



# Town of Chatham

Office of the Select Board

Town Manager

549 Main Street

Chatham, MA 02633



Jill R. Goldsmith  
TOWN MANAGER  
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## MEMORANDUM

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[www.chatham-ma.gov](http://www.chatham-ma.gov)

TO: Honorable Select Board

FROM: Jill R. Goldsmith, Town Manager 

DATE: January 23, 2025 (for Select Board Meeting of January 28, 2025)

SUBJECT: Town Manager's Report and Monthly Department Reports for December 2024

### **Current Items/Select Board Follow-up Items:**

- **FY2026 – Operating and Capital Budgets**  
The Select Board conducts its review of the Town Manager's proposed FY2026 Operating and Capital Budget at its regular meetings now through February 2025. The Select Board will then vote a recommendation and transmit the approved FY2026 Operating and Capital Budgets to the Finance Committee on or before March 1st (General Bylaw § 15-1, D). The Finance Committee will conduct its review at public meetings (starting on January 23, 2025) and provide a formal recommendation on the budget, as well as all Town Meeting articles for inclusion in the 2025 Annual Town Meeting warrant. The Annual Town Meeting will be held on Saturday, May 10, 2025, at 11 AM at the Monomoy Middle School.

Within the pages of [Town's digital budget book](#), you will find the Town Manager's Proposed Fiscal Year 2026 Operating and Capital Budget Recommendations for the period of July 1, 2025, to June 30, 2026. This year's theme, "Staying the Course," reflects our commitment to addressing current challenges, enhancing service delivery, and paving the way for lasting community investment. The proposed Operating Budget, excluding education assessments, totals \$43,921,522, representing a \$3,109,444 increase (7.62%) over FY2025. This includes funding for five new positions to strengthen critical operations: Community Development Local Inspector (1); DPW Parks/Grounds/Cemeteries (2); Police Officer (1); Natural Resources Boat Operator/Marine Mechanic (1).

The Capital Plan is set at \$2,942,650, representing 6.70% of the Operating Budget—well within the recommended range of 9% established by Chatham's Budget and Financial

Management Policies. This plan is funded through free cash and other available funds, with no reliance on the tax levy.

### **A Transparent and Inclusive Process**

Our budgetary process is built on transparency and collaboration. Continuing from FY2025, we utilize the ClearGov digital platform, enabling Department and Division Heads to directly input detailed budget requests. This digital format enhances accessibility and understanding, presenting operating and capital budget recommendations with supporting demographic data, fund balances, organizational charts, departmental expenditures, and accomplishments from the prior year (2024). Visual tools like charts and graphs further illuminate the budget's key components. Chatham's inclusive budget review process spans almost nine months, culminating in the Annual Town Meeting each May. Public engagement begins early with a Budget Summit in the fall and continues with comprehensive reviews by the Select Board and Finance Committee throughout the winter and spring.

For detailed updates and background, please visit:

**Budget Central:** Your hub for budget news, documents, presentations, and updates ([Budget Central](#))

**Town Manager's Monthly Reports:** Insights into Town operations since 2012 ([Monthly Reports](#))

### **A Commitment to Excellence**

Budgets are a reflection of our priorities. The FY2026 "Staying the Course" budget aligns with community initiatives, Select Board directives, and fiscal prudence, ensuring adequate resources to meet our shared goals.

Town Manager Jill Goldsmith extends her sincere appreciation to the Town's Department Heads for their dedicated work in advancing the digital budget implementation. Led by Finance Director Carrie Mazerolle along with IT Director Craig Rowe, this effort involved active participation from Departments in submitting detailed budget requests and contributing content for this Transmittal. The Team's commitment and collaboration were crucial to the success of this transformative initiative.

Town Manager Goldsmith recognizes the countless contributions of our professional staff (Team Chatham!), dedicated elected officials, committed volunteers, and you—our informed and active constituents. Together, we will "Stay the Course," fostering lasting community investment and delivering exceptional service.

### **Viewing and Feedback**

The digital budget book is best viewed online but can be saved as a PDF by selecting "Print" from the menu and following the prompts. Should you have questions, comments, or concerns, please reach out to the Town Manager's Office at (508) 945-5105.

- Annual Town Meeting – Saturday, May 10, 2025 at 11:00 AM

Annual Town Meeting will be held on **Saturday, May 10, 2025 at 11:00 AM** at the Monomoy Regional Middle School gymnasium at 425 Crowell Rd. Childcare will be available for children 3 years old and up with reservations required. Please email [smabile@chatham-ma.gov](mailto:smabile@chatham-ma.gov) with your name, address, contact phone number, your child's name, age and any medical issues no later than 12 noon on Wednesday, May 7, 2025.

The Select Board will be reviewing potential articles and voting to place and recommend those articles at upcoming meetings through the closing of the warrant which is scheduled to take place on March 18, 2025. Any petition articles are due to the Town Manager's Office by March 11, 2025 and it is recommended that you submit it both via email and as a hard copy. For instructions on submitting a petition article, click on this link: <https://www.chatham-ma.gov/DocumentCenter/View/1874/Town-Meeting-Article-Citizen-Petition-Form-PDF>

- Ryder's Cove Respite Opens Its Doors

The first week of Ryder's Cove Respite has completed! The opening of Chatham's newest service offered to caregivers in Town was smooth and received positive feedback in the first few days. There were five participants and Director Josephine Fennell reported that it went well overall.

- Deceased Water Fowl

The Town received reports of deceased water fowl on Town beaches this week. Animal Control Officer Diane Byers collected and examined eight duck carcasses collected from a concentrated area of Ridgevale Beach on January 23rd. Some of the birds exhibited wounds which suggest they were hunted rather than dying from disease. The incident has been reported to the State. The duck hunting season runs through January 28th.

While this case was likely due to hunting, Highly Pathogenic Avian Influenza (HPAI), commonly known as [bird flu, is present on Cape Cod](#). If a member of the public encounters a dead bird on one of our beaches, they are asked to contact ACO Byers at 508-945-5111 or [diane.byers@chathampolicema.com](mailto:diane.byers@chathampolicema.com). Do not attempt to collect the carcasses.

## Employee Years of Service Anniversary – February 2025

Pamela	Jones	Department Coordinator DPW	20 years
Shanna	Nealy	Communications Manager/ Community Engagement Officer	18 years
Richard	Corres	Facilities Foreman	7 years
Cassandra	Wentzell	Police Officer	4 years
James	Hamilton	Police Officer	2 years
Clint	Collier	Police Officer	2 years
Lisa	Steele	HR Administrative Assistant	1 year

## Welcome January New Hires



**COA Adult Supportive Day Program Assistant – Eileen Aldrich** - I am very pleased to announce that I have appointed Eileen Aldrich as Chatham’s newest Adult Supportive Day Program Assistant for the newly formed Ryder’s Cove Respite Program. This is a part-time position under the general supervision of Director of Community Services, Leah LaCross and reporting to Adult Supportive Day Program Director, Jo Fennell. Ms. Aldrich began her part-time employment at the Center for Active Living on January 9, 2025. Ms. Aldrich was most recently employed as a private duty Home Health Aide for clients in the area and has worked as the Food Pantry

Coordinator at the Cape Organization for the Rights of the Disabled. Eileen is also an active volunteer in our local non-profit community and serves as a Family Liaison for Habitat for Humanity, providing guidance and administrative support to selected families. Eileen holds a Master’s Degree in Special Education, is a Certified Nursing Assistant/Home Health Aide and is CPR certified. Eileen is a Chatham resident and is very excited to be a part of this exciting new program.

**DPW Transfer Station Heavy Equipment Operator – Jason Jones** - I am very pleased to announce that I have appointed Jason Jones as Chatham’s newest Heavy Equipment Operator in the Transfer Station Division of the Department of Public Works (DPW) reporting to DPW Director Rob Faley. Jason begins his employment on January 21, 2025. Mr. Jones has been a Class A CDL (Commercial Driver’s License) operator for Cape Soft Wash in Eastham since 2018. He previously worked as a Truck Driver and Sales Associate in Jamaica for eight years. Jason holds a Bachelor’s Degree in Finance with a Minor in Marketing from the Jamaica University of Technology. He resides in Dennis Port. With Jason’s hiring, the Transfer Station is now fully staffed.

**Deputy Harbor Master - Marshall Burke** - I am very pleased to announce that I have appointed Marshall Burke as our next Deputy Harbormaster, reporting to Director of Natural Resources, Greg Berman and Harbormaster Jason Holm. Mr. Burke is currently serving on active duty in the United States Coast Guard and will be retiring in May of 2025. His first day of employment with the Town will be on May 21, 2025. Marshall will be retiring after twenty years of service in the Coast Guard with the past ten years having been spent serving Cape Cod from Provincetown to Sandwich. Marshall served as a Heavy Weather/Surf Search and Rescue Boat Operator and Federal Boarding Officer at Station Chatham from 2015 through 2019



before becoming the Executive Petty Officer at Station Provincetown from 2019 through 2024. He currently serves as Rescue and Survival Systems Program Manager for the Coast Guard Maritime Safety and Security Team, Cape Cod. Prior to Marshall's tenure on Cape Cod, he was stationed out of Florida, Southwest Asia and Virginia. Throughout his various roles and assignments with the Coast Guard, Marshall has been responsible for personnel management, operating budgets, waterfront facilities, unit safety, search, rescue, and survival, training and commercial fisheries boarding. Personal military awards received include Coast Guard Commendation Medal, Overseas Service Ribbon, National Defense Service Medal, Commandant Letter of Commendation Ribbon, and Armed Forces Service Medal. Marshall is originally from Delaware and lives in Orleans with his wife, Tamara. In his spare time, he enjoys surfing, fishing, camping on the Outer Beach, skiing in the mountains and spending time with his dog Rodney (who also enjoys camping on the beach and in the mountains).

### **Retirements – Ted Keon, Coastal Resources Director:**

Ted has announced his retirement effective April 18, 2025. This past Sunday (1/12/25) marked Ted's 27th year of service with the Town and 40 years in the public sector. 27 years ago, the Town had the foresight to create a Coastal Resources Director position and was fortunate to hire such a dedicated professional in Ted. Throughout his tenure, Ted has demonstrated a deep passion for serving Chatham, not only through his role but also as liaison to the Waterways Advisory Committee and the South Coastal Harbor Plan Committee. His expertise and leadership in the field of coastal resiliency have also made him a valued regional resource. Ted's successful grant writing has brought in significant funding to support vital coastal projects, and his skill in navigating the complex permitting processes for waterfront improvements and dredging projects—often spanning years—has ensured these critical efforts came to fruition. His initiative to use aerial photography



to map shifting sands and monitor coastal erosion has been instrumental in guiding decision-making and fostering a deeper understanding of the dynamic nature of Chatham's shoreline. These accomplishments have had a lasting impact on the Town's maritime infrastructure and resilience. While it is bittersweet to see Ted retire, we look forward to celebrating a remarkable career dedicated to public service and advancing coastal resource and resiliency efforts. Thank you, Ted!

**Job Postings** - <https://www.chatham-ma.gov/Jobs.aspx>

All postings are available on the Town's website and on social media including LinkedIn - <https://www.linkedin.com/company/townofchamma/mycompany/>



The advertisement features a background image of a Chatham Police SUV parked in front of a white lighthouse and a white house. The Chatham Police logo is prominently displayed in the upper left corner. The text is arranged in a structured layout with yellow and blue background sections.

**CHATHAM**  
TOWN OF CHATHAM  
MASS  
**POLICE**

**NOW HIRING**

**WE ARE SEEKING MOTIVATED  
FULL TIME POLICE OFFICERS**

<b><u>NEW OFFICERS</u></b> MUST BE 21 YEARS OLD HIGH SCHOOL DIPLOMA OR GED	<b>&amp;</b>	<b><u>LATERAL TRANSFERS</u></b> FULL TIME POLICE ACADEMY MUST BE POST CERTIFIED/ELIGIBLE POSSIBLE MATCHED BASEPAY
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**WE OFFER:** **\$7500 Sign-on Bonus**  
**Starting pay \$68,250-\$97,900**  
Which includes:  
**70/30 Health Coverage**  
**Educational Incentives**  
**Fitness Incentive**  
**Shift Differential**  
**Longevity Bonus**



FOR MORE INFO

RESUME AND COVER LETTER TO [RECRUITMENT@CHATHAMPOLICEMA.COM](mailto:RECRUITMENT@CHATHAMPOLICEMA.COM)

## **Project Updates:**

The following are current projects being undertaken throughout the Town. For more detailed information on the projects and project status, please turn, or scroll, to the page indicated.

- Housing Initiatives – page 14
- COA Programming Highlights – page 18
- 90 Bridge Street – page 36
- Ryder’s Cove Bulkhead and Ramp Replacement – page 36
- Town-wide Dredge Permit Modification – page 36
- Crowell Road/Main Street Intersection – page 54
- Library Capital Project – page 58
- CFAL Feasibility Study – page 55
- ADA Transition Plan Implementation/Status – page 55
- Wastewater (Sewer) Construction Project – not available at time of print – will be updated

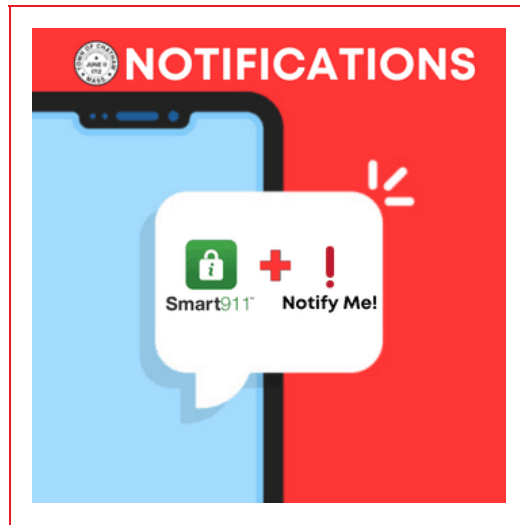
## **Chatham TV Productions: *Must Sea TV***

- Town Manager Jill Goldsmith shared her wishes for a Happy New Year with the Town. [Click here](https://youtu.be/hd6IRdQw4tk?si=t2_SZAiRnuxHHdbv) to see the New Year’s message. [https://youtu.be/hd6IRdQw4tk?si=t2\\_SZAiRnuxHHdbv](https://youtu.be/hd6IRdQw4tk?si=t2_SZAiRnuxHHdbv)
- Flash TV, hosted by Anna Milan of the Council on Aging division of Community Services, features information on upcoming events at the Center for Active Living and spotlights Alexis Weglarz, the new Council on Aging Department Coordinator. To watch this interview and learn more about Alexis, click here: <https://youtu.be/Sr5MYNqIDvc?si=GOLJL5HBL1k2krN3>

More Chatham TV programming can be found on the Town’s website or the Town of Chatham YouTube channel <https://www.youtube.com/chathamchannel18>

<b>E-Community Engagement as of January 23, 2024</b>			
<b>Town Social Media Accounts</b>	<b>Subscribers</b>		
	<b>11-Dec-24</b>	<b>23-Jan-25</b>	
Facebook	3999	4057	
Chatham TV YouTube	438	447	
Twitter/X	307	308	
Instagram	548	629	
LinkedIn	339	354	
<b>Notify Me Lists</b>			
	<b>11-Dec-24</b>	<b>23-Jan-25</b>	
Business	384	388	
Chatham Everyone (Employees)	40	40	
Community Notifications	1056	1062	
Government	1449	1454	
Housing Updates	100	106	
Low-Lying Road Alerts	112	114	
Shellfish Notifications	294	280	
Summer Residents	126	142	
The Flash - Council on Aging	440	443	
<b>Mainsheet E-Newsletter</b>			
Overall Open Rate December 2024			76%
	<u>Delivered</u>	<u>Opened</u>	
6-Dec-24	1589	1080	68%
13-Dec-24	1589	1232	78%
20-Dec-24	1588	1248	79%
27-Dec-24	1589	1242	78%

## Subscribe to Emergency & Non-Emergency Notifications



### Emergency Notifications - Smart911

In an effort to provide reliable and effective communication to residences, the Town of Chatham has implemented Smart911, as our emergency notification provider. Smart911 is a high-speed notification system designed to make calls, emails, and SMS text notifications to specific people or areas in the event of an emergency. These messages may include information on floods, fires, water emergencies, road closures, missing persons, evacuation orders, weather and other emergencies.

