at the committee level, and this included increased partnering with Monomoy Community Services in order to improve their business model, and reduce their reliance on increased Town funding and utilization of their endowment fund to balance the year. The committee is preparing for presentations to the Finance Committee and Board of Selectmen.

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

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

### **Youth Sports/programs**

- Youth Soccer wrapped up on November 9.
- Youth Basketball registrations came in slowly for the month of November.
- The 7<sup>th</sup> annual Holiday Shopping Fair was on Saturday, November 30<sup>th</sup>. We had 45 vendors signed up and the waitlist had 16 vendors on it. The Boy Scout troop 71 was unable to secure the wreaths as they usually do, but do have them secured for next year. There were 2 Kempo Karate demonstrations by the Kempo Karate Club. The Ski Club baked goods. It was a great success for most vendors and all are eager to return next year.
- Tumbling and PTUSA programs have wrapped up for the session and will start back up in January.

### **Youth Services:**

On November 1<sup>st</sup> we held a movie night-Monster’s University from 7-9 P.M. The Ski Club fudge fundraiser through Candy Manor started on Nov. 4 and ended on Nov. 20; we wrapped fudge and had it ready for dissemination on Nov. 26 (120 lbs sold at a profit of \$720) The annual food drive ended on Nov. 22, with over 300 items donated to the Chatham Food Pantry. Work was

done on the CIC grant; and Chatham Selectmen's, Harwich Selectmen's and School Committee Meeting were attended and addressed. On the 15<sup>th</sup> we had a 5<sup>th</sup> and 6<sup>th</sup> grade Glow in the Dark Party with 55 students in attendance. On the half days, Nov. 22 and 25, hide and seek, and nerf battles occurred. Set up for the Vendor Fair on the 29<sup>th</sup>, and the Vendor Fair on the 30<sup>th</sup>. Youth Services run the raffle and food sales at the Vendor Fair, as well as set up and clean up.

### **Adult Program Info for November 2013:**

Adult Classes: All Occasion Stamp-A-Stack Card Class – ongoing once per month  
Introduction to Oil Painting – Thursday mornings

Adult Recreation: Badminton – Monday & Thursday A.M.  
Futsal – Monday evenings  
Pickleball – Tuesday, Wednesday & Friday mornings  
Age 18+ Recreational Basketball – Tuesday evenings  
U.S.C.G Open Recreation – Wednesday mornings  
Floor Hockey – Thursday evenings

Adult Fitness: Totally Fit, Totally Fun – Mon./Wed./Fri. morning  
Senior Total Fit – Monday mornings  
Yoga for All – Mon./ Wed./ Fri. morning & 5:30 P.M. on Mondays  
Kripalu Yoga – Tuesday morning  
Beginner & Intermediate T'ai Chi – Tuesday mornings  
Yoga with Margaret Moore – Thursday mornings  
Power Sculpt – Thursdays @ 5:30 P.M.

Other Offerings: Mahjongg – Wednesday & Thursday

### **Other Duties:**

- Program Planning
- ReCPro data entry for courses, registrations, memberships, rentals
- Bulletin Board Announcements & registration forms for new programs
- Process Permission to Use Forms for room rental requests & enter into ReCPro
- Financial Reports/Turn-Ins to Helene
- Compile CCC News for monthly advertisement in The Chronicle
- Help with room set-ups as needed
- Staff meetings with Dan & coordinators to discuss CIC Grant
- Meet with TOC, TOH Boards of Selectmen and MRSC for signatory support for CIC Grant
- Work on CIC Grant, complete & submit

### **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.
- Prepare holiday lights and decorations for installation
- Spread replacement fiber surfacing at Veterans Field playground

**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 month of November showed no crime trends or patterns. There were several individual incidents of vandalism, but there was no apparent connection or pattern to them.

The waste water construction project continued in the Stage Harbor/Cedar Street area requiring traffic detail scheduling, detours and traffic control. Although this portion of the project is far less involved than the Route 28 portion, it still presented some challenges with traffic and deliveries, which had to be worked out. For the most part all went very well, considering the inconvenience.

As far as events that needed police department support or involvement, the Veteran’s Day Ceremony, held on Main Street at the downtown rotary, was well attended and a superb job was done by Rob Franz (Retired Army Veteran). The other event was the annual Turkey Trot, which attracted a huge crowd of runners and walkers. Both events went off without any major issues. Officers at the Turkey Trot event did assist a citizen with a missing child. The child was eventually located safe and sound.

