



Town of Chatham

Office of the Select Board

Town Manager

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Chatham, MA 02633



Jill R. Goldsmith
TOWN MANAGER
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MEMORANDUM

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TO: Honorable Select Board

FROM: Jill R. Goldsmith, Town Manager 

DATE: February 20, 2025 (for Select Board Meeting of February 25, 2025)

SUBJECT: Town Manager's Report and Monthly Department Reports for January 2025

Current Items/Select Board Follow-up Items:

FY2026 Budget Review and Updates

The Select Board and Finance Committee continue to review the proposed budget for Fiscal Year 2026 and corresponding warrant articles for the 2025 Annual Town Meeting. On February 25, 2025, the Select Board will be voting to approve and transmit the FY2026 Budget to the Finance Committee per the Town's bylaw, Section 15-1, D which states this must be done on or before March 1.

To date, the Select Board has voted to place and recommend the articles listed below and the Finance Committee has voted their recommendations, as noted.

Title	\$ Amount	SB Rec to Approve	FinCom Rec to Approve
NEW Adult Supportive Day Program - Establish a Revolving Fund - MGL Ch. 44 Sec. 53E1/2		5-0-0	9-0-0
Water Department Operating Budget - FY2026	\$ 5,447,828	4-0-0	9-0-0
Capital Project and Debt Exclusion/Borrowing - Transfer Station Project	\$ 3,400,000	4-0-0	9-0-0
Capital Project - Center for Active Living	\$ 5,000,000	4-0-0	
Capital Project and Debt Exclusion/Borrowing - Wastewater Project Continuation Borrowing Authorization+ Ballot Question 1	\$ 32,000,000	4-0-0	
ADD Capital Article - Ambulance	\$ 410,000	5-0-0	9-0-0

Sewer Capital - Transfer from Wastewater Capital Stabilization Fund	\$ 1,070,000	4-0-0	9-0-0
Dredging	\$ 400,000	5-0-0	9-0-0
Childcare Voucher Program	\$ 175,000	5-0-0	9-0-0

Both the Select Board and Finance Committee will continue to review the proposed articles for Town Meeting over the next few weeks.

The Select Board will vote to close the warrant for the 2025 Annual Town Meeting (ATM) on March 18, 2025. The 2025 Annual Town Meeting is scheduled for Saturday, May 10, 2025 at 11:00 am the Monomoy Regional Middle School gymnasium.

2025 Annual Election Reminders

The Annual Town Election (ATE) is scheduled for Thursday, May 15, 2025. The last day to register to vote to be eligible to participate in **both the ATM and the ATE is Wednesday, April 30, 2025 until 5:00 pm.**

The last day to submit nomination papers for certification of signatures is **Thursday, March 27, 2025.** There are four vacancies to be filled by the ATE including two seats on the Select Board, one seat on the Monomoy Regional School Committee, and one seat on the Housing Authority. Nomination papers are available at the Town Clerk’s office, Monday through Friday, 8:00 am – 4:00 pm.

Employee Years of Service Anniversary – March

Mark	Higgins	Fire Captain	25 years
Terence	Whalen	Projects & Operations Administrator	20 years
Robert	Faley	Director of Public Works	2 years
Ryan	Friel	Fire Fighter	2 years

Welcome February New Hires



Council on Aging Department Assistant - I am very pleased to announce that I have appointed Madeline (Maddie) Ittner as Chatham’s newest Council on Aging Department Assistant reporting to the Director of Community Services, Leah LaCross. Ms. Ittner began her employment at the Center for Active Living (CFAL) on February 18, 2025.

Ms. Ittner has relocated to Cape Cod from San Diego, CA and most recently served as Account Coordinator Manager at Host Healthcare from 2020 through 2024 prior to moving to the area. In this position, Maddie managed a team of recruiters, placing

traveling nurses in various roles. Prior to this, Maddie was an Employee Services Associate at TCW Global.

Department of Public Works Department Assistant - I am very pleased to announce that I have appointed Christine Brantley as Chatham’s newest Department of Public Works Department Assistant reporting to the Director of Public Works, Robert Faley. Ms. Brantley begins her employment at the DPW Office on Monday, February 24, 2025.