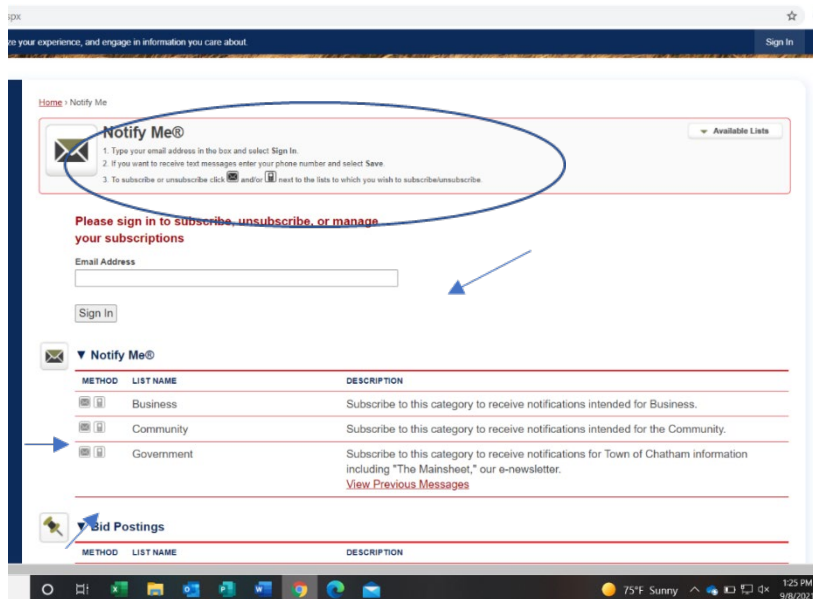
It is important that residents and business owners verify their contact information. Accurate email addresses, landline, and mobile numbers help to ensure, but cannot guarantee, that emergency information will be passed on to everyone in a timely manner.

Residents can add additional telephone numbers including a cell phone. The address documented must be in Chatham, but the phone number can be from anywhere. Emergency messages can reach TTY (teletypewriter) phones used by the hearing impaired. [Please sign up using this link](#) or watch the video for instructions - <https://youtu.be/kzBM1xfYGj0>. If you do not have access to a computer, you may call the Chatham Fire Department at 508-945-2324 to provide the information.

### Non-Emergency Notifications - Notify Me!

Notify Me allows you to subscribe to an unlimited number of email lists. Receive email or text message updates regarding the information you have requested. Check out [Notify Me](#) today! Directions are located at the top of the linked page.

Weekly Newsletter – The Mainsheet – Receive Town news in your in-box. Sign-up through the Town’s redesigned website to receive our weekly e-newsletter, The Mainsheet”, and other Town/community information. Visit [www.chatham-ma.gov/list.aspx](http://www.chatham-ma.gov/list.aspx) “Notify Me” to enter your email address (or cell phone number to receive text messages) and click on the envelop or phone icon next to the list you want to subscribe.



*I am pleased to enclose the Monthly Report of Department Heads for the month of December 2024.*

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

*Mission Statement: The Select Board and Town Manager provide executive leadership for the Town of Chatham. Together, we pursue collaborative processes, ethical, and professional procedures to ensure 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.*

*Town Vision Statement: Chatham in 2030 will be a forward-looking, engaged, and inclusive community of demographically diverse year-round citizens that maintains a unique integration of preservation of its pristine environment, promotion of a healthy economy, fiscally responsible and responsive leadership, and a welcoming environment for all to Chatham.*

Professional and Community Outreach	Meetings	
Department Leadership Meetings, Town-wide Division Managers Meetings, Emergency Management Team, and Department Biweekly Meetings; SB Chair Agenda Setting Meetings, SB/TM Staff Meetings	12	Ongoing projects and planning meetings and communications
Professional Meetings / Seminars/ Conferences	3	Cape Town Managers Meeting; MA Joint Labor/Management Committee; Women Leading Government (Steering Committee); Professional Development Webinars
Project/Issue Meetings	18	ADA Projects, FY2026 Budget Meetings, Chamber Executive Director Angela Bucar (Monthly) Meeting, CivicPlus Next Request Records Requests, CFAL Revised Schematic Design/Budget, Golf Management/Seaside Links, Grinder Pumps Internal Meeting, RFP, Personnel, Recruitment, Select Board Meeting Preparation and Follow-up; Staff Liaisons meeting
Committee /Board Meetings/ Community Events Attended	9	Select Board, Zoning Board of Appeals 40B Info Session; Chatham Stroll, CFAL Better Together Luncheon, Chatham Climate Action Planning Committee, First Night Chatham

**COMMUNITY DEVELOPMENT DEPARTMENT: Submitted by Kathleen Donovan**

*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*

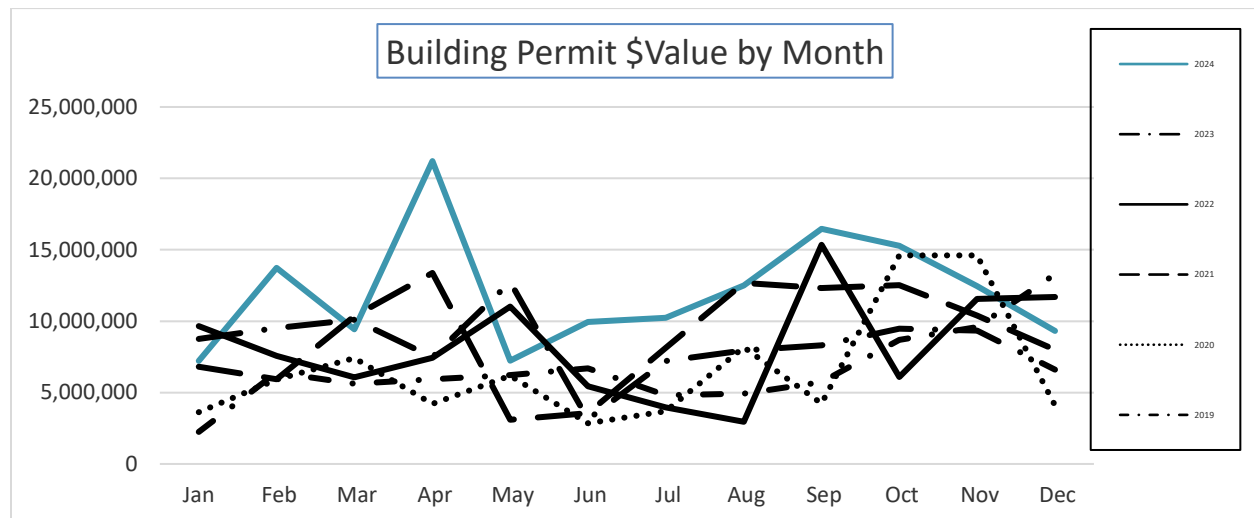
*And when we do need to say no, to do so in a manner that is informative and educational, explaining the regulatory basis for such decisions*

The following information provides an overview of the Community Development Department’s activities for the month of **December 2024**.

**BUILDING DIVISION**

	Month	2024 YTD	Ave/ Mo	2023 Total	2023 Ave/Mo	% 2024/ 2023	2023 \$Value YTD	\$Value 2022
<b>Bldg Permits Issued</b>								
<b>New Dwellings</b>	3	36	3	25	2	144%	\$48,315,962	\$21,693,960
<b>Multi-family</b>	-	-	-	-	-	-	-	-
<b>Demolitions</b>	4	27	2.25	22	1.8	123%		
<b>Residential Add/Renos</b>	92	956	80	957	80	100%	\$82,260,201	\$79,553,048
<b>Nonresidential Add/Renos</b>	2	51	4.25	66	5.5	77%	\$4,968,636	\$4,853,140
<b>Public Structures New &amp; Alts/add</b>	1	14	1.16	6	.5	233%	\$7,850,975	\$2,526,672
<b>New Comm Structures</b>	0	2	.25	0	0	200%	\$1,625,000	\$0
<b>Total Building Permits Issued</b>	<b>100</b>	<b>1086</b>	<b>90</b>	<b>1077</b>	<b>90</b>	<b>102%</b>	<b>\$149,970,778</b>	<b>\$100,626,821</b>
<b>Average \$value/permit</b>							<b>\$138,095</b>	<b>\$93,433</b>
<b>Electrical Permits</b>	72	911	76	984	82	93%		
<b>Plumbing &amp; Gas Permits</b>	66	1152	96	1136	95	101%		
<b>Inspections</b>								
<b>Building</b>	146	1605	134	1642	137	98%		
<b>Electrical</b>	93	1316	110	1467	124	90%		
<b>Gas &amp; Plumbing</b>	103	1657	138	1926	161	86%		
<b>Total</b>	<b>342</b>	<b>4578</b>	<b>382</b>	<b>5035</b>	<b>419</b>	<b>91%</b>		

The following graph illustrates the reported dollar value of building permits over the past five years.



## **REGULATORY BOARDS**

**Historical Commission** – The Historical Commission held two hybrid meetings in the month of December. The Commission reviewed eight applications under the Chapter 158 Bylaw. Five of the eight application were found historically significant, but they did not impose a demolition delay and the other three were found not historically significant. The Commission also discussed their 2025 efforts including obtaining new Form B's and updating old Form B's.

**Historic Business District Commission (HBDC)** – There were two hybrid HBDC meeting in December. There were two new applications for Certificates of Appropriateness which were approved.

**Planning Board** – The Planning Board held one regularly scheduled hybrid meeting in December and two West Chatham Neighborhood Center (WCNC) Working Sessions. One session was with the DPW Director regarding infrastructure capacity and the other was to discuss proposed densities within the WCNC. Business conducted at the regular meeting included issuing a Certificate of Compliance and a Partial Construction Bond Release and a review of an Approval Not Required (ANR) plan along with hearing a presentation that Union Studios conducted for the Cape Cod Commission regarding the Missing Middle.

**Zoning Board of Appeals (ZBA)** – There were three hybrid ZBA meetings and one hybrid training session in December. There were ten new applications for Special Permits and one continued Special Permit hearing, five were approved, four were withdrawn and two were continued. There were two applications for modifications of Special Permits which were approved. There was one Variance application which was continued. There was one Appeal of a Determination of the Building Commissioner/Zoning Enforcement Officer which was continued.

**AFFORDABLE HOUSING TRUST** – The AHTF Board of Trustees met one time in December in joint session with the Select Board, where representatives from the Pennrose development team provided updates on the progress with the Main Street and Meetinghouse Road projects.

The AHT also reviewed prior work/test fits for the Stepping Stones property, work which was done before the new Trust was formed, and correspondence from Rick Leavitt regarding the future development on the Stepping Stones Road property. This formed the basis for beginning discussions regarding the development of the housing development RFP.

The AHT was also provided with Town housing project status updates from the Housing and Sustainability Director.

## **ADVISORY COMMITTEES**

**Chatham Community Housing Partnership**: The Community Housing Partnership met once in December, where representatives from the Pennrose development team provided a project update on the Main Street Housing Development, with opportunity for comments and feedback from the Housing Partnership and public.

The CCHP was provided an update by the Chair regarding recommendations made to the Select Board for the disposal of a small Town-owned property on Pleasant Street/Deep Hole Road for possible development as a two-bedroom home for a household earning up to 80% of the Annual Median Income for Barnstable County. Housing Staff also provided town housing project status updates.

**Economic Development Committee:** The Committee did not meet in December.

**Committee for People with Disabilities:** The Committee did not meet in December.

## HOUSING INITIATIVES

### **Housing Production Plan**

The final Housing Production Plan, which was approved unanimously by both the Select Board and the Planning Board in September and submitted to the EOHLC for their final approval in October, received final approval from EOHLC in December.

The EOHLC had requested two minor edits to the originally submitted HPP, which were completed by the Housing Director and our housing consultants.

The final approved HPP, along with the approved Housing Needs Assessment, can be found on the Town's Housing webpage at <https://chatham-ma.gov/687/Chatham-Housing-Office>

### **Housing Proposals for the Main Street and Meetinghouse Road Properties**

The Town is continuing to negotiate a Land Disposition Agreement (LDA) for the development and ultimate sale of the Meetinghouse Road property with the selected developer, Pennrose. The content of the negotiations is confidential, but the standard language that was approved for the Main Street LDA will be incorporated into the Meetinghouse Road document. It is anticipated that the Meetinghouse Road LDA will be reviewed in public session for approval by the AHT in January.

Regarding the Main Street project, the developer is working with Town Staff to set up pre-40B application meetings with various town regulatory boards and committees that would normally review the Main Street project if it were not a 40B. Representatives from the Pennrose team met with the Chatham Historical Commission in December so that the Commission could provide comments and feedback on the plans with regard to the proposed demolition of the cottages in the rear of the property, which fall under the purview of the CHC.

There will be additional opportunity for Board and public input during the 40B process.

### **127 Old Harbor Road**

The Town contracted with Utile Architecture and Planning to conduct test fits for development scenarios on the property at 127 Old Harbor Road. The Select Board had requested test fits for between two and six units on the property. Initial test fit scenarios were presented to Town

Staff for initial comments at the end of December, with a presentation to the Select Board planned for February. Comments and feedback from the Select Board will then be used to focus on a few preferred development scenarios, with final refined test fits presented to the Select Board in March.

**558 Crowell Road**

The Housing Director continues to work with the DPW on improvements to this 3-bedroom 2-bathroom house that was purchased by the Affordable Housing Trust in August after the former owners responded to the Town’s Land Acquisition RFP, including plumbing and electrical work flagged by the Building Commissioner in the Home Inspection Report.

The AHT plans to place an affordability restriction on the property and sell the house through a lottery process to an income-qualified household.

**West Chatham Neighborhood Center Zoning**

The Housing Director continues to work with the Director of Community Development and the Town Planner, and participate in Planning Board discussions regarding the draft zoning language, specifically with respect to possible and desirable residential densities, which will inform the section on Inclusionary and Incentive Zoning.

**COMMUNITY SERVICES – Submitted by Leah LaCross**

**Adult Behavioral Health Clinician’s Report:**

The month of **December** had **21** working days in it. During the month of December, Diane Nash, Chatham’s Adult Clinician had **88 interactions with 25 Chatham Elders**, for a total of **31.3 hours**.

**Of the 88 interactions, 15** were Center for Active Living (CFAL) outreach visits/calls, **1** was a CFD/EMS referral, **4** were CFD/EMS well-being referrals, **7** were client consults, **2** were CPD phone outreaches, **5** were CPD referrals, **5** were CPD well-being referrals, **12** were CPD referral follow-ups, **2** were home consultations, **3** were home visit- volunteer visits, **1** was an office consultation, **14** were office visits, **2** were phone consultations, **1** was an outside referral, **3** were CFAL referrals, and **11** were phone contacts.

The month of December brought a newly organized CCIT group to Orleans, where Diane was able to meet professionals from neighboring towns and create new connections. The creation of this group on this side of the Cape will allow Diane to collaborate with police, probation, fire, and other professionals who work with the same clients as she does.

Diane attended a day-long, Zoom conference, on Dementia and Elders, with Teepa Snow. She spoke about the “Do’s and Don’ts” of working with those with Dementia and how to better pick up on non-verbal cues.

The annual Reassurance Luncheon held at Chatham Bars Inn provided me with the opportunity to put a face to a name with town CFAL participants and other community members who use the Chatham Police Department's Reassurance Phone Call Plan.

### **COMMUNITY CONNECTONS**

In the month of December, Diane had **9.5 hours** committed to meetings, gatherings, and planning. These included regularly scheduled meetings with fellow clinicians from across the Cape at the **Dennis CCIT** monthly meeting, as well as the **NEW** CCIT meeting in Orleans.

Diane continued to prepare for our **Chatham Health Fair Festival** that is coming in January, and she will now be presenting to Chatham citizens in the next round of the Chatham Police Department's Citizen Academy starting this month. Diane will talk to the group about my newly created position in the town and how she serves our community.

### **COUNCIL ON AGING DIVISION:**

On Friday, December 6<sup>th</sup> the CFAL Team had the pleasure of participating in an all-day training on "Best Practices in Dementia Care" with Teepa Snow. This remote training saw people from across the globe coming together to learn strategies for supporting people living with dementia during regular interactions, care delivery, & daily engagement. Teepa emphasized how creating a positive and caring environment rather than 'dealing with the behavior' after it is established is the most effective caregiving model.

An internationally known Dementia Care expert, Snow founded Positive Approach to Care (PAC), a dementia care company, which works to improve dementia care in over thirty countries. She first developed PAC technique early in her practice career and introduced it to others in continuing education workshops for nursing in the late 1980s.

### **Outreach:**

In the month of December, we had a busy season with 180 separate interactions. The winter months tend to be when we see the most need as the weather gets cold and activities are not as abundant.

This month Outreach had 2 consultations from Chatham Police, Fire and EMS services referrals. These requests for wellbeing and safety concern the 2 individuals. Outreach followed up with our members to assist with services that we could provide

The Outreach Coordinator made 5 home visits for 4 separate individuals. During these visits we worked on insurance issues, wellbeing checks. We were able to connect seniors with the services that they were missing to alleviate some of the stress they were experiencing. Outreach was also able to deliver supplies and coordinating meals distribution for the holidays.