Applications for the Chatham Police – Citizen’s Academy have poured in and the class for January is now full. I am considering having a second citizen academy class if resources allow.

CPD Crime Statistics – Month of November 2013	
0	Forcible Rape
0	Forcible Fondling
0	Kidnapping/Abduction
0	Aggravated Assault
2	Simple Assault
0	Arson
1	Intimidation
1	Impersonation
0	Burglary – B&E
0	Shoplifting
1	Theft from Building

3	Other Larceny, Swindle, Stolen Property
0	Credit Card/Automatic Teller Theft
0	Statutory Rape
0	Motor Vehicle Theft
0	Counterfeiting/Forgery
5	Destruction/Vandalism
0	Disorderly Conduct
1	Driving Under the Influence
0	Drug/Narcotic Violations
0	Bad Checks
0	Liquor Law Violations
0	Trespass Offense
1	Drunkenness
3	All Other Offenses
9	Town By-Law, Traffic Arrests
<b>27</b>	<b>Total Crimes</b>

<b>Motor Vehicle Accidents – Month of November 2013</b>	
0	Major Property Damage Accident
5	Minor Property Damage Accident
2	Accident with Injuries
<b>7</b>	<b>Total Accident Investigations</b>

**CHATHAM HARBORMASTER DEPARTMENT**

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

**Operations:**

- H-25 responded to a vessel aground in the North Cut entrance to Chatham Harbor.
- H-25 responded to a vessel sinking on its mooring in Pleasant Bay.
- Mobile 2 responded to a sailing vessel aground in Stage Harbor.
- Removed all Stage Harbor buoys up to Stage Harbor Marine.
- H-25B hauled all buoys in Oyster River.
- Removed docks at Barnhill Landing.
- H-25B hauled seasonal buoys in Chatham Harbor, Pleasant Bay, Cotchpinicut, Bassing Harbor, Crow’s Pond and Ryder’s Cove.
- Mobile 2 assisted with two swamped dinghy’s at the Fish Pier north float.
- Mitchell River Bridge openings -03.
- Provided safe mooring for 03 transient vessels.
- 11 pump-outs at Fish Pier, Old Mill Boat Yard and pump-out trailer.

**Maintenance:**

- Replaced boom winch on H-25B.

- Performed maintenance and repair on all three department de-watering pumps.
- Completed maintenance and repair for all three personal watercraft and stored for the winter.
- Commenced winterization of both ATV's from Beach Patrol.
- Commenced winter maintenance and repair of H-21.
- Winterized all fresh water systems at Fish Pier, Stage Harbor, Old Mill Boat Yard, Ryder's Cove and Barnhill.
- Performed inspections and maintenance of Town moorings in Ryder's Cove.
- Replaced batteries in the 2 ½ ton Emergency Management Vehicle.
- Completed winterization of H-13 and stored for the winter.
- Completed winterization of pump-out trailer and stored for the winter.
- Harbormaster coordinated work party of local inmates to conduct maintenance of the "Sentinel", a 41' utility boat that is a shared resource among the Cape and Island's Harbormaster Association.

#### Administration:

- Office Manager logged ~282 phone calls and office visits relating to mooring permits and waiting lists, transient mooring requests, pump outs, ramp use and regulation compliance issues.
- Worked with IT personnel to customize new on-line renewal program for the Town of Chatham and to identify issues within the program.
- Prepped mooring tackle updates, reconciled outstanding boat excise with Tax Collector's office, & any outstanding permit renewal issues.

#### Meetings/Training:

- 11/05 – Harbormaster meeting with Harwich Harbormaster.
- 11/06 – Two boat drills with Coast Guard.
- 11/07 – Harbormaster attended Seaport Council meeting in Gloucester.
- 11/08- Harbormaster and Deputy Harbormaster attended meeting at Coast Guard Station Chatham.
- 11/12 – 15 Deputy Harbormaster instructed NASBLA boat operators course in Harwich.
- 11/13 – Harbormaster attended Aunt Lydia's Cove Committee meeting.
- 11/13 – Harbormaster attended Pleasant Bay Alliance meeting.
- 11/18 – Harbormaster attended Property meeting with Coast Guard.
- 11/19 – Harbormaster, Deputy Harbormaster and Assistant Harbormaster attended staff planning meeting at CPD with Chief of Police and Deputy Police Chief.
- 11/20 – Harbormaster attended Harbormaster Association meeting.
- 11/22 – Harbormaster, Deputy Harbormaster and Assistant harbormaster attended Global Harmonization training at Town Annex.
- 11/25 – Harbormaster and Office manager attended peopleforms training for on-line mooring permits.