Ms. Brantley has most recently worked for Northside Design Associates in Yarmouth Port as the Administrative Office Manager since 2019. In this role, she provided administrative support including scheduling meetings, documenting meeting notes, preparing proposals, researching property information online and any historic or zoning requirements that could affect the project timeline and costs. She also managed AP and AR and submitted payroll information for the employees and subcontractors. Prior to that, she worked 10 years as Administrative Assistant at East Cape Engineering in Orleans where she was responsible to all aspects of office management including AP/AR, and researching and filing documents to Planning Boards, Boards of Health and Conservation Commissions.

Recruitment/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/townofchathamma/mycompany/>



Department Head Meeting with Representative Luddy – February 4, 2025

I invited Representative Luddy and her team to attend our monthly Department Head Meeting. We discussed the Town's legislative priorities and well as legislation platforms from our various professional organizations, including the MA Municipal Association. Rep. Luddy offered to provide updates at future Select Board meetings, on a schedule to be determined.

Meeting with Board/Committee/Commission Chairs – February 5, 2025

Town Manager Jill Goldsmith along with Director of Community Development Katie Donovan, and Communications Manager Shanna Nealy met with several Chairs of various Town Boards, Committees and Commissions (committees) to discuss a recent meeting of staff liaisons on their role and how they can best support the work of their committees, to review the committees' role in advancing the Select Board's goals and objectives, and to receive input from the Chairs on any additional support, guidance or training that may be helpful to them in fulfilling their responsibilities. An additional meeting will be scheduled with those Chairs who were unable to attend on February 5th.

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 – Pennrose Informal Meetings with Town Boards

Pennrose has held informational meetings with the Chatham Historical Commission and the Historic Business District Commission and will meet with the Planning Board on Monday February 24th to provide an overview of the project at 1533 Main Street. These meetings allow Board/Commission members to provide feedback to the applicant in advance of the applicant's filing of the Comprehensive Permit (40B) Application with the Zoning Board of Appeals.

- Housing Initiatives – page 12
- COA Programming Highlights – page 17
- 90 Bridge Street – page 34
- Ryder's Cove Bulkhead and Ramp Replacement – page 34
- Town-wide Dredge Permit Modification – page 34
- Crowell Road/Main Street Intersection – page
- Library Capital Project – page
- CFAL Feasibility Study – page
- ADA Transition Plan Implementation/Status – page
- Wastewater (Sewer) Construction Project – page

Chatham TV Productions: *Must Sea TV*

- [February Flash](#) – features a rundown of the programs and services offered by the Department of Community Services at the Community Center and Center for Active Living and an interview with Eileen Aldrich, the new Program Assistant at Ryder's Cove Respite.

- [Chatham’s Water Quality Lab Program](#) – features an interview of former and current Directors of Natural Resources Dr. Robert Duncanson and Greg Berman by Water Quality Lab Technician Sarah Griscom on the importance of water quality monitoring and testing.

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

E-Community Engagement as of February 19, 2024

Town Social Media Accounts

Subscribers

	23-Jan-25	19-Feb-25
Facebook	4057	4058
Chatham TV YouTube	447	449
Twitter/X	308	308
Instagram	629	646
LinkedIn	354	361

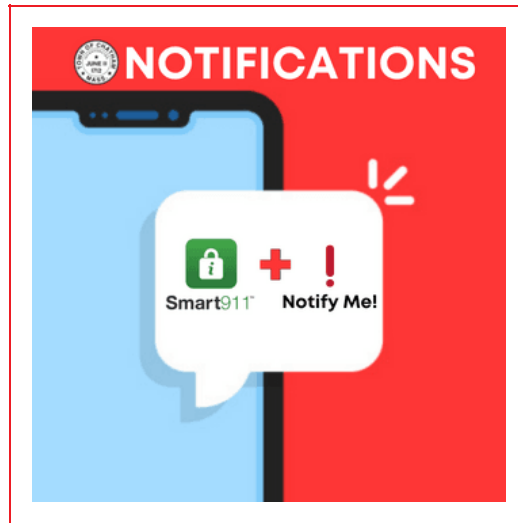
Notify Me Lists

	23-Jan-25	19-Feb-25
Business	388	393
Chatham Everyone (Employees)	40	40
Community Notifications	1062	1070
Government	1454	1466
Housing Updates	106	110
Low-Lying Road Alerts	114	121
Shellfish Notifications	280	276
Summer Residents	142	147
The Flash - Council on Aging	443	448

Mainsheet E-Newsletter

Overall Open Rate January 2025			74%
	<u>Delivered</u>	<u>Opened</u>	
3-Jan-25	1588	1277	80%
10-Jan-25	1591	1253	79%
17-Jan-25	1593	1061	67%
24-Jan-25	1597	1263	79%
31-Jan-25	1604	1076	67%

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 residence 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.