We served 35 members via phone consultation, and 49 in-person office consultations at CFAL. Outreach served from assisting with paperwork, connecting members to programs, concerns with financial support to maintain their homes. We have seen an increase in walking first time visits to the COA looking for support. We had more calls from concerned families after visiting with their senior family members. This month we coordinated with 6 different agencies.

Healthy meals served 45 families this month. We had 2 more new applications for January.

The LGBTQ+ Older Adult Group met at the Monomoy High School on 12/7 to attend a performance of the Nutcracker. This was hosted by Reaching Hearts School of dance and included 2 dancers from the New York Ballet company! We also had a Cape Cod Winter dinner here at the CFAL on 12/19 with much cheer and a lot of laughs.

Outreach manages durable medical equipment; this month 20 items were lent to 14 individuals. We have also had multiple new donations of DME.

Outreach was able to attend the Reassurance luncheon, hosted by Chatham Police Department, to meet and chat with our members that are part of that program.

This year we were able to give out 120, \$50 gift cards to identified members of the community!

**SHINE Update:**

It has been another incredibly busy year for our **SHINE** volunteers.

Open Enrollment for Medicare runs from October 15<sup>th</sup> through December 7<sup>th</sup>, and the 3 SHINE volunteer counselors at the CFAL put in five, 8-hour days per week, assisting **293 Chatham residents** with their Medicare changes during this period. The CFAL Team is incredibly grateful to Joanne Crowley, Pat Burke, and Ellen Marie Rhone for going above and beyond for our participants.

**Transportation:**

As the holiday season comes to an end, during the month of December, the Council on Aging has helped Chatham residents by providing the following:

- Orleans Day Program:           8 participants attended  
  51 trips (to and from)
  
- Medical appointments:       49 trips (to and from)
  
- Groceries:                       6 pantry deliveries, 24 resident trips to Stop & Shop and  
  6 deliveries from Village Market
  
- Pharmacy:                       3 prescription deliveries

COA Programs: COA cinema, Busy Fingers, Bingo, monthly Luncheon

Other: Reassurance Luncheon, 5 Banking, 21 nursing home visits to family

The Council on Aging has significantly expanded its transportation services across various aspects. Currently, we are accommodating the recurring transportation needs of four participants, outside of the day program, who require (medical) rides three times a week. Meeting these demands has been challenging, but our dedicated drivers have stepped up, taking on extra days to ensure that the participants' needs are met.

To address the occasional gaps when rides cannot be provided and to increase awareness of alternative options, we have updated *The Flash* to include this helpful information. This resource aims to better support our participants and ensure they are informed of other transportation solutions.

**Programming:**

This monthly report outlines the activities and achievements of the Chatham Council on Aging Program Coordinator for the month of December 2024.

**Program Highlights:**

**Information/Education:**

1. Lunch and Learn with Chatham First Night Committee

24 participants

Our Lunch and Learn event took an unexpected but exciting turn when the originally scheduled speaker, the Chief of Police, was unavailable. Instead, we had the privilege of hearing from the First Night Committee, who shared insights about their 34-year tradition of organizing this cherished community celebration. The session offered a fascinating look at the history, impact, and future of this long-standing event. One of the participants shared that she has collected all 34 buttons!



**Community Engagement:**

1. Intergenerational Bingo

10 participants

Our monthly “Bingo” session was a delightful gathering where Monomoy students joined our participants to enjoy games and camaraderie. They also took the opportunity to present prizes that were generously collected through a successful donation drive. The program highlighted the power of community effort and student engagement. A collaboration between Monomoy Middle School and the Chatham CFAL will continue in 2025.



**Entertainment:**

1. Sound Dunes

30 participants

The annual holiday concert put on by the Sound Dunes Band was a heartwarming celebration of the season. This volunteer-run event was a resounding success, treating attendees to festive melodies and joyful performances that captured the holiday spirit. It continues to be a cherished tradition, showcasing the dedication and talent within our community.



## Annual Report

CFAL programs cover a wide range of categories, including Community Education, Health and Wellness, Health Screenings, Recreation, Socialization, and more. In 2024, the Chatham Center for Active Living (CFAL) was open to the public for 220 days and enjoyed 4,348 sign-ins to events and programs for the community. Of these, 758 were unique, “unduplicated” individuals who joined us for multiple programs. Many other programs and events were recurring or “duplicated,” such as weekly exercise classes, game sessions, monthly support groups, health services, and similar activities.

In 2024, the Chatham Center for Active Living (CFAL) served a total of 1,487 unduplicated individuals through its wide range of offerings. This number represents the unique participants who engaged with CFAL through events, utilized services, received transportation assistance, or contributed as volunteers. These individuals reflect the diversity and vibrancy of the community, underscoring CFAL’s role in fostering engagement and providing essential resources to meet the needs of residents.

The most popular program categories among unduplicated participants in 2024 were Recreation and Socialization, Community Education, and Health Benefits. These categories drew the highest levels of unique engagement, reflecting the community's strong interest in opportunities for connection, learning, and access to essential health resources. Whether through social gatherings, educational workshops, or support in navigating health-related services, these programs highlight CFAL's ability to meet the varied needs and interests of the individuals it serves.

In 2024, some of the most successful programs included the Chatham Better Together group, the Artist of the Month series, and the monthly Lunch and Learn events. The Chatham Better Together group fostered a strong sense of community and collaboration, offering activities like writing workshops, historical site tours, and recreational outings. Highlights included the Whale Watch, Seal Cruise, Sandwich Glass Museum visit, and a tour of Cape Cod Regional Tech School. Participants eagerly anticipate more enriching experiences in 2025, and frequently make requests for trips and topics to explore.

The Artist of the Month series celebrated local senior talent, providing a platform for creative expression and fostering community appreciation for the arts. Many CFAL participants showcased their work, sharing their artistic passions and inspiring others to get involved. The Lunch and Learn programs combined education and social connection, offering engaging insights on topics like the SHINE Open Enrollment period, the RISK & Lock Box program from the Chatham Fire Department, and fraud prevention tips from the Consumer Assistance Council. These events were praised for their popularity, impact, and ability to bring the community closer together.

### **Ryder's Cove Respite Program:**

As the Director of the Adult Supportive Day Program, I am pleased to present a comprehensive overview of my progress and developments for the month of December 2024. This month has seen progress in both operational readiness and administrative alignment. Our focus has been on staffing, training and regulatory compliance.

Over the course of this month, we have received 5 returned admissions packets from care givers interested in their loved one attending the program once opened on January 21st. These additional documents provided a wealth of valuable information, allowing staff to learn about each potential participant's demographic background, specific needs, concerns, and daily activities. Through these documents, staff were able to have important insights into participant's health and overall well-being. This inclusive information will be instrumental in developing individualized care plans, tailored to the unique requirements of each person.

In addition to participating in interviews, we continued to focus on staffing for the program. The Town Manager successfully appointed one staff member. While the search is ongoing to fill the second position, we are committed to ensuring that we find people who not only meet the qualifications but also align with our mission to provide the highest standard of care for our participants.

The Program Director has continued the task of reviewing and updating key program documents and procedures. With the addition of completed admissions packets received, along with the newly hired aide, we will continue the planning of day program activities, safety, person centered programming and individualized care plan charts.

The Program Director has been involved in the development of our community outreach approach, which is integral to promoting the upcoming opening of the Program. This initiative is taking shape with the creation of promotional materials, including flyers, a social media campaign, and brochures, all designed to inform the community about the services to be offered. We are focusing on reaching out to the caregivers/families in the Town of Chatham to ensure the program reaches those who would benefit most from our services. The Program Director wrote a comprehensive introduction to the supportive program for the upcoming information session for caregivers and their loved ones.

The Program Director completed the caregiver education understanding and advanced support for caregivers with loved ones diagnosed with aging and cognitive decline. She also attended a one-day training produced by renowned educator Teepa Snow on **'Alzheimer's Best practices in Dementia care.'**

The Program Director signed up for an additional training course for support program staff starting in January 2025. This is also a 5-week, 1 x weekly program offered at the Dennis Council on Aging. An introductory session covering the basics of dementia, including Types of dementia and what differentiates them; diagnostic methods and testing; modifiable risk factors for

dementia; and the difference between a medical day program and a social day program. This session will cover the defining characteristics of each, as well as issues particular to a social day program, including brain changes per level of cognitive decline, types of challenging behaviors, and common difficulties in communication.

The Program Director has aided in several program offerings/activities here at the CFAL and has a more informed in an understanding of the mission and persons served.

Overall, the development is progressing well, and we remain on track for the successful launch of the Ryder's Cove Respite Program. This month will concentrate on the needs for the physical program will be an emphasis this month to include, comfortable seating: storage solutions: wayfinding signs, and creating a safe, supportive environment.

**Chatham Better Together:**

27 members of the Chatham Better Together group joined us for their Second Annual Holiday Luncheon on Friday, December 20<sup>th</sup> from 10 am – 1:00 pm. The group shared their most precious holiday traditions with each other before being joined by Town Manager Jill Goldsmith, and several Department Heads for a delicious lunch and treats from the Chatham Candy Manor.

**Annual Reassurance Luncheon:**

Several CFAL staff members were honored to participate in the Chatham Police Department's Annual Reassurance Luncheon at the Chatham Bars Inn on Wednesday, December 11<sup>th</sup>.

**Council on Aging Board of Directors:**

Due to the busy holiday season, there was no meeting of the Council on Aging Board of Directors in December. The next meeting will be held on Tuesday, January 7, 2025, as a Joint Meeting with the Select Board.

**The Human Services Committee:**

There was no meeting of the Human Services Committee in December. The next meeting will be held on Monday, January 19<sup>th</sup>.

**RECREATION AND BEACHES DIVISION**

*The Recreation & Beaches Division is committed to enhancing the quality of life for all Chatham Residents, by striving to provide the best recreational programming and park facilities possible.*

**PARK Program (Positive Afterschool Recreation for Kids)**

The PARK Afterschool Program is for students in grades 3-7 to have a safe, fun, and engaging afterschool experience. It is also the intent of the program to foster a sense of community and to forge new and lasting friendships among the students attending the program.

PARK December Special Events:

- PARK held their Annual Door Decorating contest on December 11<sup>th</sup>, where each grade decorated their class door.
- On Wednesday December 13<sup>th</sup>, a school early release day, PARK held a Christmas Scavenger Hunt downtown.

	September	October	November	December
MONTHLY ATTENDANCE	723	835	514	481
MONEY COLLECTED	\$8,840	\$9,240	\$6,245	\$6,120
AVERAGE DAILY ATTENDANCE	36	38	34.3	32

**Programming**

**Adults:**

Fall Tuesday Night Pickleball - 65 participants

Fall Thursday Night Pickleball - 65 participants

Fall Saturday Night Pickleball - 65 participants

Winter Pickleball Mon-Friday 8 am – 12 pm – 307 participants

Winter Adult Basketball - 28 participants

Winter Floor Hockey - 24 participants

Winter Pickleball Lessons - 7 participants

Adult Badminton - 7 participants

Yoga with Jackie! (Hatha Mondays) - 37 participants

Yoga with Jackie! (Restorative Thursdays) - 30 participants

Yoga with Jackie! (Vinyasa Fridays) – 13 participants

### **Youth**

December Family Karate - 9 participants

December Family Tai Chi - 7 participants

Big Ballers Basketball Grades 3 & 4 - 9 participants

Big Ballers Basketball Grades 5 through 7 - 15 participants

Youth Skating Lessons - 30 participants

Basketball Grades 5-6 Boys - 10 participants (1 team)

Basketball Grades 3-4 Boys - 18 participants (2 teams)

Basketball Grades 1-2 Co-ed – 26 participants

Kindergarten Basketball - 15 participants

Beast'M Basketball Clinic - 8 participants

December Birthday Parties - 3

Parties are available on Saturdays and Sundays with use of the gym, game room, and Teen Room as options.

### **Special Events**

On Wednesday December 11<sup>th</sup>, we held Jingle Ball Family BINGO. We had 42 participants with prizes for all the winners.

On Friday December 20<sup>th</sup>, we held KIDS NIGHT OUT. We had 32 participants in grades K-7. Pizza, inflatables, holiday crafts, and a holiday movie was enjoyed by all who attended.

### **Community Center Use**

#### **Aerobics Room – 47 Reservations**

Chatham Tai Chi, Circuit Training with Rachel, Lite Fitness with Susan, Heisig Belly Dance, Hatha Yoga, CFAL Strong at Heart, Restorative Yoga, Vinyasa Yoga, Family ai Chi, Family Karate First Night bubble stomp.

**Club Room – 24 Reservations**

First Night, Fiber Arts, Bolus CARD GAMES, Men’s Club Discussion group, Community Mahjong, Women’s Club knitting group, Cemetery Commission, Aunt Lydias Cove Committee, Atlantic White Shark Conservancy, Chatham Bikeways Committee, Women’s Club board meeting, Chatham Independence Parade Committee.

**Conference Room – 15 reservations**

First Night Committee, Chatham Garden Club, Chatham Republican Committee, Chatham Ecumenical Council for the Homeless, Chatham Orpheum Theatre Board meeting, Chatham Bikeways Committee, Chatham Independence Day Committee meeting, Chatham Men’s Club Program committee.

**Gymnasium – 80 Reservations**

Open gym, First Night Celebration, Monday pickleball 11-1, winter pickup basketball, Tu & Th pickleball 8-10, Tu & Th pickleball 10-12, COA indoor walking group, Thursday night pickleball, We & Fri pickleball 8-10, We & Fr pickleball 10-12, Advanced pickleball lessons, Saturday night pickleball 6-8, beginner pickleball lessons, Ballers class grades 3-4 & 5-7, Beast Em basketball clinic.

**Large Meeting Room – 20 Reservations**

Crafty Chicks holiday luncheon, BOCH Cert, Broad Reach Hospice, First Night Celebration, Chatham Men’s Club weekly meeting, Corres party, Annual Parents Night out, Sound Dunes Concert, CMEA meeting, First Night Committee, Chatham Women’s Club, Jingle ball Bingo, Chatham Walkers Holiday party.

**Serving Room – 10 Reservations**

Chatham Walkers, Community Mahjong, Women’s Club of Chatham, Women’s Club of Chatham knitting club, Sound Dunes, parents’ night out, Chatham First Night Committee, Chatham First Night Celebration.

**Fitness Room Access Scans**

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total</b>
<b>September</b>	20	125	85	68	80	83	70	541
<b>October</b>	30	85	112	115	104	100	57	524
<b>November</b>	59	120	136	139	94	96	101	745
<b>December</b>	60	172	113	104	130	103	118	800

Active Fitness Room Memberships:      Family Members- 493      Individual Members- 186

### **Parks & Recreation Commission-**

There was no Parks & Recreation Commission meeting in the month of December.

### **Golf Advisory Committee**

The Golf Committee met on Thursday December 19<sup>th</sup>. The committee discussed bunker improvements for several holes on the course. Johnson Golf will look at the holes discussed to determine if they can be rehabbed or need a complete replacement.

Tee-time reservations were discussed. The Committee is happy with the current system and does not feel the need to adjust it.

An update on the pump station contract. DAF was awarded the bid, and the project will be moving forward in the new year to be completed by April.

Johnson Golf provided stats for April- October of 24'. The committee is extremely happy with the continued growth of members and holes played.

Summer parking issues were discussed, and it was agreed that the committee would look to hire a detail early in the season to start off enforcement before the busy July month. The committee would also like to invite CBI to an upcoming meeting before the season kicks off to discuss collaboration on the parking issues.

The committee has asked town staff to look at the Pump House for some maintenance issues and bring back a maintenance plan to a future meeting.

### **FINANCE DEPARTMENT: Submitted by Carrie Mazerolle**

*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.*

#### **I. ACCOUNTING**

- **Budget and Capital Planning:** The Finance Director has been actively working with all town departments on the FY2026 capital requests and operating budgets. On December 10<sup>th</sup> the Finance Director provided an update to the Select Board on the Town Capital Improvement Projects (CIP) of Potential Fiscal Year FY2026/2025 Annual Town Meeting, Capital Articles and the protentional funding sources.
- **Town Annual Report:** The Accounting Team worked effectively in getting all the reports completed for the Towns Annual Report; Financial Reports and Salary reports.

## Finance Committee Updates

The Finance Committee had a meeting scheduled on December 10<sup>th</sup> at 1:30 at 90 Bridge Street to see the improvements that have been made and get an update from Staff. The Finance Committee will start their regular bi-weekly meetings in January going over the FY2026 Budget and Capital Items.