#### Upcoming Projects:

- Build float docks for dinghy's at Fish Pier north jog.

- Continue pursuit of adding Stage Harbor buildings and parking lot to the LED lighting conversion project.
- Continue seasonal maintenance on boats, trailers and vehicles.
- Continue seasonal relief of ATON.
- Remove shark buoys for the season.
- Assist Parks & Recreation with North Beach Island clean-up as requested.

#### Fish Pier:

- Safely managed vehicular and vessel traffic, parking lot, wharfs and docks at Fish Pier.
- Completed lease review for Red's Best, north side packing bay at the Fish Pier.
- Conducted seasonal inspection and light off of heating systems at Fish Pier and upper lot building. Identified inoperative systems and coordinated repair.
- Reviewed parking issues with Aunt Lydia's Cove committee and related departments.

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

#### **PRINCIPAL PROJECTS**

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

- West Chatham Roadway Design Project – Continued project coordination with consultant, staff and MassDOT in preparation for November 12, 2013 Board of Selectmen Meeting. Individual follow up meetings with three potentially impacted project property owners were conducted (remaining four scheduled for December prior to returning back to BOS for December 12, 2013 meeting).
- New Fire Station Headquarters Project – OPM, Designer and staff coordination. Meeting preparation/coordination completed for OPM and Architect scopes and agreements for moving into the Design Development Phase. Initial design phase coordination and data gathering meetings held.
- Airport Commission – Continued review of citizen concerns raised in email correspondence about skydiving and airport operations and funding. Research on FAA exemption request.
- Energy Committee - Preparation for and attendance at November 11, 2013 monthly meeting
- Phase I Solar Project – Project follow up on next steps after groundbreaking ceremony held November 12, 2013 (Internal project coordination meeting scheduled for December 13, 2013).
- Phase II Solar Projects – Coordinated and attended project staff meeting with Broadway Electric for Police Station and Town Offices Annex PV rooftop installations (started December 6, 2013).

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

- Performance Management (PM) – Participated in a conference call with the Collins Center on continuing PM data activities and improving staff reporting of data in advance of December visit by the Center's Data Analyst.

- Attendance at the Cape Cod MPO meeting focusing on recertification and public participation
- Project Management activities associated with CPA funded studies for the restoration of historic windows at the Eldredge Public Library and the Caboose at the Chatham Railroad Museum.

#### **OPERATIONS:**

- Submission of proposed FY15 operating and capital budget materials for initial review by the Finance Director and Town Manager
- Please see the below 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, preventative maintenance inspections and responses), the Facilities Crew also worked on the following specific items:

- Reviewed code compliance of the carpet product selected for installation on the lower level at the Library
- Completed roof repairs to a shed at the Transfer Station
- Coordinated repairs to the dryer at the Fire Station
- Finished repairs to walls at the Annex related to handrail repairs
- Installation of new tires on the crew truck
- Assisted CPA contractor with investigations at the Library and Railroad Museum
- Implemented seasonal security and informational measures for rest rooms
- Removed scroll screen from the Annex Large Meeting Room for Channel 18
- Frame repairs to South Chatham Fire Station resulting from vehicle impact
- Started snow season preparation of ice melt locations and snow blower testing
- Worked with DPW to make drainage improvements at the Library and Fire Station
- Responded to malfunctioning overhead door at the Police Station
- Supported HVAC contractor with responses to heating issues in several buildings
- Painted floor at White's Pond bathroom as part of seasonal shutdown
- GHS (chemical labeling) training attendance
- Assisted in oversight of repairs to emergency generator at the Police 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.*

#### **Water & Sewer Operations Proposals**

On November 14<sup>th</sup> the Town opened the operations proposals for the Contract Operations of the Water & Sewer Divisions. The five year contract will begin in May of 2014. The review of the proposals is on-going and an award is expected in the next couple of months.

#### Water Iron & Manganese Treatment Facility

A design progress meeting was held on November 20<sup>th</sup> with the Town, the Engineer and the Owners Project Manager (OPM) for the Iron & Manganese Treatment facility for Wells #6 & #7. The site off Morton Road near Well #7 is being considered for the facility location. A refined cost estimate is expected by January 2014.