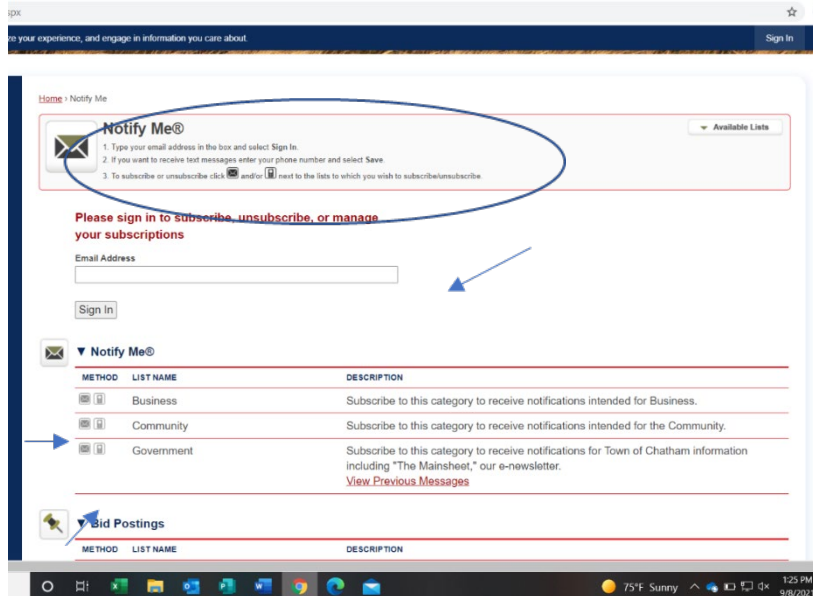
Residents can add additional telephone numbers including a cell phone. The address documented must be in Chatham, but the phone number can be from anywhere. Emergency messages can reach TTY (teletypewriter) phones used by the hearing impaired. [Please sign up using this link](#) or watch the video for 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 “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 January, 2025.

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	18	Ongoing projects and planning meetings and communications
Professional Meetings / Seminars/ Conferences	5	Cape Town Managers Meeting; MA Joint Labor/Management Committee; Women Leading Government (Steering Committee);

		Professional Development Webinars; MMA/Connect 351 Conference
Project/Issue Meetings	21	Mtg with Chamber Executive Director Angela Bucar and Merchants/Chamber Presidents, ADA projects, FY2026 Budget Preparations, MRSD Finance Team, Personnel, Recruitment, Select Board Meeting Preparation and Follow-up, Waterfront Access, Website Redesign
Public Records Requests	0	
Committee /Board Meetings/ Community Events Attended	9	Select Board, Finance Committee, Larry's PX Benefit, MLK Annual Breakfast Event by Nauset Interfaith Association, Team Chatham Movie Night

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:

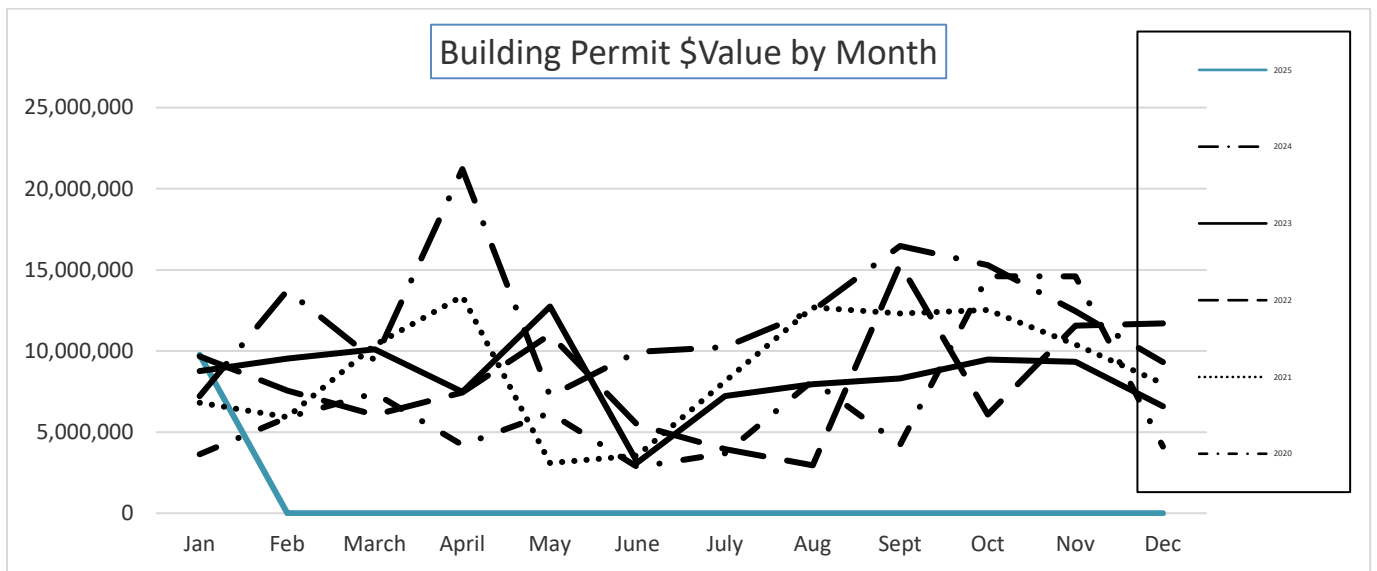
- *Listening to your concerns and providing accurate answers and information by responding in a friendly and thoughtful manner*
- *Being accountable for all we do, “not shutting the door and pulling down the blinds” recognizing that everyone’s needs are important*
- *Being the “helping hand” in making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

BUILDING DIVISION

	Month	2025 YTD	Ave/ Mo	2024 Total	2024 Ave/Mo	% 2025/ 2024	2025 \$Value YTD	\$Value 2024
Bldg Permits Issued								
New Dwellings	1	1	1	36	3	4%	\$750,000	\$48,315,966
Multi-family	-	-	-	-	-	-	-	-
Demolitions	1	1	1	27	2.25	4%		
Residential Add/Renos	69	69	69	956	80	7%	\$8,434,965	\$82,260,202
Nonresidential Add/Renos	2	2	2	51	4.25	4%	\$123,000	\$4,968,636
Public Structures New & Alts/add	2	2	2	14	1.16	14%	\$457,900	\$7,850,975
New Comm Structures	0	0	0	2	17	0%	\$0	\$1,625,000
Total Building Permits Issued	75	75	75	1086	90	7%	\$9,765,865	\$149,970,788
Average \$value/permit							\$130,212	\$138,095
Electrical Permits	61	61	61	911	76	7%		
Plumbing & Gas Permits	106	106	106	1152	96	9%		
Inspections								
Building	122	122	122	1605	134	8%		
Electrical	86	86	86	1316	110	7%		
Gas & Plumbing	150	150	150	1657	138	9%		
Total	358	358	358	4578	382	8%		

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 January. The Commission reviewed three applications under the Chapter 158 Bylaw. One application was found to be historically significant, but the proposed changes did not materially diminish the homes’ historical significance, so they did not impose a demolition delay. The other two applications were found to be not historically significant. The Commission also discussed their next steps for obtaining new Form B’s and updating old Form B’s.

Historic Business District Commission (HBDC) – There was one hybrid HBDC meeting in January. There were three new applications for Certificates of Appropriateness, all of which were approved. There was one application for signage which was approved. There was one Administrative Approval which was ratified.

Planning Board – The Planning Board held two regularly scheduled hybrid meetings and one Long Range Planning Work Session, in January. In addition to standard meeting items, the Board held Long Range Planning Sessions on the continued development of the proposed West Chatham Neighborhood Center (WCNC) District bylaw for Annual Town Meeting in May. One WCNC session included a Visualization presentation for three properties within the district by consultant Union Studio. Regular business conducted during the meeting included a Release of a Statement of Conditions, review of a Preliminary Subdivision, a one-year review of a Site Plan Approval, and a review of a Site Plan Approval Amended/Change of Use application. The Planning Board also held a Public Hearing on a Citizen’s Petition from Impact Chatham for the May Annual Town Meeting.