- **January Meeting Schedule:**

January 23<sup>rd</sup> @ 1:30

January 28<sup>th</sup> @ 1:30

January 30<sup>th</sup> @ 1:30

## Community Preservation Committee (CPC) Updates

- **Application Reviews:**

The Community Preservation Committee reviewed applications in the month of December. They conducted meetings on December 2<sup>nd</sup> and December 16<sup>th</sup> and reviewed the following applications:

- Nickerson Historic Barn
- Open Space and Recreation Plan
- Depot Street Tennis Court Rehabilitation
- Affordable Housing Trust Fund Allocation
- Union Cemetery Restoration
- Stallknecht Painting Preservation

### **Meeting Schedule:**

The next meeting is scheduled for January 06<sup>th</sup> @ 4:00 PM. During this meeting all the FY2026 applications will be voted on:

- Affordable Housing Trust Fund Allocation
- Little Mill Pond Pier Reconstruction
- Nickerson Historic Barn
- Stallknecht Painting Preservation
- Open Space and Recreation Plan
- Field Studies for Salt Marsh Preservation
- Depot Street Tennis Court Rehabilitation
- Union Cemetery Restoration

Next scheduled meeting is February 2, 2025 at 4:00 PM.

## Looking Ahead

In the months of January, February and March the Finance Director will be attending regularly scheduled budget meetings with the Select Board and Finance Committee.

The Accounting office will be distributing W-2's in the month of January and 1099's out to Vendors.

## II. ASSESSING

### Monthly Activity Report

	Dec	Year to Date	Year to Date	Year to Date
	2024	2024	2023	2022
RE Abatements Processed	3	22	32	20
PP Abatements Processed	1	17	106	34
MV Abatements Processed	6	159	279	294
Boat Abatements Processed	13	382	412	655
Betterment Payoffs	0	0	1	2
Boat Commitment	0	1	1	1
MV Commitments	0	8	7	8
Certified Abutter's Lists	15	442	352	285
Deferral	0	1	1	2
Real Estate Exemptions	0	81	14	23
Building Permits	88	1501	1,175	994

The Assessing Department started the review for the degree for completion for new construction and demo permits. We finalized the 2HF for Secondary Homeowners, Form of List and Income and Expense Reports for Businesses, for mailing as part of our Fiscal Year 2026 revaluation process.

Real Estate and Personal Property inspections are still being conducted as part of the Abatement process. CPA Reports were completed. The Business Certificate List was verified with the Town Clerk's office for new businesses. The Assessing Department attended the Barnstable County Assessors' Association Winter Meeting.

## III. IT

- The migration of cameras began from the old video system over to the new server.
- Ryan and Hunter deployed a new Vibe Board in the Town Manger's Meeting room.

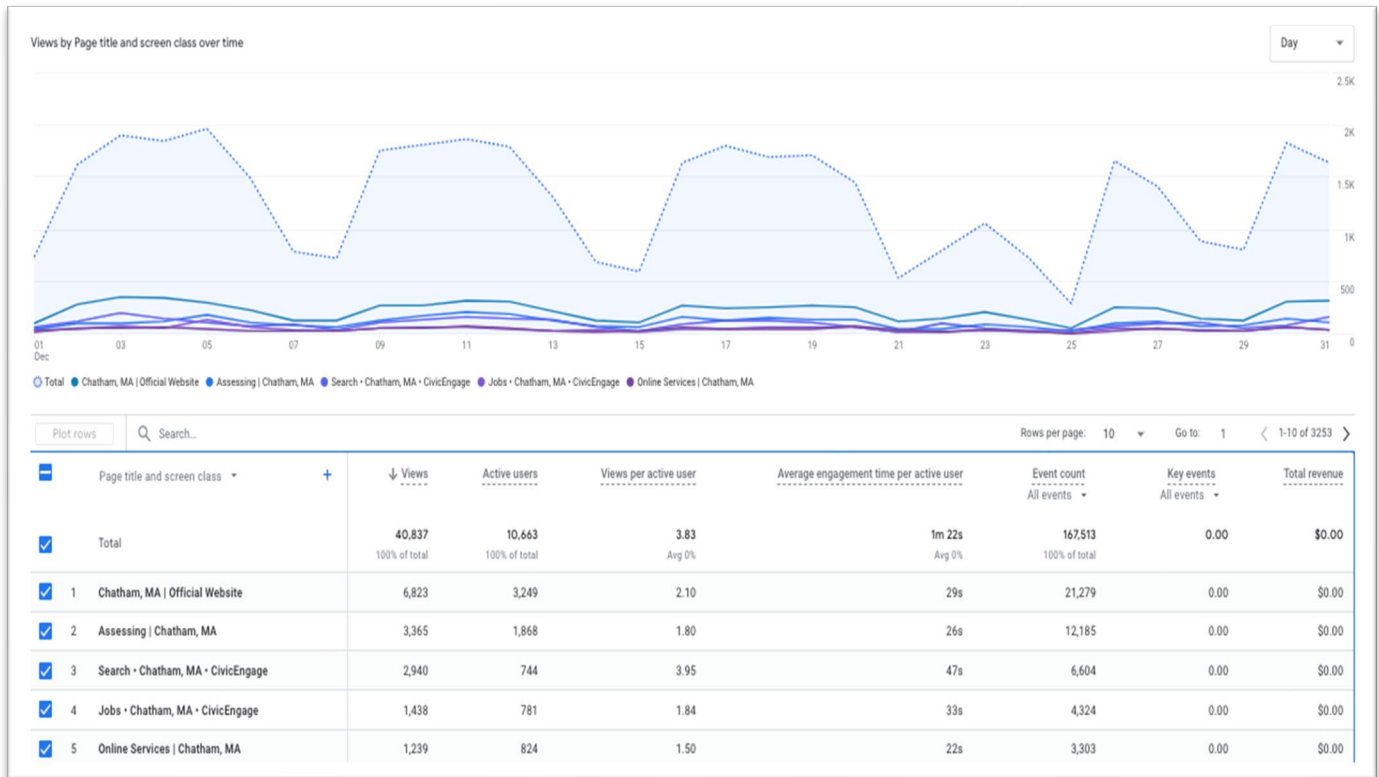
- Worked with EDR and Kristen Caruso to develop town maps in the upgraded GIS System. Also added a Water Quality Testing Results map for Natural Resources.

**Website:**

In the month of December, the Town website had a total of 40,837 views. Excluding the home page, the top 5 viewed pages on the website were:

1. Assessing – 3,365 views
2. Search – 2,940 views
3. Jobs – 1,438 views
4. Online Services – 1,239 views
5. View – 853 views

There were 10,663 active users who accumulated these views. This metric contains the number of unique users who engaged with the site during November. The average user viewed 3.83 pages and spent 1 minute and 22 seconds on the site. Both of these totals are considered to be on the higher end in relation to general website benchmarks.



**IV. CHATHAM TV**

Highlights

- Produced “Flash TV” Season 2 Episode 4 for January 2025 - Community Services Department
- Produced “Town Manager New Year Greeting” 2024
- Produced “First Night Chatham Promo”
- Video Recorded First Night Chatham Events, including 2 Live Streams from the Community Center
- 20 Live Meetings, 16 additional meetings added to the archive

Meeting Totals

Live Meetings	20
Additional Archived	16
Total Meetings	36

Meeting Break Down

Location	In Person	Hybrid	Teams Only
Annex LMR (Live on CH 1072)		20	
Annex LMR (Not Live)	0	1	
Annex SMR	1	5	
Com Center Conf Room	4		
Com Center Club	1		
Town Hall	3		
FULL REMOTE			1
<b>Sub Totals</b>	<b>9</b>	<b>26</b>	<b>1</b>

YouTube Analytics

YouTube Monthly Views: 1,400  
 Top viewed meeting: Historical Commission 12/18/24 (32 views)  
 Top viewed Non-meeting Content: First Night Chatham Promo (522 views)

On Demand

<b>Archive &amp; Website VIEWS</b>	<b>Views</b>	<b>Percentage</b>
WINDOWS	264	53
Mac	140	28
Android	23	5
iOS	69	14
Other	0	0
<b>TOTALS</b>	<b>496</b>	<b>100</b>

**V. TREASURER/COLLECTOR**

As of 12/31/2024 the Treasurer/Collector's office collected 50.36% of the FY2025 real estate taxes.

	<b>2025</b>	<b>2024</b>
Tax	\$42,389,281.72	\$41,031,794.74
OPEB	\$635,839.13	\$615,476.87
CPA	\$1,196,856.48	\$1,153,989.98
Total Commitment	\$44,221,977.33	\$42,801,261.59
	<b>12/31/2024</b>	<b>12/31/2023</b>
Tax	\$21,043,872.04	\$20,590,102.09
OPEB	\$315,491.82	\$308,886.84
CPA	\$592,737.67	\$578,157.37
Total Outstanding	\$21,952,101.53	\$21,477,146.30
	49.64%	50.18%

Real Estate

Fiscal Year 2025 Real Estate and Personal Property tax bills were released on October 1, 2024, and were due on November 1, 2024.

FY2025 Real Estate Tax Collections for the month of December are \$20,132.22, including interest.

FY2024 Real Estate Tax Collections for the month of December are \$3,871.99 including interest and fees.

FY2025 Personal Property Tax Collections for the month of December are \$68.81. Prior years Personal Property Tax collections for the month of December are \$0.00.

OPEB Surcharge

OPEB Surcharge transfers to the OPEB Trust Account to date are \$3,256,239.16.

Tax Title and Foreclosure

We currently hold 22 tax title accounts with a total balance of \$599,029.69, including fees and interest. Tax Title receipts collected for the month of December are \$1,370.00, including interest and fees.

Foreclosed Parcels

Doane Road, Parcel ID 15E-28A-41A

0 Barn Hill Marsh, Parcel ID 9C-51-9

0 Lime Hill Road, Parcel ID 12E-8-P31 (Pending Final Judgment in Land Court)

Motor Vehicle Excise

The 2024 Motor Vehicle excise receipts collected for the month of December are \$3,546.71.

Previous (prior to 2024) Motor Vehicle excise receipts for the month of December are \$3,611.05, including fees and interest.

Boat Excise

The FY2024 Boat Excise receipts collected for the month of December are \$186.00, including fees and interest.

Previous (prior to 2024) Boat Excise receipts for the month of December are \$186.03, including fees and interest.

Chatham Cultural Council

The Chatham Cultural Council met on December 2, 2024, approving the November meeting minutes, but did not present the treasurer's report. The council reviewed 37 grant applications, awarding grants to 27, totaling \$12,100. Applicants have 14 days to appeal the decisions. Additionally, there is a vacancy on the council, which the Chair will ask the Select Board to fill.

**FIRE RESCUE/EMS/EMERGENCY MANAGEMENT DEPARTMENT: Submitted by Chief Justin Tavano**

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

The monthly activity of the Chatham Fire/Rescue Department is presented below. The Department responded to 219 calls for service, of which 142 were medical calls which required the transport of 84 patients. Ambulance revenue was \$96,695.94 and Inspectional Services generated an additional \$795 for a total monthly revenue of \$97,490.94.

Dept		Indicator	Month		Year to Date	
			Dec '24	Dec '23	2024	2023
<b>Fire Rescue/EMS</b>	<b>Fire Suppression/ EMS</b>					
	<b>1</b>	Emergency Incidents	219	276	3,261	3,241
	<b>2</b>	Ambulance Transports	84	120	1,343	1,372
	<b>3</b>	Ambulance Receipts	\$96,695.94	\$77,762.33	\$944,478.90	\$883,712.66
	<b>4</b>	Firefighter Injuries	2	0	12	5
	<b>5</b>	Civilian Injuries	0	0	0	0
	<b>6</b>	Mutual Aid Given	7	3	81	79
	<b>7</b>	Mutual Aid Received	0	4	21	33
	<b>Fire Prevention/ Code Enforcement</b>					
		Inspections (resale, new construction and commercial)	11	29	455	455
	Fire Prevention Revenue	\$795	\$810	\$14,445	\$13,219	

**Personnel:**

Chief Tavano, Deputy Chief Clarke, Captain Holmes, and Lieutenant Hunter all completed their second year in their current rank on December 1.

**Training:**

The department benefited from the donation of a structure scheduled for demolition at 19 Highland Ave. Each shift was able to conduct critical training at the residential structure. Exercises were coordinated to simulate emergency responses, and tasks were performed in real time, assisting shift supervisors in determining strengths and training gaps on their respective shifts. These training opportunities are extremely valuable, allowing personnel to train in the type of building we will likely respond to, while being challenged by the unique building design

and layout of the particular structure. A smoke machine is utilized to create a nearly zero-visibility environment.

Captain Silvester and Lieutenant Young attended a multi-day Incident Safety Officer training. This training focuses on important operational safety considerations with an “all hazards” approach. Instructors utilize lessons learned from a variety of catastrophic and tragic events from around the county to identify and prioritize risks, threats, hazards and challenges that responders may encounter at various emergency incidents. The training brings these concepts into focus and provides best practices for improving situational awareness for all responders operating at an incident.

Department members assigned to the Barnstable County Technical Rescue Team, Dive Team, and SWAT all participated in scheduled monthly trainings with their respective teams.

FF Dustan McGlinn attended a state accredited Fire Officer professional development program.

### **Incidents:**

An ambulance crew responded to a residence for an “unknown medical”, meaning the caller was unable to specify the chief complaint, or nature of the injury/illness. Upon arrival, the crew found a patient lying on the ground after appearing to have fallen from a significant height from a ladder onto concrete. The patient had severe traumatic injuries. FF/P Caruso, who was recently recruited from the Yarmouth Fire Department, demonstrated his tremendous experience in the field as a paramedic (also specially assigned to the SWAT Team), rapidly assessing the patient and identifying the need for a specific low-frequency, high-risk medical intervention which ultimately saved the patient’s life. The patient was stabilized by CFD personnel and flown to a Boston hospital by Boston Medflight helicopter.

The Chatham Fire Association held its annual holiday party at a local restaurant earlier in the month. Towards the conclusion of the party, a patron of the restaurant began choking at his table. Staff of the restaurant was aware that CFD personnel were still on site and immediately requested assistance, while another staff member called 911. FF Delande, FF Caruso, Lt. Smith, and Harwich FD FF Brown immediately rendered care and were able to successfully remove the airway obstruction prior to the patient losing consciousness. Their immediate intervention saved the patient’s life.

### **Community Engagement:**

CFD personnel transported Santa from the Fish Pier to the Community Center after he arrived by US Coast Guard boat. Department members attended the funeral services of Retired Deputy

Chief Ivan Bassett (99 years old) and stood guard at the door and casket during the services. Lt. Long and Lt. Young coordinated holiday meal deliveries to nearly 20 families in the community, through the generous donation of an anonymous community member and the Chatham Village Market. The Cape and Islands Municipal Leaders' Association held their monthly meeting at the Chatham Fire Department.

### **Emergency Management:**

Emergency Management projects for December included:

1. upgrades to the primary and secondary Emergency Operation Centers
2. Town emergency generators – maintenance and inventory records management and replacement priorities
3. First Night Events coordination

### **NATURAL RESOURCES: Submitted by Greg Berman**

*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.*

The following information provides an overview of the Department of Natural Resource's activities for the month of **December 2024**.

### **REGULATORY BOARDS**

Board of Health – The Board of Health held two hybrid meetings on December 2<sup>nd</sup> and 16<sup>th</sup>. There were 5 Hearings and 1 Public Hearing for revisions to the Fuel Storage Regulations, continued to January 6, 2025. 2 new alternate members were welcomed to the Board. Additionally, the BOH Chairman has been updated on open meeting law requirements and changes to future agendas were discussed.

Conservation Commission – The Conservation Commission held three hybrid meetings on December 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup>.

### **ADVISORY COMMITTEES**

Aunt Lydia's Cove Committee – The Aunt Lydia's Cove Committee held one meeting on December 11<sup>th</sup>. The committee welcomed three new members completing the seven-member committee seats. Elections were held and a new chair, vice chair and clerk were voted in. Other items discussed was a review of the committee charge, the south jog davit, waste oil shed replacement and the commercial fishermen storage leases.

Energy and Climate Action Committee – The Energy and Climate Action Committee held one hybrid meeting on December 17<sup>th</sup>. Some of the topics discussed included a continued discussion on Webpage Clean Up and the Annual Report to the Select Board. On December 3<sup>rd</sup>, the committee participated in a site tour of the Harwich Conservation Trust Eco-Restoration Project at Cold Brook Preserve. The tour was led by Tom Evans, President of the Board of Trustees, and highlighted the ambitious wetlands restoration work currently underway.

Open Space Committee – The Open Space Committee did not meet in December.