#### Landfill Cap Solar Array

A ground breaking ceremony was held on November 12<sup>th</sup> for the Solar Array that will be constructed on the capped landfill. A construction kick-off meeting is planned for December. The construction should be completed by the summer of 2014.

#### Sewer Collection System Construction

A meeting was conducted on November 7<sup>th</sup> with the Town, D&C Construction, and GHD to review the progress to date on the Stage Harbor Pump Station and sewer collection system project for Stage Harbor Road and Cedar Street. Construction is scheduled to continue through most of the winter.

#### Main Street Sidewalk Repairs

The sidewalk in front of the #640 & #650 Main Street was repaired during the week of November 4<sup>th</sup>. Both the curbing and the sidewalk surface were completely replaced. Several other areas of sidewalk along Main Street are scheduled to be repaired in the spring of 2014.

#### MCI Hotel Building Site Work

During the week of November 11<sup>th</sup>, the base layer of pavement was installed for the handicap parking area at the MCI Hotel building. The parking lines were painted on November 20<sup>th</sup>, and the loaming of the disturbed areas was completed during the week of November 25<sup>th</sup>.

#### Road Drainage Improvement Projects

During the week of November 11<sup>th</sup> drainage improvements were made to the end of Lake Shore Drive. On November 6<sup>th</sup> adjustment were made to several manholes along Vineyard Avenue to improve the transition from the manhole to the road surface.

#### Road Resurfacing Projects

On November 5<sup>th</sup> and 6<sup>th</sup>, the final layer of asphalt was installed on Barn Hill Road and the sidewalk between Hardings Beach Road and Route 28. During the week of November 25<sup>th</sup> the landing and a portion of Strong Island Road were resurfaced. This completes the road repaving projects for the fall of 2013.

#### DPW Training

Training on the Lucity Asset Management system was conducted by GHD trainers for several Town personnel during the week of November 11<sup>th</sup>. Global Harmonizing System (GHS) training was also conducted at the Town Hall Annex for most of the DPW employees on November 22<sup>nd</sup>. 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.

### **WATER SYSTEMS**

#### November Water Pumpage:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
19,305,400 Gallons	1,012,400 Gallons	453,700 Gallons	643,513 Gallons	2,792,228 Gallons	36,469,800 Gallons

The variance between November 2013 and November 2012's pumpage shows a decrease of 3.1 %, which equates to 610,200 gallons.

Process Control	Flushing and Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
215,487 Gallons	125,000 Gallons	28,750 Gallons	31,250 Gallons	0 Gallons	0 Gallons

Total other uses 400,487 gallons.

#### Water Sampling

- 10 bacteria samples were taken for the month of November. All were free of bacteria.
- Fourth quarter sampling for Total Trihalomethanes and Haloacetic Acids were taken.

#### 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.
- Well 8 VFD has been determined to be the problem with the operation of Well 8, not the pump motor. The VFD was returned to Allen Bradley for repairs.
- Stonkus Hydraulics performed the annual maintenance on the Parco in Well 5.
- Maher Services balanced the pump motor for Well 2.

#### System Maintenance

- The fire service for the Marconi Maritime Hotel property was activated.
- Bortolotti replaced the gate box at Willow Bend.
- Bortolotti repaired a water main break at Hillcrest Road.
- A letter was sent to all licensed utility installers informing them of the upcoming changes in no lead brass.

#### Meter Activities

Dig Safes	New	Final	Turn on/off	Repair	Replace	Inspections
116	2	13	222	3	8	11

## Meter Reading

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

## **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.
- We York raked all effluent sand beds.
- Steve Rose of Woodard & Curran was on site to address an outstanding SCADA issue with MEOH control system.
- Inmates from the Barnstable County Jail worked on site on November 5, 2013.
- Tom DeCosta was on site on November 18, 2013 to trouble shoot the Filter Building's recycle pump # 1 (seal failure). We will be pulling the pump in the near future, installing a spare one and sending the failed pump for repairs.
- Received additional Lucity asset management training from GHD's James O'Brien and Yoon Choi on November 20<sup>th</sup> and 21<sup>st</sup>.
- Attended a Global Harmonization System training held at the Annex on November 22, 2013.
- Performed the semi-annual testing of all station's "High Water" alarms.
- Rise Engineering had technicians on site to review the electrical needs for the VFD for Odor Control unit 1 on November 26<sup>th</sup>.