Zoning Board of Appeals (ZBA) – There were two hybrid ZBA meetings in January. There were nine new applications for Special Permits and two continued Special Permit hearings, eight were approved, and three were continued.

AFFORDABLE HOUSING TRUST – The AHTF Board of Trustees met one time in January. Staff provided project status updates on Town housing initiatives, including the work being done on 558 Crowell Road. The Trustees voted to increase the allowable expenditures from the AHTF to support the renovations to the property from \$15,000 to \$30,000, which includes a \$5,000 contingency.

ADVISORY COMMITTEES

Chatham Community Housing Partnership: The Community Housing Partnership met once in January. The CCHP members reviewed the strategies of the newly approved Housing Production Plan to begin to prioritize the work of the CCHP. Staff provided an overview of some of the elements of the Seasonal Communities section of the Affordable Homes Act, and the CCHP members voted to make several recommendations to the Select Board regarding 2025 Annual Town Meeting Warrant items. Staff also provided the usual project status updates on Town housing initiatives.

Economic Development Committee: The Committee did not meet in January.

Committee for People with Disabilities: The Committee held one hybrid in January, its first quarterly meeting of the new year. The Committee heard a presentation on implementation of the ADA Transition Plan from Terry Whalen and Pomeroy Associates; Taylor MacDonald, Molly Pomeroy, and Alexandra Murphy, on newly created color-coded spreadsheets which identify design vs. non-design work, which items have been completed, which items are in progress, and items yet to be addressed with respect to the transition plan action items. A financial spreadsheet was also provided showing amount of yearly allocation spent per Fiscal Year as well as carry over. Pomeroy said updates could be provided at least quarterly ahead of the regularly scheduled committee meetings or more frequently as needed.

HOUSING INITIATIVES

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 Select Board and Affordable Housing Trust in early February.

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 plan to meet with the Historic Business District Commission and the Planning Board in February so that the boards can provide comments and feedback on the development plans. There will be additional opportunities 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. As estimates and final

invoices for the work have come in, the Housing & Sustainability Director requested, and was approved for, additional funding from the AHT to complete the work.

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, the Town Planner, and the Planning Board Chair, and to participate in Planning Board discussions regarding the draft zoning language, specifically with respect to housing-related sections of the proposed bylaw, including Definitions and Inclusionary and Incentive Zoning.

Regional Policy Plan Update

The Housing & Sustainability Director participated in a municipal housing staff focus group at the Cape Cod Commission to review and improve housing goals and strategies for the update to the Regional Policy Plan, which is currently underway.

Accessory Dwelling Unit Draft Regulations

The Housing & Sustainability Director was asked by the Massachusetts Municipal Association to participate in a panel to provide testimony regarding the Accessory Dwelling Unit (ADU) Draft Regulations promulgated by the Executive Office of Housing and Livable Communities (EOHLC) in December. The ADU Regulations will clarify the ADU section of the Affordable Homes Act, which allows ADUs by right in all Massachusetts communities and everywhere single-family homes are allowed. Testimony was provided in-person and in writing. The final ADU Regulations are expected to be promulgated in early February as the ADU law goes into effect on February 2.

COMMUNITY SERVICES – Submitted by Leah LaCross

Adult Behavioral Health Clinician's Report:

The month of **January** had **22** working days in it.

During the month of January, the Town's Clinician had **109 interactions with 22 Chatham Adults**, for a total of **50 hours**.

Of the 109 interactions, 31 were CFAL outreach visits, **2** were phone outreach calls, **1** was a Chatham Fire Department/Emergency Medical Services (CFD/EMS) referral, **4** were CFD/EMS well-being referrals, **16** were client consults, **4** were Chatham Police Department (CPD) telephone outreaches, **1** was a CPD referrals, **2** were CPD well-being referrals, **2** were CPD referral follow-ups, **4** were home visits, **3** were home visit- volunteer visits, **1** was a home health service visit, **1** was an office consultation, **20** were (Chatham Center for Active Living) CFAL

office visits, outreaches, **1** was a provider consultation, **1** was a CFAL referrals, **3** were CFAL incoming client calls, and **12** were phone contacts.