Shellfish Advisory Committee – The Shellfish Advisory Committee held one meeting on December 18<sup>th</sup>. Natural Resource Director Greg Berman attended the meeting to answer question on the Morris Island revetment project and explain the dynamic coastal processes in the area around Morris Island and North Monomoy. The committee also reviewed a revised plan on a proposed catwalk at 98 Oyster Pond Furlong which acknowledged the committee’s original concerns of adverse impacts to adjacent shellfish habitat.

South Coastal Harbor Plan Committee – The South Coastal Harbor Plan Committee did not meet in December.

Waterways Advisory Committee – The Waterways Advisory Committee did not meet in December.

### **COASTAL RESOURCES DIVISION**

As members of the Marine Outreach Guidance Group (MOGG), the Chatham Shellfish Constable and Coastal Resources Director attended the annual Woods Hole Oceanographic Institute Sea Grant MOGG meeting to hear presentations of various Sea Grant projects and initiatives.

#### **Project Planning/Coordination:**

90 Bridge Street Waterfront Property- Bulkhead project completed. Bid package for the piers and floats construction being finalized and should be advertised in mid-January.

Ryder’s Cove Bulkhead & Ramp Replacement- Clark Engineering working on Notice of Intent to be filled with the Conservation Commission for trailer parking extension. Pare Corporation beginning early design considerations for the overall renovations to the landing.

Townwide dredge permit modifications- Existing Corps of Engineers Individual permit expired on 12/31/24. Approval of the renewal permit is still outstanding, but Corps has indicated willingness to possibly extend permit to enable planned winter/spring dredging for Mill Creek and Stage Harbor.

#### **FY 24 Coastal Resiliency Grants:**

- Jackknife Harbor Living Shoreline: On hold pending submission of FY26 CZM Coastal Resiliency grant for construction.

- Stage Harbor Entrance Erosion & Shoaling- Conservation Commission final Order of Conditions approved on December 4. Other state and federal permits under review.

Fish Pier Improvements (S. Jog pedestrian walkway) – Meeting with staff, Owner’s Representative and engineer held to finalize preferred design and materials for the walkway. Selected design is for a concrete walkway surface with composite substructure framing. Engineer preparing proposal for progressing into final design, bid package preparation and construction oversight. State and federal permits under review.

Marconi Tower Relocation- Notice of Intent application for extending the trailer parking spaces at Ryder’s Cove Landing to include relocation of the tower.

Little Mill Pond Pier Replacement- Engineer working on preliminary design alternatives. DNR and Community Development staff met and agreed that zoning bylaws would not preclude proposals to include elevating the small parking area leading to the pier for coastal resiliency (flooding). Engineer will incorporate feasibility/options of elevating the parking area in addition to elevating the pier.

Town Landing Comprehensive Survey- East-Southeast Survey provided draft survey plans of each Town Landing at the end of December. Staff will review/comment and then review with various the waterways-related committees.

Ryder’s Cove Herring Run: Rt 28 Culvert Replacement- RFP being developed for engineering estimates for design of the culvert replacement. RFP should be advertised in January.

Div Marine Fisheries Grant- Notification of potential award of \$12,000 grant expected early January for safety improvements at various public waterfront facilities through purchase of mounted throwable life rings.

**CONSERVATION DIVISION**

<b>APPLICATION</b>	<b>December 2024</b>	<b>December 2023</b>	<b>YEAR TO DATE 2024</b>	<b>YEAR TO DATE 2023</b>
<b>Notice of Intent</b>	2	6	49	59
<b>Request for Determination</b>	1	1	18	14
<b>Request to Amend an Order</b>	1	2	3	6
<b>Admin Reviews</b>	9	4	87	83
<b>Extensions</b>	0	4	24	19
<b>Field Chgs</b>	0	0	8	1
<b>Cert of Compliance</b>	0	0	57	31
<b>TOTAL RECEIPTS</b>	<b>\$1,075.00</b>	<b>\$2,232.50</b>	<b>\$26,844.50</b>	<b>\$26,217.50</b>

New Applications received in the month compared to previous years.

**Conservation Commission Support**

Onsite Review: At the request of the property owner, the Department of Environmental Protection (DEP) conducted an onsite review at 96 Old Wharf Road to evaluate a Superseding Certificate of Compliance. Division staff identified no issues with granting the request. The Assistant Agent and several members of the Conservation Commission were in attendance.

A Staff Liaison meeting was held on December 5<sup>th</sup> with representatives from all departments to review the roles and responsibilities of liaison positions. Following the meeting, the Conservation Agent—serving as the staff liaison to the Conservation Commission—provided an overview of these roles and responsibilities to Division staff, the Conservation Commission, and the Open Space Committee. Implementation of these duties is proceeding in accordance with Town directives.

Division staff participated in pre-agenda review meetings with the Chair and Vice-Chair of the Conservation Commission to ensure efficient preparation and alignment on upcoming priorities.

**Land Management of Conservation Areas**

Post-Season Debrief: A post-season debrief was held with U.S. Fish and Wildlife Service (USFWS) and Refuge staff to discuss ongoing and future conservation initiatives. Topics included potential support for a grant proposal targeting invasive species eradication. The

meeting also explored Chatham's potential participation in a Norway rat eradication grant proposal for the Refuge, North Beach, and North Beach Island.

**Conservation Restrictions:** The Conservation Agent confirmed that all Conservation Restrictions held by the Chatham Conservation Foundation (CCF) are current and recorded. The Agent collaborated with Mark Robinson, Executive Director of the Cape Compact of Conservation Trusts, to obtain a master list of restrictions, and also received a detailed spreadsheet from CCF's Land Steward.

**North Beach Monitoring:** The Conservation Agent and staff from Mass. Natural Heritage completed the annual review of PIPLODES, the online database documenting North Beach Piping Plover and Least Tern activity. The OverSand Vehicle (OSV) trails and beach morphology remain stable due to the absence of significant storms in December. Monthly monitoring and site visits will continue to ensure ongoing habitat health.

**Trail Maintenance Collaboration:** Collaboration with DPW has provided the Division with access to additional equipment, such as a mower, enabling more effective and consistent maintenance of conservation trails and annual meadow mowing. This expanded capability ensures trails remain accessible and well-maintained for public enjoyment and ecological health.

**MCI – Ryder's Cove Project:** Staff met with proponents of the MCI CPC Conservation Area project, to review plans and a forthcoming Notice of Intent application. The project includes relocating the historic MCI Tower further inland to protect it from coastal bank erosion and expanding adjacent parking spaces to enhance public safety. Native and non-native trees impacted by the project will be replaced with native species.

**McCoy Conservation Area:** Damaged rail fencing along Queen Anne Road was replaced with pressure-treated rails and posts. The bench overlooking Mill Pond was also replaced to improve visitor amenities.

**Twine Fields Conservation Area:** Repairs to split rail fencing were completed, and the parking area adjacent to Morton Road was filled with native stone to address poor soil conditions. Trails were inspected, with wind-damaged trees trimmed or removed as needed.

**Sylvan Garden:** The Division coordinated with an outside contractor to address the removal of a large tree from the site, ensuring the work was completed efficiently and safely to protect the surrounding area.

**Osprey Platforms:** The Agent worked with an Osprey expert to identify locations for alternative nesting platforms near CBI and Outermost Marine. The effort aims to relocate nests currently situated on electric poles, which pose significant fire risks.

**HARBORMASTER DIVISION**

The month of December was relatively busy along the waterfront with sea duck hunters and clammers frequenting our waterways. Most ground fishermen are done for the year with several lobstermen still bringing in gear.

In December our staff remained busy with several administrative tasks, projects and other outstanding issues. We also attended several meetings including the Aunt Lydia’s Cove Committee and Waterway’s Advisory Committee.

Operationally we wrapped up all the seasonal buoy cleaning and storage. Due to the construction of the pump station behind the harbormaster workshop, we had to work around contractors and store the buoys off-site resulting in a much longer process this year. We developed a worklist and schedule for our winter projects commencing in January.

We continued to process Waitlist and Mooring Permit renewals through the end of December. Our staff has been extremely proactive sending out several courtesy emails reminding customers who had not renewed of the December 31st deadline. As of the 12/31/2024, 91% of permit holders had renewed their mooring permit(s), a six percent increase over last year, with 70% renewing online, a five percent increase over last year. As a reminder, mooring permit and waitlist customers can still renew with late fees through January 31st.

HARBORMASTER DIVISION	DEC 2023	DEC 2024	YTD 2023	YTD 2024
<b>MARITIME ASSISTANCE CASES</b>				
TOWS (DISABLED BOATS)	0	2	14	19
GROUNDINGS	0	0	21	14
DEWATERING	0	0	5	22
MISC. ASSIST	0	1	46	94
C.G./AGENCY ASSIST	0	0	1	5
CAPSIZED BOAT/SALVAGE	0	0	3	11
MEDICAL	0	0	7	8
P.I.W.	0	1	1	3
POLLUTION	0	0	3	6
KAYAK/WATERCRAFT ASSIST	0	0	2	2
BOAT FIRE	0	0	1	1
TRANSPORT	0	0	0	0

**HEALTH DIVISION**

Health Division staff were busy working on licensing this month for all Health Department licenses and permits, including food service, motel/hotels, septic installers, etc. Additionally, staff worked with First Night planners to get all food vendors permitted for the annual New Years Eve event.

The Health Inspector attended WEB EOC training at the County Health Department and continued his studies for the RS exam, which he hopes to take in 2025.

The STR inspector’s major activities for December included follow up on certified letters to non-compliant rental owners, updating the website, and creating the inspection list/communication.

Permit information issued in the month compared to previous years is provided below.

	<b>Dec-2024</b>	<b>Dec-2023</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>PERMITS ISSUED:</b>				
Disposal Works Construction	8	6	110	91
Food Handler's	82	3	229	108
Motel/Cottage	3	0	13	7
Room Inspection	4	0	11	5
Swimming Pool/Hot Tubs	0	0	10	6
Tobacco Sales	6	0	13	0
Stable/Animal Keeping	0	0	2	2
Septic Installers	25	0	87	20
Septage Haulers	8	0	29	10
Rubbish Haulers	3	1	8	3
Recreational Camps	0	0	1	1
Well Construction	1	1	36	68
Well Destruction	0	0	0	1
Scallop Shanty	0	0	2	1
Bathing Beaches	0	0	15	15
Short Term Rental registrations	23	56	835	95
Body Art Establishment	1	0	1	0
Body Art Practitioner	1	0	1	0
<b>Total</b>	<b>165</b>	<b>67</b>	<b>1403</b>	<b>433</b>
<b>Inspections:</b>				
Restaurant/Food Inspections	7	7	94	134
Septic Inspections	10	9	120	138
Housing Inspections	0	0	2	2
Room Inspections	5	4	37	53

Complaint/nuisance Inspections	3	1	43	35
Test Holes	5	2	64	49
Pool Inspection	0	0	19	17
<b>Total</b>	<b>30</b>	<b>23</b>	<b>379</b>	<b>428</b>
<b>Reviews/Comments:</b>				
Board of Health Variance Reviews	2	0	19	29
Swimming Pool Plan Reviews	0	0	0	0
Zoning Board of Appeals Comments	8	1	74	90
Building Dept. Permit Reviews	40	32	645	410
Planning Board Comments	0	0	6	6
Board of Selectmen Comments	0	0	2	5
Real Est. Transfer Report Reviews	14	2	142	172
<b>Total</b>	<b>64</b>	<b>35</b>	<b>888</b>	<b>712</b>
<b>Total Receipts:</b>	<b>\$24,740.00</b>	<b>\$4,385.00</b>	<b>\$126,820.00</b>	<b>\$48,420.00</b>

**SEWER\***

Septic Abandonment	5	0	92	90
Sewer Connection Permit Reviews	5	4	96	80
Sewer Connection Orders Sent	0	0	0	427
Sewer Connection Time Extensions	0	1	0	3
Sewer Connection Orders Rescinded	0	0	0	15
<b>Total</b>	<b>10</b>	<b>5</b>	<b>188</b>	<b>615</b>

\*Total sewer applications to date in data base are 812 with 646 completed (79.5%)  
Total orders to connect to date in data base are 823 with 433 completed (53%)

Please note: While some sewer connection information is provided in the table above, information on the Phasing, Construction, and Installation is provided in the DPW staff report.

**SHELLFISH DIVISION**

The December 1st openings are always a welcomed opportunity for commercial harvesters to get a final financial bonus before the winter doldrums. Mill Creek and Taylor’s Pond did not disappoint. For at least the first week, most harvesters fulfilled their daily limit of two totes (between 800 and 1,000 pieces of quahogs). Short days and wind impacted soft-shell landings and a handful of harvesters located pockets of razor clams around the shores of Stage Harbor. Recreational harvesters continued to focus on oysters supplemented by an additional 11,000 dropped to familiar spots early in the month.

The Division also attended a meeting between the Monomoy Refuge staff and the town to review the past season, update the town on MWR staffing and proposed future projects. Staff also attended the final review of the 90 Bridge Street phase I plans and the annual meeting of the Marine Outreach Guidance Group reviewing recent Sea Grant projects and funding.

Propagation: The Division sunk 26 cages containing next year’s oysters (approximately 195,000) off the swimming beach at Oyster Pond. The holidays and wind delayed sinking the remaining 9 cages of seed oysters and we have one more round of adult oysters to distribute. Fingers crossed ice will hold off long enough to access the remainder of the gear. The upweller was put to bed for another season: pumps were hauled out and driven to New Bedford for an annual maintenance, pipes removed and moved to the Harbormaster garage and the silos and tanks scrubbed and bleached.

Estimated Wholesale Value of Commercial Shellfishing Fleet													
Year to Date 2024													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Soft Shell Clams	\$5,000	\$5,625	\$20,250	\$46,800	\$167,363	\$373,200	\$354,028	\$438,600	\$202,125	\$130,340	\$94,000	\$55,913	\$1,893,244
Quahogs	\$21,200	\$34,344	\$30,000	\$46,110	\$59,436	\$46,586	\$57,688	\$60,696	\$36,106	\$49,258	\$30,238	\$67,020	\$538,682
Mussels	\$29,250	\$30,000	\$18,000	\$5,000	\$2,000		\$2,000						\$86,250
Razor Clams		\$4,500	\$11,400									\$10,000	\$25,900
Scallops													\$0
Monthly Total	\$55,450	\$74,469	\$79,650	\$97,910	\$228,799	\$419,786	\$413,716	\$499,296	\$238,231	\$179,598	\$124,238	\$132,933	
Y-T-D Total	\$2,544,076												

Month to Month Comparison			
		23-Dec	24-Dec
Total Estimated Wholesale			
Value of Commercial Landings		\$160,710	\$132,933
Estimated Recreational Value		\$ 18,062	\$25,375
Shellfish Violations		1	1

**STICKER (PERMT) OFFICE**

In December, the sticker office was open Tuesday & Thursday from 9AM to 12PM. The online sticker application portal (City Hall Systems - eBilling ePayment) remains available for 2024/2025 stickers. For calendar year 2024, OSV sales total \$63,480 and December’s Beach-Recycle-Transfer-Combo sales total \$552. Mail-in applications are also still available on the Town’s website: <https://www.chatham-ma.gov/311/Sticker-Office>

December 1 - 31, 2024						
Resident Stickers	In Office Sales		Online Sales		Total - December 2024	
	Count	Amount	Count	Amount	Count	Amount
COMBO STICKER FIRST	1	\$180	0	\$0	1	\$180
COMBO STICKER SECOND	0	\$0	0	\$0	0	\$0
BEACH STICKER FIRST	0	\$0	0	\$0	0	\$0
BEACH STICKER SECOND	0	\$0	0	\$0	0	\$0
RECYCLE STICKER	0	\$0	0	\$0	0	\$0
TRANSFER STICKER FIRST	2	\$300	0	\$0	2	\$300
TRANSFER STICKER SECOND	0	\$0	0	\$0	0	\$0
STICKER REPLACEMENT	36	\$72	-	-	36	\$72
<b>Total:</b>	<b>39</b>	<b>\$552</b>	<b>0</b>	<b>\$0</b>	<b>39</b>	<b>\$552</b>

**CAPE COD WATER RESOURCES RESTORATION PROJECT (CCWRRP)**

**No change from November.** The CCWRRP, managed by the Natural Resources Conservation Service (NRCS) and Cape Cod Conservation District (CCCD), is a federally funded program focusing on (1) salt marsh restoration, (2) fish passage restoration, and (3) stormwater remediation to protect shellfish beds. Chatham has participated since the program began in 2010, completing stormwater improvements at Oyster Pond Furlong as part of a prior sewer project using the initial funding round. In the second funding round, the Town secured grants for six additional projects now in the assessment/design phase:

- Fox Hill Road: \$416,000 allocated for stormwater improvements near the town landing discharging into Crows Pond. The Town and NRCS have 30% design plans under review.
- Sears Road: \$91,000 allocated for reducing runoff into Oyster Pond River. The Town and NRCS are reviewing 30% design plans.
- Eliphamets Lane: \$299,000 allocated for reducing runoff into Mill Pond. The Town and NRCS are reviewing 30% design plans.
- Little Mill Pond: \$325,000 allocated for stormwater improvements to reduce runoff. Project on hold due to nearby sewer work. Design will resume once infrastructure locations are confirmed.
- Ryders Cove Herring Run: \$556,000 allocated to replace a collapsed pipe under Rt. 28. Initial assessment by MADOT is complete. The Town is working with NRCS to expedite design via an RFP.