### SLUDGE DEWATERING BUILDING

- Performed sludge dewatering on November 6<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- We disposed of the sludge cake at the Yarmouth W.W.T.F.

### STAGE HARBOR ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- We performed weekly exercising of the emergency generator.
- D&C Construction continued working on the installation of the two (2) eight inch (8") forcemains for the station and the station rehab

### 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.
- WPCF staff performed grounds keeping at the station.

#### GEORGE RYDER ROAD PUMPING STATION

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

#### LIME HILL ROAD PUMPING STATION

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

#### 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.
- On November 1, 2013, Tom DeCosta identified an issue with pump the soft start for pump 1.
- Hayes Pump replaced a faulty soft start for pump 1 at the station. This is covered under warranty.

#### 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 on the 20<sup>th</sup>.
- Dig safe mark outs are up to date.
- On October 29, 2013, performed a sewer installation inspection @ 133 Meadowview Road. RB Our was the contractor.
- On October 29, 2013, performed a sewer cut and cap inspection @ 471 Main Street. JW Dubis was the contractor.
- D&C Construction commenced work on the new gravity line on Cedar Street.
- We completed jetwashing of existing collection system on November 7, 2013.
- Met with Kenny McIntire on November 19, 2013 to discuss Betty's Path's proposed sewer.
- Met with David Clark regarding # 1550 Main Street's proposed sewer.
- On November 21, 2013, personnel performed a sewer installation inspection at # 17 John Gilpin. Barrows was the contractor.
- On November 22, 2013, personnel performed a sewer installation inspection at # 50 Horseshoe Lane. Robert B. Our was the contractor.

CHATHAM WATER POLLUTION CONTROL FACILITY  
MONTHLY REPORT  
November 2013

INFLUENT

<i>Total Influent received for the month</i>	3,320,455	Gallons
<i>Total Septage received for the month</i>	31,441	Gallons
<i>Total Grease received for the month</i>	9,319	Gallons
<i>Combined flow received for the month*</i>	3,361,215	Gallons

LOADING\*\*

<i>Pounds of BOD received per day</i>	1384.6
<i>Pounds of BOD removed per day</i>	1378.6

<i>Pounds of TSS received per day</i>	2141.6
<i>Pounds of TSS removed per day</i>	2140.1

FINAL EFFLUENT QUALITY\*\*

<i>Total Suspended Solids</i>	1.6	Permit 10 mg/l	99.9%	Removal
<i>Biochemical Oxygen Demand</i>	5.5	Permit 30 mg/l	99.6%	Removal
<i>Nitrate Nitrogen</i>	0.4	Permit 10 mg/l		
<i>Total Nitrogen</i>	2.5	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

**CHATHAM TRANSFER STATION  
MONTHLY RECYCLING REPORT**

COMMODITY	MARKET	TONNAGE	HAULER	REVENUE
		MONTH: November 2013		
TIN	Mid City	0		
ANTIFREEZE	SK	0		
OIL FILTERS	SK	0		
BATTERIES		0		
PAINT		0		
TIRES	BOBS	23 pc		
WASTE OIL	CYN	250 gal		
CLEAR GLASS	CRA			
MIXED GLASS	CRA	26.44 t		
UNIVERSAL WASTE		0		
#1 CLEAR PLASTIC				
#2 MIXED PLASTIC				
#1-7 MIXED PLASTIC	AAA	3.44 t		
CARDBOARD	AAA	12.94 t		
mixed paper	AAA	27.53 t		
rigid plastic	AAA	2.77 t		
textiles	Baystate	1.77 t		
METAL PILE	EXCEL	11.91 t		
WHITE GOODS	EXCEL	1.75 t		
PROPANE TANKS	RINDGE	0		
GOT BOOKS	GB	0		
RED CROSS	RC	1.34 t		
SALVATION ARMY	SA	.85 t		
PLANET AID	PA	.34 t		
DEMOLITION	ABC	36.51 t		
CHAMP HOMES	CH	2.60 t		

MATTRESSES		0	
COMPOST	TP	0	
WOOD CHIPS	TP	0	
BRUSH	TW NICKERSON	13.52 t	
BOY SCOUTS	BS	.45 t	
C R T'S	e r	2.13 T	
NI CAD BATTERIES		1 boxes	
Single Stream	Aaa		
gill nets	ABC	4.00 t	
watts farm	Watts	.63 t	
flags			
semass	13 loads	294.99 t	22.70 t avg
rolloff			

**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.*

**INITIATIVE PETITIONS:**

Pursuant to MGL Chapter 53, Section 7, Wednesday, November 20<sup>th</sup> was the deadline for voters to file initiative petitions for certification of signatures. The Town Clerk's Office was open until 5:00 pm for that purpose.