- Frost Fish Creek: \$230,000 allocated for wetland restoration addressing culverts at Rt. 28. Partners include CCF, MADOT, NRCS/CCCD, and DER. Funding includes \$75,000 in CPA funds and a \$300,000 DER grant. SMAST is evaluating culvert size and water quality impacts.

### **WATER QUALITY LABORATORY**

**No change from November.** The results for the samples analyzed by SMAST at UMass Dartmouth are expected in spring 2025. WQL staff are working with the IT Department to prepare data figures from the first 25 years (1998-2023) of the nutrient monitoring program, which will be uploaded to the Town's website. Work continues decommissioning and preparing equipment for winter storage, including repairs as needed, and determination equipment replacement needs for summer 2025.

### **POLICE DEPARTMENT: Submitted by Chief Michael Anderson**

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

During the month of December 2024, the Chatham Police Department logged 1838 calls for service. (These numbers include calls for service for the Animal Control Officer). This is slightly lower than 1901 we logged for November 2024. This is a decrease from the 1949 calls for service logged for November 2023.

### **CHATHAM POLICE IN OUR COMMUNITY:**

On December 01, CPD staff assisted the Chatham Fire Department and the United States Coast Guard, (Station Chatham), safely delivered Santa Claus to the Fish Pier to a crowd of several hundred. Santa was then delivered to the Chatham Community Center for further activities.

On December 07, CPD staff were on hand at the Ocean State Job Lot with generous members of our community to collect toys for “Toys for Tots” and to “Stuff a Cruiser”. Throughout the month of December, CPD was a toy collection point for “Toys for Tots”. Our collection drive culminated on December 15, where CPD delivered several hundred toys to a collection point in Hyannis. All of these toys remained on Cape Cod and went to Cape families in need. We (again), thank our generous community members and our partnership with Ocean State Job Lot.



On December 11, CPD staff hosted our annual Reassurance Program Holiday Luncheon. Every year, the department hosts members of our Reassurance Program to a special holiday lunch at the Chatham Bars Inn. This year, over 40 members were treated to a great meal, a great view and a great time with friends and fellow community members. Overwhelming generosity from our friends at the Chatham Bars Inn, Pain D’Avignon, (Chatham), the Chatham Cany Manor, Chatham Center for Active Living and the Chatham Fire Department, made this event another success. If you ,

or a family member want more information on our Reassurance Program, click this link: <https://www.chatham-ma.gov/DocumentCenter/View/7548/Reassurance-Program-PDF>

On December 13, CPD staff assisted with traffic management for the Twon’s annual Christmas Stroll. Several hundred people crowded the streets for the parade and tree lighting. The event was a success.

On December 18, CPD staff, along with the Cape Cod Regional Law Enforcement Council's School Resource Officer Network, hosted our annual holiday season's "Shop with a Cop" event. Two students from Monomoy Regional Middle School, along with students from other Cape schools, travelled to the Cape Cod Mall where they were treated to a day of bowling, lunch and holiday shopping. With generous donations from local "Secret Santas", and the following community partners: Ryan's Ten-Pin Bowling, and Kohl's (Hyannis), made this annual event a huge success.



On December 20, CPD staff were guests of the Center for Active Living's Better Together holiday luncheon.

On December 31, CPD assisted with the annual First Night event. This event attracts several thousand attendees with several events that stretch throughout the day. CPD assisted with traffic with:

01. The Town Photograph at the Lighthouse
02. The Carnival Caper Road Race that starts/ends at the Chatham Squire and runs down lower Main Street through the old village.
03. Noise Parade and Fireworks
  - A. This causes several street closings and detours.
  - B. Utilizes the assets of the
    - 1) Police Department
    - 2) Fire Department
    - 3) Public Works Department
    - 4) BOCT Cert Team
  - C. CPD and Chatham Emergency Management stood up the Emergency Operations Center (at the police station).
04. Various town and private building events.

The event was held without any major incidents.

**DEPARTMENTAL MEETINGS ATTENDED:**

On December 02, Chatham Public Safety and Emergency Management held a "First Night Chatham" meeting to discuss the logistics of the annual event.

On December 02, CPD staff attended the monthly Independence Day Parade Committee meeting held at the Chatham Community Center.

On December 09, CPD staff attended the monthly meeting of the Nauset Interfaith Association's Martin Luther King Action Team meeting.

On December 12, CPD Staff, (including the Behavioral Health Clinician and the Substance Abuse Recovery Coach), attend the annual Chatham Elder Working Group (CHEWG) meeting to discuss our community's at-risk population.

On December 27, Chatham Public Safety staff attended the First Night Chatham's "Volunteer" meeting held at the Chatham Community Center. This meeting is in front of the entire First Night Committee and staff of volunteers for the event.

### **SIGNIFICANT DEPARTMENTAL NEWS:**

In the month of December, two (2) of our newest police officers successfully completed their (in-house) Field Training Program.

01. Officer Richard Spaulding is now assigned to the evening shift and will be instructing at the Massachusetts Police Training Committee's Falmouth Police Academy this winter. Officer Spaulding will also be an instructor for our CPD Citizen's Police Academy, which is currently underway.
02. Officer Jordyn Gagliardi is now assigned to the day shift and has been working closely with her supervisors.

### **DEPARTMENT AWARDS ISSUED:**

On December 06, 2025, Sergeant William Glover and Officer Charles Chaprales, each received a "Certificate of Recognition-Operational Excellence", for their involvement with the following: "On 10/26/2024, Officers responded to an incident of Domestic Violence that involved a firearm. Sergeant Glover and Officer Chaprales, using sound judgement and proper tactics, responded and successfully placed the primary aggressor in custody and disarmed an involved party who was armed with a handgun. Further charges were filed. Sergeant Glover and Officer Chaprales are recognized for following proper departmental policy and procedure and the appropriate use of force."

### **BEHAVIORIAL HEALTH CLINICIAN'S REPORT:**

Our clinician continues to deliver quality service and assistance to both our public safety partners and members of our community. On the Police Department side, (only), for the month of December, Clinician Nash has 74 total interactions involving 21 individual clients, for over 27

hours of personal, (in contact) direct clinical service. Other activities included in-home follow-ups, phone and email conversations, and assistance with CPD staff investigations.

Clinician Nash also attended several professional development training courses, either in-person or remotely. Clinician Nash also attended the CPD Reassurance Luncheon, and the CFAL's Better Together Holiday Luncheon.

One of the most important additions to her delivery of service, is after completing several tactical trainings, and police procedural trainings, the police department has begun allowing our clinician to participate in more on-shift ride along(s), and co-response calls for service, where the Clinician being present, has the ability to assist responding officers with de-escalation techniques, or assist in professional evaluations which can aid in the decision making process.

***As always, we appreciate the support from our community and community partners. Always feel free to contact the Chatham Police Department, not just in an emergency, but if you have any concern or question.***

**Please follow our social media platforms:**

Facebook: <https://www.facebook.com/ChathamMAPD>

Instagram: chatham\_police\_department

Twitter (X): @chathampolicema

**Call Reason Breakdown**

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ANIMAL-Bites	6	3	9	< 1	5.49	8.26
Animal-Barking Dog	0	1	1	< 1	6.10	2.15
ANIMAL-Cats	0	1	1	< 1	3.40	1.98
ANIMAL-Found Dog	0	1	1	< 1	6.28	6.05
ANIMAL-Loose/Lost Dog	3	7	10	< 1	5.51	10.53
ALARM- COMMERCIAL	0	13	13	< 1	3.83	5.87
ALARM- RESIDENTIAL	0	32	32	1.7	6.13	4.53
ANIMAL-Livestock	2	0	2	< 1	0	10.16
ANIMAL-All Other	1	1	2	< 1	7.92	11.91
ASSIST CITIZEN	6	27	33	1.8	3.22	16.56
ASSIST LAW ENFORCEMENT AGENCY	2	1	3	< 1	2.51	8.27
ASSIST TOWN DEPT/ OTHER AGENCY	8	18	26	1.4	2.20	10.94
ANIMAL-Wildlife	1	4	5	< 1	5.70	19.96
BUILDING/PROPERTY CHECK	1022	0	1022	55.6	0	1.07
BURGLARY / B & E	0	1	1	< 1	2.70	16.10
* COMMUNITY POLICING ACTIVITY	95	1	96	5.2	0.08	3.56
Community Policing - School	8	0	8	< 1	0	23.66
DISTURBANCE	0	2	2	< 1	2.85	32.94
DISABLED MV	6	5	11	< 1	3.17	7.74
DOMESTIC DISTURBANCE	1	2	3	< 1	1.83	121.75
E911 HANG UP/ ABANDONED/ FALSE	0	3	3	< 1	4.08	3.13
FOLLOW-UP	14	4	18	< 1	2.93	22.62
FRAUD-Identity/Counterfeit/Etc	0	5	5	< 1	3.18	34.18
Harassment Complaint	0	1	1	< 1	0.05	47.95
HAZARDOUS SITUATION	2	6	8	< 1	5.03	18.27
INTOXICATED PERSON	0	1	1	< 1	0.05	48.20
LARCENY	0	1	1	< 1	10.82	25.50
MEDICAL	2	3	5	< 1	3.66	18.95
Mental Health	5	5	10	< 1	0	0
M V CRASH - Injury	0	2	2	< 1	1.28	16.34
M V CRASH - Major prop damage	0	4	4	< 1	1.20	31.10
M V CRASH - Minor prop damage	1	2	3	< 1	1.70	13.81
M V Crash - Hit/ Run	0	2	2	< 1	3.15	26.94
* M V STOP	101	10	111	6.0	0.79	7.65
Internet Incident	0	1	1	< 1	1.87	15.23
OPERATION COMPLAINT MV/Other	1	3	4	< 1	4.73	8.30
PARKING COMPLAINT/ VIOL.	3	4	7	< 1	3.80	16.65
ANNOYING / SUSP PHONE CALLS	0	1	1	< 1	8.00	56.93
POLICE INFORMATION	2	31	33	1.8	0.37	3.98
PROPERTY - FOUND / LOST	1	14	15	< 1	0.55	8.04
RADAR/TRAFFIC ENFORCEMENT	232	0	232	12.6	0.41	24.04
REASSURANCE CHECK	0	9	9	< 1	5.68	5.38
SERVE 209A/HARASSMENT ORDER	0	1	1	< 1	3.18	67.29
SEX OFFENDER REGISTRY	0	4	4	< 1	0.08	14.90
SERVE SUMMONS	1	4	5	< 1	2.76	6.51
SUSPICIOUS ACTIVITY	7	29	36	2.0	4.28	14.49
TOWN BYLAW/ CODE/ REG VIO.	1	1	2	< 1	4.95	5.66
TRAFFIC CONTROL	3	0	3	< 1	0.08	53.47
TRANSPORT/ ESCORT	2	1	3	< 1	7.52	10.72
TRESPASS	0	2	2	< 1	5.48	52.02
WATER LINE LEAK / BREAK	0	6	6	< 1	5.58	17.14
WELL BEING CHECK	0	16	16	< 1	4.78	17.40
WIRE(S) DOWN-ALL TYPES	0	3	3	< 1	5.22	7.22
<b>TOTAL</b>	<b>1539</b>	<b>299</b>	<b>1838</b>	<b>100</b>	<b>3.13</b>	<b>7.18</b>

**Crime Comparison Report For the period ending 12/31/2024**

<b>Group A Crimes Against Persons</b>														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Forcible Rape	2024													
	2023										1			1
	Net	0	0	0	0	0	0	0	0	0	-1	0	0	-1
Forcible Sodomy	2024	1												1
	2023													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Forcible Fondling	2024	2		1					1					4
	2023													
	Net	2	0	1	0	0	0	0	1	0	0	0	0	4
Aggravated Assault	2024		2				1	3	5		2			13
	2023			1				2		1		1		5
	Net	0	2	-1	0	0	1	1	5	-1	2	-1	0	8
Simple Assault	2024			1		1	3	3	2		4		2	16
	2023	5		2		2	3	3		2	1			15
	Net	-5	0	-1	0	-1	3	0	2	-2	3	0	2	1
Intimidation	2024		1	1	1	1		2			1			7
	2023			1	2					2		1		6
	Net	0	1	0	-1	1	0	2	0	-2	1	-1	0	1
Statutory Rape	2024			1										1
	2023													
	Net	0	0	1	0	0	0	0	0	0	0	0	0	1
Total Crimes Against Persons	2024	3	3	4	1	2	4	8	8		7		2	42
	2023	5		4	2	2		5		5	2	2		27
	Net	-2	3	0	-1	0	4	3	8	-5	5	-2	2	15

**Crime Comparison Report For the period ending 12/31/2024**

<b>Group A Crimes Against Property</b>														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Destruction of Property/Vandalism	2024		2	2	8	1	4	7	7	3	2	1		37
	2023	2			2		4	1		5	4	2	1	21
	Net	-2	2	2	6	1	0	6	7	-2	-2	-1	-1	16
Total Crimes Against Property	2024	11	7	6	10	3	10	15	11	11	7	14	6	111
	2023	5		5	5	5	16	6	7	7	6	10	9	81
	Net	6	7	1	5	-2	-6	9	4	4	1	4	-3	30

Crime Comparison Report For the period ending 12/31/2024

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	2024		1	1	1		1		1	2	1			8
	2023	1			1		2		1				1	6
	Net	-1	1	1	0	0	-1	0	0	2	1	0	-1	2
Extortion/ Blackmail	2024					1								1
	2023													
	Net	0	0	0	0	1	0	0	0	0	0	0	0	1
Larceny (shoplifting)	2024							1	1			1		3
	2023					1	1	1		1		1		5
	Net	0	0	0	0	-1	-1	0	1	-1	0	0	0	-2
Larceny (from building)	2024						1		1					2
	2023			1	1			2						4
	Net	0	0	-1	-1	0	1	-2	1	0	0	0	0	-2
Larceny (from motor vehicles)	2024											1		1
	2023						1							1
	Net	0	0	0	0	0	-1	0	0	0	0	1	0	0
Larceny (all other)	2024	4		2	1	1	1	2	1	3		4	3	22
	2023			2		2	4	2	3	1	1	3	5	23
	Net	4	0	0	1	-1	-3	0	-2	2	-1	1	-2	-1
Motor Vehicle Theft	2024							1						1
	2023													
	Net	0	0	0	0	0	0	1	0	0	0	0	0	1
Counterfeit/ Forgery	2024	2	2				1					1		6
	2023	1										2		3
	Net	1	2	0	0	0	1	0	0	0	0	-1	0	3
Fraud (false pretense;swindle)	2024	3	2	1			1	2		2	3	4	2	20
	2023	1			1	1	2		2		1	2		10
	Net	2	2	1	-1	-1	-1	2	-2	2	2	2	2	10
Fraud (credit/debit card;ATM)	2024	1											1	2
	2023			1										1
	Net	1	0	-1	0	0	0	0	0	0	0	0	1	1
Fraud (impersonation)	2024	1					1	1		1	1	2		7
	2023			1		1	2		1				2	7
	Net	1	0	-1	0	-1	-1	1	-1	1	1	2	-2	0
Stolen Property	2024							1						1
	2023													
	Net	0	0	0	0	0	0	1	0	0	0	0	0	1

**Crime Comparison Report For the period ending 12/31/2024**

<b>Group A Crimes Against Society</b>														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2024				2									2
	2023													
	Net	0	0	0	2	0	0	0	0	0	0	0	0	2
Pornography/Obscene Material	2024			1	1	1								3
	2023									1				1
	Net	0	0	1	1	1	0	0	0	-1	0	0	0	2
Weapon Law Violations	2024	1	1		1			1						4
	2023				1									1
	Net	1	1	0	0	0	0	1	0	0	0	0	0	3
Total Crimes Against Society	2024	1	1	1	4	1		1						9
	2023				1					1				2
	Net	1	1	1	3	1	0	1	0	-1	0	0	0	7