**VITAL RECORDS:**

We recorded the following number of Vital Records during the month of November, 2013:

- 3 Birth Certificates
- 5 Intentions of Marriage
- 6 Marriage Certificates
- 15 Death Certificates

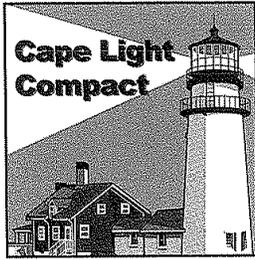
**VOTER REGISTRATION:**

We processed 15 new voter registrations and removed 10 voters due to death or change of residence. The total number of registered voters at the close of October was 5,560. Our total number of residents was 6,227.

**CASH RECEIPTS:**

The total amount collected and submitted to the Treasurer's Office for the month of November was \$1,734.





DEC 10 2013  
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

December 6, 2013

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

Dear Ms. Goldsmith,

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

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

- 50 residents and/or businesses in Chatham participated in the program.
- \$36,568.66 in incentive dollars were distributed to the 50 participants.
- 29,362 kWh were saved through implementation of these energy efficiency measures.
- Through October, 2013 your town has spent 59.3% of its town allocated annual budget.

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

Sincerely,

Margaret T. Downey  
Assistant County Administrator

Enclosure

cc: Peter Cocolis

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

### Energy Efficiency Program Activity by Town

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

**Town Name:** Chatham  
**Program Period:** 2013  
**Current Dates:** 10/01/13 - 10/31/13  
**Cumulative Dates:** 01/01/13 - 10/31/13

Program	Current Period		Cumulative for Reporting Period		Actual % of Budget
	Annual kWh Savings	Actual Unique Customer Accounts	Annual kWh Savings	Actual Unique Customer Accounts	
Low-Income New Construction	0	0	0	0	0.0%
Low-Income Single-Family	0	0	16,469	13	18.4%
Low-Income Multi-Family	0	0	0	0	0.0%
<b>LI Subtotal</b>	<b>0</b>	<b>0</b>	<b>16,469</b>	<b>13</b>	<b>16.1%</b>
LI % of Total	0.0%	0.0%	2.0%	3.5%	
Residential New Construction	0	0	0	0	0.0%
Residential Multi-Family Retrofit	0	0	0	0	0.0%
Res Home Energy	16,413	32,583.81	96,260	123	72.0%
Energy Star HVAC	3,547	2,150.00	34,113	84	0.0%
Energy Star Lighting	0	0.00	381,558	5	0.0%
Energy Star Appliances	3,419	480.00	24,023	84	0.0%
<b>Res Subtotal</b>	<b>23,379</b>	<b>35,213.81</b>	<b>533,954</b>	<b>286</b>	<b>59.9%</b>
Res % of Total	79.6%	96.3%	65.7%	80.2%	
C&I New Construction	0	0.00	4,810	1	0.0%
C&I Govt New Construction	0	0.00	0	1	0.0%
C&I Large Retrofit	0	0.00	0	1	0.0%
C&I Govt Large	0	95.25	0	1	0.0%
C&I Small Retrofit	785	589.60	56,520	14	40.7%
C&I Govt Small	0	0.00	42,235	4	99.4%
C&I Products & Services	5,188	690.00	160,078	38	0.0%
<b>C&amp;I Subtotal</b>	<b>5,983</b>	<b>1,354.85</b>	<b>263,643</b>	<b>60</b>	<b>24.0%</b>
C&I % of Total	20.4%	3.7%	32.3%	16.3%	
<b>Report Total</b>	<b>28,362</b>	<b>36,568.66</b>	<b>816,066</b>	<b>369</b>	<b>59.3%</b>
<b>Budget Comparison</b>			<b>545,029.11</b>		
			<b>323,213.59</b>		

\*Costs only include Customer Incentives, Sales, Technical Assistance and Training. \*\*All information presented is preliminary and subject to change. \*\*\*Net all program budgets are allocated by town.

\* \* \* \* \*

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