**Crime Comparison Report For the period ending 12/31/2024**

<b>Group B Crimes</b>														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2024								1			1		2
	2023													
	Net	0	0	0	0	0	0	0	1	0	0	1	0	2
Disorderly Conduct	2024							2	1					3
	2023	1									1			2
	Net	-1	0	0	0	0	0	2	1	0	-1	0	0	1
Driving under Influence	2024				2	1	1						2	6
	2023	2	2	1	1	1	1		1	1	1	1		12
	Net	-2	-2	-1	1	0	0	0	-1	-1	-1	-1	2	-6
Family Non Violent Offenses	2024				1									1
	2023													
	Net	0	0	0	1	0	0	0	0	0	0	0	0	1
Liquor Law Violations	2024				1									1
	2023													
	Net	0	0	0	1	0	0	0	0	0	0	0	0	1
Trespass of Real Property	2024								1		1	1		3
	2023													
	Net	0	0	0	0	0	0	0	-1	0	-1	-1	0	-3
All Other Offenses	2024	3	3	2	5	3	3	4	5	3	5	4	4	44
	2023	3	4	2	4	3	5	9	3	2	5	4	2	46
	Net	0	-1	0	1	0	-2	-5	2	1	0	0	2	-2
Total Group B Crimes	2024	3	3	2	9	4	4	6	7	3	5	5	6	57
	2023	6	6	3	5	4	6	9	5	3	8	6	2	63
	Net	-3	-3	-1	4	0	-2	-3	2	0	-3	-1	4	-6

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

**Department Project Activity** - There was activity during the month of December 2024 on these Department projects:

- Airport Commission – The Commission held a regular business meeting on December 11, 2024, addressing many topics including Commissioner Reports (Airport Revolving Fund (ARF), Report on noise comments received on website, Upper Air Inflation Building (UAIB) Progress, Appeal to Department of Environmental Protection (DEP), H2 Hangar Lease Update, Airport Manager’s Report - Tim Howard, and the Engineer’s Report - GALE Associates (Design, Permitting, Bidding for Tree Removal Project and State ASMP grant projects). Over the course of the month, Staff also assisted the Commission with processing airport related correspondence, ARF invoices/coordination, hangar lease management, lease revision review with Town Counsel, grant administration, meeting package production/distribution, coordination with Finance on reporting improvements, supporting efforts regarding siting NOAA Upper Air Station at the former Fishermen’s Storage Area, FY25 Capital Article implementation (developing procurement documents), Appeal of the Conservation Commission’s Order of Conditions approved in July (DEP follow up to questions/requests from November site visit), FAA/MassDOT Aeronautics CIP coordination, website planning/revisions, 5-Year Capital Plan request submissions, Public Records Requests (PRR) and public inquiries.
- Crowell Road Intersection Project – Following up on the vote at the SB’s meeting in September 2022 to move the MassDOT alternative into the 25% Design phase, from late 2022 through 2023 HSH efforts were devoted to preliminary filings/reviews including, the Intersection Control Evaluations (ICE) Stage 1 Worksheet, revised alternatives analysis worksheet, and revised Design Justification Workbook (DJW), all precursors leading to the 25% Design submission objective. In January 2024 HSH incorporated all outstanding State comments into the final submission package. This final 25% Design package was submitted to MassDOT in the third week of January. With the attainment of this project process milestone, MassDOT was expected to provide a Public Hearing date schedule within 90 days of the submission date. As part of an internal project team meeting with Staff, the Designer and the MassDOT Project Manager reviewing the final items identified at the June 13<sup>th</sup> project resolution meeting and needed plan changes to move the project to the next milestone, the potential for scheduling a 25% Design Public Hearing (DPH). In December, work and coordination continued to assemble materials for MassDOT to schedule and hold the District Utility and Constructability Engineer (DUCE) site utility walk, which now needs to be completed before hearing planning can resume. Additionally, the State Utilities Engineer (SUE) also requested underground survey utility location (e.g., ground penetrating radar or other electromagnetic methods) in advance of the site meeting. These additional steps will most likely push back the scheduling of a 25% Design Public into the spring of 2025 at the earliest.

- Library Capital Projects – With the approval of the base comprehensive funding article at the June 2020 ATM (#14) and completion of the higher prioritized shell improvements (Phase 1 & 2), project efforts continue on the final phase planning of site safety and access improvements, with Site Master Plan Project efforts in December focused reviewing revised engineering scope and contract submitted and internal coordination discussions regarding timing of sidewalk repairs and Library Lane repaving. Also, in December continued OPM efforts on the HVAC Electrification Project, included follow up site visits with the Engineering Team to continue working on the Heat Pump Renewable Thermal Study scope to identify the most feasible HVAC upgrade options and review of historical electrical usage. This study will also identify any areas of additional technical review needed (e.g., electrical, structural, etc.) and ultimately set the stage for the provision of full mechanical and electrical plans/specifications for public bidding. Refining engineering and planning details on both projects continued in December.
- Chatham Center for Active Living (CFAL) 193 Stony Hill Road Facility Study – Following up on the Select Board’s vote at their October 31, 2023, meeting to engage a professional consultant to evaluate the possible remediation of major deficiencies at the current CFAL to make the facility more serviceable for the needs of Chatham’s seniors and develop approximate cost estimate for any such remediation. Staff efforts in June focused on preparation and review of final draft feasibility study materials which were presented to a joint meeting with the SB, COA Board of Directors and public on the 25<sup>th</sup>. Project efforts in December were focused on reviewing the final schematic design refinements and detailed review of the corresponding cost estimate to prepare for the Community Forum presentation of the final revised schematic design (e.g., staff reports, compiling documents, developing the presentation) on January 7, 2025, to present final study results. Follow up discussion on the project has been scheduled for January 14, 2025, with the SB.
- Americans with Disabilities Act (ADA) Transition Plan Implementation – Continuing with the second fiscal year of implementing this five-year capital funding initiative to correct identified areas for accessibility correction/improvements, Staff has been working with the OPM on implementing the details of the three-track approach to move towards making identified Plan changes. In December for the Town Offices ADA Restroom Upgrades first track project needing design work, a preconstruction coordination meeting was held with work targeted to start the last week in January with completion targeted before the 2025 summer season. The upgrades will include improved access and entry to the bathrooms, safer floor plans for those in wheelchairs, all new and operable appliances, fixtures, furnishings, and hardware. With the availability of additional American Rescue Plan Act (ARPA) this month, the entire contract cost (\$433,000) was allocated to cover construction costs. For projects not needing design work, track two for implementation, the OPM placed an order in December with the sign vendor to move into production with the installation is slated be completed by Facilities Staff as signs are received (over 100 ADA signs for public buildings/parks/beaches). The DPW/Facilities Team continued work in December on its assigned ADA accessibility action items as well (approximately 18% of all these action items are completed, another 35% of the

total 389 actions are under way. Review of track three projects involving those overlapping with other capital projects/potential efforts such as the Library Site Master Plan, CQX Picnic Area improvements and CFAL alternatives continued in December.

**Inter-Departmental Projects/Other Support** – Staff’s efforts in December 2024 focusing on supporting other Departments and Town efforts were as follows:

- DPW and POA project collaboration & Facility Foreman project assistance and coordination
- Energy and Climate Action Committee (ECAC) meeting support – December 17, 2024
- ECAC Website Revisions – Ongoing discussion
- Former Eldredge Garage Parking Lot/Visitors Center project management assistance
- GIS coordination meeting with DPW Cemetery staff

**OPERATIONS** - Department activities related to Operations in December 2024 included:

- CLC/Green Communities efficiency projects coordination remaining FY24 initiated projects
- EV Public Charging Station Policy continued refinement for an upcoming SB Third Reading
- Municipal Energy Manager (shared CLC position) - energy use database QA/QC & EV Data review

### **Geographic Information System (GIS) Report – December 2024**

During December, Kristen Caruso, GIS Planner, provided ongoing efforts to maintain the master address table (MAT) list, maps provided on-line for internal staff use/those provided for public access and continued preliminary planning for GIS website (updating maps for static and interactive use). Other general system maintenance this month included PeopleForms edits/backup, responding to Help Desk Tickets (computer work order system) for address/edits. She also provided the following additional Department/Commission mapping assistance:

#### **Assessing:**

- FY2025 parcel update completed - Reviewing mismatch report and submission of data to MassGIS for update
- In progress- FY25 Map Atlas book
- Annabelle Lane split

#### **Information Technology:**

- Town Basemap recreation (replicate MapsOnline public map) into ArcOnline – In progress
- Brightly Map setup

- Several Brightly asset management integration follow-up meetings to discuss data format, etc.
- Veolia Maps – Sewer and Water - Integration meetings and Data updates from latest geodatabase acquired from GHD
- Hydrant layer and map created for ArcGIS Online

Community Development:

- Map Atlas for maps 4B and 4C

Miscellaneous and Ongoing/Upcoming:

- MassGIS Data Updates – MassWildlife, Inland Water Bathymetry, MassDEP data, Tier II Classified Ch. 21 sites, AUC sites
- Massachusetts Municipal GIS User winter meeting
- Provided FY25 parcel data to: ECAC and CCC for multi-hazard mitigation planning

New ArcOnline Format Preview - Hydrants Layer







**Steel Erection work at Transfer Station – Phase II (Priority I)**

**TOWN OF CHATHAM  
WASTEWATER CONSTRUCTION PROJECTS MONTHLY REPORT  
DECEMBER 2024**

Sewer Connection Applications to date: 813

Connections Completed to date: 662

Pending Applications: 151

- **Phase 1A.**
  - *Construction complete.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  - *There are approx. 336 properties in the Phase 1A area.*
  
- **Phase 1B.**
  - *Construction complete.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  - *There are approx. 78 properties in the Phase 1B area.*
  
- **Phase 1C-1.**
  - *Construction complete.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  - *There are approx. 99 properties in the Phase 1C-1 area.*
  
- **Phase 1C-2**
  - *Construction complete.*
  - *There are approx. 99 parcels in the Phase 1C-2 area.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  
- **Phase 1C-3/4**
  - *Construction complete.*
  - *There are approx. 255 parcels in the Phase 1C-3/4 area.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  
- **Phase 1C-5 (Oyster Pond Sewer Extension)**
  - *CC Construction has commenced work on this project.*
  - *Work includes installing sewer on portions of Independence Lane, Pond View Avenue and Pond View Lane, Kelly Lane, Woodcarver Knoll, and connecting the Oyster Pond Condo development.*
  - *Three (3) wastewater pump stations are part of this contract (Independence Lane, Pond View West, and the Oyster Pond Condo site).*
  
- **Phase 1D-1 (Chatham-Harwich Regionalization Interconnection)**
  - *Construction complete.*
  - *There are approx. 65 parcels in the Phase 1D-1 area.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
  
- **Phase 1D-2A**
  - *Construction is nearing completion by CC Construction.*
  - *Progress mtg.*
  - *Construction continued at pump stations at Rt. 28 & Rt. 137, and Twine Field Dr. & Morton Road.*

- Sewer construction completed on Morton Road, Meetinghouse Road, Mill Hill Road, & Middle Road
  - Final walk through of two pump stations was conducted with Town, Contractor, and Engineer.
  - There are approx. 334 parcels in the Phase 1D-2 area.
- **Phase 1E-1 (Stony Hill/Crowell Rd Infrastructure Project)**
  - *Construction complete.*
  - *There are approx. 25 parcels in the Phase 1E-1 area.*
  - *Following a Board of Health vote mandatory connection orders were issued.*
- **Crowell Rd Phase II/Fish Pier Stormwater Project**
  - Construction is complete by N&M Construction.
  - Final payment and documentation items remaining.
- **Phase 1E-2 (Stage Harbor Rd Sewer Extension)**
  - Construction is underway by Dig It Construction.
  - Progress mtg
  - Project installs sewer on the southern portion of Stage Harbor Road (from Honeysuckle La. To Champlain Rd.), Atwood Lane, Cedar Swamp (north and south), Honeysuckle Lane, and the eastern portion of Champlain Road. A new pump station at Old Mill Boat Yard (behind the Harbormaster’s shop) is part of this contract.
  - There are approx. 59 parcels in the Phase 1E-2 area.
- **Queen Anne Pump Station**
  - Construction is nearing completion by CC Construction
  - Work is complete and final paperwork continues.
- **Mill Pond Pump Station**
  - Construction continues with contractor Robert B. Our.
  - Work upgrades and replaces the 50+ year old pump station that was part of Chatham’s original sewer system.
  - The temporary bypass has been installed.
  - Progress meeting.
- **General**
  - Issued weekly construction status Press Release
  - Updated wastewater project webpage on the town website as needed.

**TOWN OF CHATHAM  
WATER DIVISION MONTHLY REPORT  
DECEMBER 2024**

Listed below is an overview of the daily and monthly activities for December 2024.

**December Water Pumping:**

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
19,339,400 Gallons	1,056,100 Gallons	250,700 Gallons	623,852 Gallons	1,841,052 Gallons	18,880,400 Gallons

The variance between December 2024 and December 2023 pumping shows an 8.3 % Increase which equates to 1,483,800 gallons.

Process Control	Flushing And Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
495,862 Gallons	1,309,440 Gallons	0 Gallons	34,750 Gallons	0 Gallons	0 Gallons

Total other uses 1,841,052 gallons.

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

**Water Sampling**

- 10 bacteria samples were taken in the month of December from the distribution system and the results reported to DEP. All samples were free of bacteria.
- Monthly and quarterly samples were taken for alkalinity and orthophosphates.

**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.
- Work continued on the foundation for the Training Field Treatment Plant.
- Aqueous continued pressure washing the storage tanks.
- Dig-It installed a new 3 gate cluster pm Training Field Road for the new treatment plant.
- Maher replaced the head shaft and installed a packing gland on one of Morton Road’s raw water pumps.
- Hach performed probe maintenance at all stations.
- Winston Builders drained and removed the carbon for the GAC filter at Well 5.

**System Maintenance**

- Painting of the hydrants was completed.
- Testing of second round of reduced pressure zone devices was completed.
- Veolia employees continued to inspect numerous customer residences in response to the water service material data that is needed to complete the lead and copper data base.
- Bortolotti repaired a water main break on Shore Road.
- Bortolotti repaired a water main leak at Cove Hill Circle.

**Meter Reading**

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

**Meter Activities**

Dig Safes	New	Final	Turn on/off	Repair	Replace & Install Radio	Inspections
218	9	15	78	16	46	48

**TOWN OF CHATHAM  
WATER POLLUTION CONTROL FACILITY MONTHLY REPORT  
DECEMBER 2024**

**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.
- December 2 after hours Blower 1 VFD FAULT. On site power cycle returned it to normal operation.
- December 3 found that a clarifier froth spray system drain had not closed properly and was leaking causing the plant water system to struggle maintaining pressure. The valve will need excavation to work it for proper function.
- December 4-HACH on site for service of plant probes.
- December 4-Beth Murphy of Veolia on site for pump station safety inspections.
- December 4-Compressor 2 shaft seal leak has increased. Ingersol Rand contacted for timetable on site visit/component swap.
- December 5-HACH returned to complete site work.
- December 5-Rise on site for lighting fixture replacement.
- December 5-South Shore Gen. on site for station generator service.
- December 6-MEOH delivered.
- December 6-MAC on site for heating work.
- December 7-Septage receiving blower failed. Spare on site used to replace.
- December 9-Both Ben and Jess of GHD notified of their respective stations having generator issues.
- December 9-UV rack 1 required a single ballast replacement.
- December 10-Bortolotti on site to work on the plant water valves. System pressure restored after valve work performed.
- December 11-Rise on site for light fixtures.
- December 12-Lift gate on pickup appears to have a blown hose and is inoperable.
- December 13-GHD email reported that the WPCF permit renewal has been submitted.
- December 17-Rise on site for light fixtures.
- December 17-CPR training on site.
- December 18-CPR training on site for second day.
- December 19-HTS on site for influent building heat/odor control repair inspection. Two quote options to follow.

- December 19-Gorman Rupp 4" trash pump fuel system began to leak. Unit to Maserveys for repair work.
- December 19-Permit required monitor well reporting data collected.
- December 19-Sludge processing odor control being investigated for unknown trouble.
- December 23-MAC on site to investigate three HVAC items: Compressor room louver system actuator failure. Influent building failed thermostat at entrance near the influent trough. Sludge process building boiler system has a failed combustion fan.
- December 23-Milli Q lab water system failure. Millipore contacted and tech scheduled for service.
- December 23-Attempt to unload dewatered sludge at Yarmouth but RBO had not cleared the storage location yet. Called to verify schedule to clear.
- December 25-CLOSED for Christmas holiday.
- December 30-Sullivan tire on site to change out the MACK roll off rear tire that failed.

#### **SLUDGE DEWATERING BUILDING**

- Sludge dewatering was performed on the 3<sup>rd</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup> and the 30<sup>th</sup>.
- We disposed of the sludge cake at the Town of Yarmouth Septage Receiving Facility on the 9<sup>th</sup> 14.3 tons and the 16<sup>th</sup> 13.39 tons.

#### **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.

#### **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.
- December 2-QAPS Gen in coolant low temp alert, block heater outlet GFCI faulted.
- December 6-Fall River Electric at QAPS.

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

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

#### **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.
- December 12-CHOPS P1 has failed in some way. RALCO has been called in to inspect control center for electrical issues.
- December 13-CHOPS wet well has been serviced by both town and Veolia personnel.
- December 18-CHOPS RALCO on site for electrical investigation of pump failure. One starting capacitor had failed. Stock replacement and pump is operational.

#### **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.
- We performed weekly exercising of the emergency generator.

#### **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.
- We performed weekly exercising of the emergency generator.

#### **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.
- We performed weekly exercising of the emergency generator.

#### **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.
- We performed weekly exercising of the emergency generator.

#### **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.
- We performed weekly exercising of the emergency generator.

#### **OYSTER POND FURLONG PUMPING STATION**

- Regular inspections and checks of the station were performed.

#### **MEETINGHOUSE NORTH PUMP 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.

#### **MEETINGHOUSE SOUTH PUMP 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.
- This station isn't online as of yet but is being inspected.
- December 3 Kraft power at Meeting House South Station for generator gas odor.
- December 7 Meeting House South OIT at generator not functional/dead.

#### **TWINEFIELD PUMP 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.
- This station isn't online as of yet but is being inspected.

**BALFOUR 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.

**SKYWAY 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

**PERCH POND 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.

**COLLECTION SYSTEM AND FORCEMAINS**

- Grease trap partial inspections for the month of December were completed throughout the month.
- December 2-Sewer installation inspection at 18 Rumson for JW Dubis.
- December 10-Barrows working at 1 Richards Lane having trouble locating sewer stub. Investigation uncovered the property is also part of 81 Uncle Albert’s and that they are using that stub to connect not the originally designed stub in front driveway.
- December 12-Final sewer installation inspection at 1 Richards Ln. for Barrows.
- December 18-Requested sewer installation inspection for Harwich at 250 Rte. 137. Speakman was the contractor. Jon Long of Harwich Sewer was notified of completion.
- December 19-Performed a preliminary site inspection for partial sewer connection at 513 Stage Harbor road per DPW request.
- December 23-Cut and cap for John Martin at 52 Blackberry Ln.
- December 26-Sewer installation inspection 100 Hardings Lane. JW Dubis is the contractor.
- December 30-Final sewer installation inspection at 100 Hardings Lane for J.W. Dubis. The internal plumbing was not connected at the time of the inspection. The tie card was delivered to the DPW and was not uploaded to the GIS system because there was no digital asset on the lot to upload it to.
- December 31-Received a second hand report that the Impudent Oyster placed a sewer back up call to RBO.

**TOWN OF CHATHAM  
HIGHWAY DIVISION MONTHLY REPORT  
DECEMBER 2024**

Road Maintenance:

●	Pick up trash downtown, parking lots, lighthouse.
●	Pick up dead dear at Cranberry Rd and bring to Transfer Station.
●	Pick up barricades and cones from Turkey Trot .
●	Pick up chair on Pleasant St and bring to Transfer Station.
●	Pick up trash and debris on Old Queen Anne Rd.
●	Bring loader to Main St. & Seaview triangle, scrap up and remove dirt from washout from paving project.
●	Tbase potholes on Bassett Ln.

•	Put out barricades and cones for Christmas stroll.
•	Asphalt potholes on sidewalk and Main St.
•	Pick up trash downtown, parking lots, lighthouse after Christmas stroll.
•	Pick up barricade's and cones from Christmas stroll.
•	Patch pothole on Seapine Rd.
•	Put out barricade's and cones for first night celebration.

Sweeping:

•	Sweep downtown, curbing, parking lots, lighthouse.
•	Sweep dirt and tbase from water main break at Main St and Seaview St from paving project.
•	Sweep dirt and tbase from Main St and Seaview St after heavy rain from paving project.
•	Sweep on Cove Hill Rd after water break.

Construction:

•	Haul 11/2 stone from T.W. Nickerson's to shop for stock.
•	Bring backhoe to crows pond landing to pull up trap rock on side of boat ramp.
•	Bring loader to Crows Pond Landing and Ryders Cove to scrap sand off boat ramps.
•	Send mini excavator to fill in oil shed foundation with sand at fish pier.
•	Send both Peterbilt's to haul pit sand from T.W. Nickerson's to Cockle Cove Landing.
•	Send backhoe to Cockle Cove landing to push off sand and grade beach.
•	Send mini excavator to Kate Gould Park to dig and backfill electrical trench for lights.
•	Bring asv and loam to Kate Gould Park, top dress and grade loam, rake.
•	Bring mini excavator to Avalon point for drainage project, sawcut mix and remove, dig out plants in excavation area, remove sod.
•	Bring backhoe to Avalon point, dig out area for drainage structure, stone, backfill, tbase, frame and grate, cement.
•	Finish putting back plants, loam sod, from Avalon point drainage project.
•	Send asv to old comers walking path parking area to tbase potholes and grade.
•	Send asv to Cove Hill Rd and scrap sand off roadway and remove after water break.
•	Send mini excavator to Cockle Cove beach to bury seal.
•	Send mini excavator to Cow Yar to dig out culvert pipe.
•	Haul tbase from T.W. Nickerson's with Rolloff truck for stockpile at shop.
•	Dig out tbase and hot mix drainage patch at Avalon point.
•	Fill in with dirt, tbase and grade, compact entrance of trine field conservation area.
•	Dig three trenches in roadway at Battlefield Ext, fill with traprock, stone, grade washout areas with tbase.

Fleet Maintenance:

•	Fix backup light on truck#9,27.
•	Change out flat tire on bobcat.
•	Repair hydraulic o-ring on backhoe.
•	Repair sander #5 (bent spinner shaft).
•	Replace cutting edge on loader.
•	Replace hydraulic quick connect piston on loader (leaking).
•	Replace loader tire.
•	Service park truck#8
•	Take off sander and reinstall after hot mix project on Avalon point on truck#17.
•	Work on sander truck#15(lights).
•	Work on 1ton sander#5 spinner, service park truck#2, replace step, batteries.

•	Service bobcat.
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Signs:

•	Pick up signboard from Old Harbor Rd and bring back to D.P.W.
•	Replace missing island sign at end of Crowell Rd.
•	Replace two missing signs on Scatteree Rd (curve signs).
•	Put up new sign at mci buildings (do not enter).
•	Pull out and remove old school signs and relocate signs on Crowell Rd for school zone.
•	Install and put up new signs and flashing lights for Crowell Rd school zone .
•	Tighten polls on Old Queen Anne Rd intersection and replace broken wire on lights at bike trail crossing.
•	Put up new \$75 sticker and \$300 stickers at vets field parking lot.
•	Make up and put out two soft shoulder signs for Old Harbor paving project.

Catch Basins:

•	Dig basins with basin digger at Sam Ryder Rd.
•	Clean off basins and runoffs during heavy rain event (12-11-24).
•	Dig basin with basin digger at Cove Hill Rd (water break).
•	Dig basins with basin digger on Shore Rd near water break.
•	Clean off basins and runoffs during rain (12-17-24).
•	Clean off basins and runoffs after rain.

Trimming:

•	Cutting and picking up branches from wind storm on Stage Neck Rd, Riverbay, Harbor Coves.
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Traffic Markings:

•	Paint crosswalk bars on Seaview St.
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Snow & Ice Operations:

•	Put on sander on truck#5.
•	Order 3 trailer loads of salt for salt shed and push in with loader.
•	Install sander on transfer station 1ton.
•	Salt mains and secondary roads, parking lots, town buildings (12-2024).
•	Salt mains and secondary roads, parking lots, town buildings (12-22-24).
•	Order 4 trailer loads of salt for salt shed and push in.
•	Peladow icy sidewalks downtown.
•	Inspect road conditions.
•	Fuel up all sander trucks, empty salt and wash off, inspect.
•	Reinspect private roads for snow and ice operations.

**TOWN OF CHATHAM  
FACILITIES DIVISION MONTHLY REPORT  
DECEMBER 2024**

•	Check all the town buildings and public restaurants.
•	Reset elevator at the town annex.
•	Replaced repaired left hand side door at the community center in the gymnasium.
•	Replace the ceiling light in Ted's office at the annex.
•	Repaired exterior labrador at police department.

•	Called south shore generator because of an issue with the RPM sensor at town annex.
•	Repaired clogged sink in the break room at town hall.
•	Repaired cage for emergency lights in the gymnasium and repaired baseboards at the community center.
•	Replaced the broken doorbell at the Bassett house.
•	Repaired the broken toilet and hung up a whiteboard at the COA.
•	Got rid of old unused ballots to the transfer station from town hall.
•	Called mechanical air control for an issue with the heat at the annex (the fan blower was broken).
•	Repaired hallway door in the girl's locker room at the police department.
•	Repair clogged sink in the men's restroom at the community center.
•	Repaired clogged sinks in the men's restroom at the community center.
•	Reset boilers because of an issue in Bay 1 and Bay 2 at the fire department.
•	Burnell controls conducted P.M. work at the community center.
•	Transported 4 pieces of plywood for first night event to the Community Center.

**TOWN OF CHATHAM  
PARK/CEMETERY GROUNDS DIVISION MONTHLY REPORT  
DECEMBER 2024**

Beaches: The split rail fence in front of the Harding's Beach picnic area needs to be replaced. That project was started this month.

Parks: There was a cement post at Chase park that was knocked loose so we removed it, re dug the hole and reinstalled the post.  
A Park Dept. crew was sent to the various parks and grounds to remove any fallen debris after a wind storm.

Cemetery: We have completed the border cutting at Peoples Cemetery. The roadside cutting and individual gravesite cutting is still ongoing. There were a lot of leaves built up at Seaside Cemetery so a Parks crew was sent to pick them up before the weather got too cold. The fence line/border cutting has been started at Union Cemetery.  
We have also started using the stump grinder in the cemetery and are steadily gaining ground.

Christmas: The various Christmas lights in town have been getting checked daily and repaired as needed.

New years: Two picnic tables were delivered to Town Hall Parking Lot for the FNC.  
We also did our annual hauling of chairs from the middle school to the elementary school. We also hauled the staging to the rec building for the Orphium.

DPW: At the shop, we are building a stand that will be used to remove the Salt spreader from the 1ton truck when it is not needed.  
The Park department was needed to assist the Highway department in hauling stone for a project they were working on.  
We also assisted them in an irrigation fix that was needed.

**TOWN OF CHATHAM  
CEMETERY MONTHLY REPORT  
DECEMBER 2024**

**1. Lot Sales and Burial Activity:**

- No lots were sold in December.
- Two burials were scheduled for spring 2025.

**2. Community Engagement:**

- **First Night Chatham:** Barricades were successfully placed to facilitate the event, ensuring the cemeteries remained accessible and protected during the festivities.

**3. Maintenance and Upkeep:**

- Continued efforts in Union and People’s Cemeteries focused on tidying up the fence lines and clearing overgrowth to maintain a neat and respectful appearance.

**4. Record Transcription Project:**

- The transcription of cemetery records began from paper to digital format. This ongoing effort will enhance accessibility, preserve historical data, and allow for GIS / mapping capabilities within all active cemeteries.

**TOWN OF CHATHAM  
TRANSFER STATION MONTHLY REPORT  
DECEMBER 2024**

**Recycling/Diversion:**

Recycling/Diversion shipments out of the Town of Chatham Transfer Station were lower in December 2024 when compared to November 2024 and higher in December 2024 when compared to December 2023. The monthly comparisons are detailed below:

<b><u>December 2024</u></b>	<b><u>November 2024</u></b>	<b><u>Difference</u></b>
243.75 tons	298.04 tons	-49.29 T Decrease
<b><u>December 2024</u></b>	<b><u>December 2023</u></b>	<b><u>Difference</u></b>
243.75 tons	191.78 tons	51.97 T Increase

**Trash:**

Tonnage delivered to SEMASS in Rochester, Massachusetts was higher in December 2024 when compared to November 2024 and higher in December 2024 when compared to December 2023. The monthly comparisons are detailed below:

<u>December 2024</u>	<u>November 2024</u>	<u>Difference</u>
415.02 tons	399.16 tons	15.86 T Increase

<u>December 2024</u>	<u>December 2023</u>	<u>Difference</u>
415.02 tons	343.82 tons	71.20 T Increase

**Trash Delivered by Town of Chatham Employees:**

The amount of trash delivered by the Town of Chatham was lower in December 2024 when compared to November 2024 and lower in December 2024 when compared to December 2023. The monthly comparisons are detailed below:

<u>December 2024</u>	<u>November 2024</u>	<u>Difference</u>
3.54 tons	3.69 tons	-0.15 T Decrease

<u>December 2024</u>	<u>December 2023</u>	<u>Difference</u>
3.54 tons	4.11 tons	-0.57 T Decrease

**DPW TRANSFER STATION  
DECEMBER 2024 MONTHLY RECYCLING REPORT**

COMMODITY	TONNAGE		TONNAGE		% CHANGE	YEAR TO DATE
	Dec-23		Dec-24			
TIN	2.18	T	2.39	T	10%	21.06
ANTIFREEZE	0	GAL	0	GAL	0%	0.00
AUTO BATTERIES	0	PCS	0	PCS	0%	2.86
PAINT	0	GAL	0	GAL	0%	0.00
TIRES	68	PCS	0	PCS	-100%	26.00
WASTE OIL	0	GAL	0	GAL	0%	1175.00
CLEAR GLASS	0	T	0	T	0%	0.00
MIXED GLASS	14	T	13.19	T	-6%	171.79
#1-7 MIXED PLASTIC	2.78	T	4.84	T	74%	82.46
CARDBOARD	17.58	T	15.93	T	-9%	291.83
MIXED PAPER	10.59	T	11.92	T	13%	148.29
MATRESSES	1.85	T	4.15	T	124%	45.61
BAYSTATE TEXTILES	1.41	T	0.74	T	-48%	26.44
METAL	5.04	T	10.01	T	99%	182.44
PROPANE TANKS	209	PCS	0	PCS	-100%	565.00
RED CROSS	1.08	T	1.08	T	0%	15.44
SALVATION ARMY	0.77	T	0.91	T	18%	14.27
PLANET AID	0.46	T	0.02	T	-96%	3.08
DEMOLITION	86.89	T	122.75	T	41%	1395.03
CCR PARTNERSHIPS	1.03	T	1.37	T	33%	19.81
COMPOST	0	LOAD(S)	0	LOAD(S)	0%	0.00
BRUSH	25.52	T	29.06	T	14%	501.48
C R T'S	0	T	0	T	0%	21.62
NI CAD BATTERIES	0	BOX'S	0	BOX'S	0%	0.00
SINGLE STREAM	16.33	T	22.33	T	37%	311.53
BLACK EARTH	0.71	T	0.72	T	1%	8.32
RIC BUTLER	0	T	0	T	0%	0.00
HAND ME DOWNS	0.69	T	0.11	T	-58%	6.91
BAYSTATE BOOKS	2.51	T	2.23	T	-11%	26.01
SEMASS	343.82	T	415.02	T	21%	6337.48
SEMASS LOADS	18	LOAD(S)	20	LOAD(S)	11%	299.00
ROLL OFF	37	LOAD(S)	47	LOAD(S)	27%	613.00
NEWSPAPER	0	T	0	T	0%	69.56

**TOWN CLERK: Submitted by Julie Smith**

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

**VITAL RECORDS:**

The following number of Vital Records were recorded:

<b>VITAL RECORDS REGISTERED</b>	<b>DECEMBER 2024</b>	<b>DECEMBER 2023</b>	<b>2024 YEAR TO DATE</b>
BIRTHS	5	0	28
INTENTIONS OF MARRIAGE	4	2	92
MARRIAGES	7	1	89
DEATHS	14	10	161

**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:

<b>VOTER REGISTRATION</b>	<b>DECEMBER 2024</b>	<b>DECEMBER 2023</b>	<b>2024 YEAR TO DATE</b>
NEW VOTER REGISTRATIONS	20	33	567
REMOVED VOTERS	63	65	341
TOTAL NUMBER OF REGISTERED VOTERS	6,200	6,017	6,200
TOTAL NUMBER OF RESIDENTS	6,472	6,373	6,472

**CASH RECEIPTS:**

The total amount collected and submitted to the Treasurer's Office was \$1,822.00.

<b>CASH RECEIPTS</b>	<b>DECEMBER 2024</b>	<b>DECEMBER 2023</b>	<b>2024 YEAR TO DATE</b>
	\$1,822.00	\$2,550.00	\$20,344.00

\* \* \* \* \*

*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)*