January Reflection:

Eight months into my new position, I recognize that the Chatham community is beginning to understand and trust my role in the Town and are beginning to reach out to me spontaneously. From Chatham residents to neighbors of clients, to providers from other towns to my own colleagues; each group is feeling more comfortable reaching out to me with any concerns they may have for themselves, loved ones, or even strangers they come across in their day.

My role is beginning to be part of the fabric of Chatham, as I am busier than ever. I have built a rapport with many residents of Chatham, which makes my presence at their homes be met with less anxiety, and results in successful outcomes. My communication with Cape Cod Hospital also helps the transition of our clients from Chatham to the Emergency Room be met with clarity instead of confusion.

This position has shed light on the great need for Behavioral Health Services that are needed in Chatham, as well as how many individuals have been living isolated, unseen, unaware that there is help for them. The Chatham Police Department, Fire Department, and Center for Active Living are the other pieces to the puzzle that all come together to meet the needs of our residents and offer me the support I need to do my job effectively.

I continue to identify new areas of need within our community, and this month it became clear to me the number of people in Chatham who are grieving the loss of a loved one, and there are very few services available. Between the CFAL director and me, we are discussing the possibility of starting a Grief Support Group, to meet the needs of our people.

Community Connections:

This month, I spent 12 hours participating in team meetings, planning groups, crisis intervention groups, computer training, and outside agency groups. I attended the monthly **Children's Behavioral Health Group**, that was held at **Real Eyes Truth**, an agency that focuses on Trauma Therapy, based in Hyannis. I was able to participate in various techniques for treating trauma, as well as meet the providers who offer the services. Tapping, Sound Healing, and Energy Work were among the methods we were introduced to at this meeting.

I also spent several hours this month preparing for the **Chatham Health Festival**, that was held on 1/25/25. There were multiple vendors and many Chatham residents who attended the fair at the Chatham Community Center. The town of Chatham was well represented with the services we provide to our residents, from a blood pressure stand to CFAL, to the Cape and Islands Veterans Outreach Center and the Visiting Nurse Association, to name a few.

I also attended the newly formed **CCIT** (Community Crisis Intervention Team) Meeting in Orleans, which is proving to be a great way to meet fellow clinical providers, probation officers, and first responders in my neighboring communities. We had a District Attorney from Orleans

speak, which shed light on the Mental Health Court that is available in Orleans, as well as how “Section 35’s” are conducted from the perspective of the judges.

Chatham Police Lt. Sarah Harris began to train me on the Chatham Police Department computer system, which will eventually allow me to communicate with the officers via computer summaries. I will continue to get training by Lt. Harris as time allows. This will improve communication between myself and the officers on residents who we are both serving.

Lastly, I attended the Chatham Elder Working Group (CHEWG) monthly meeting. This team allows us to communicate about Chatham residents that are of concern, and together we come up with a plan on how to best serve the community member.

COA DIVISION

Outreach:

In January, the Outreach team conducted 105 separate interactions with 69 individuals, showing an increase in both outreach and wellbeing checks compared to the previous month. This month, Outreach received four consultation referrals from Chatham Police, Fire, and EMS Services, all related to wellbeing and safety concerns for three individuals. Follow-up with these residents took place to provide the necessary services and support.

The Outreach Coordinator made 9 home visits to 5 different individuals, focusing on issues like insurance, food insecurity, and overall well-being. These visits helped connect older adults with missing services, reducing some of their stress. Typically, home visits involve coordinating services with community partners, addressing isolation, and creating safety and action plans. Outreach also served 31 members through phone consultations and 49 members in-person at the CFAL office. We assisted with paperwork, connected members to relevant programs, and addressed financial concerns related to maintaining their homes. We’ve seen an increase in first-time visitors to CFAL, many of whom are seeking support. Additionally, more neighbors and friends are reaching out to help or find services for people they know. Transportation outside of CFAL’s service area remains a need that we continue to explore solutions for.

Our Healthy Meals in Motion Program served 45 families this month, and we received 3 new applications for February, including two families of four.

The LGBTQ+ Older Adult Group decided that, after the holidays, only one substantial event in January was needed. On January 16th, we traveled to the Dunbar Tea House in Sandwich for a tea brunch. The event was a success and a team effort, made possible with transportation provided by one of our buses.

Outreach also manages CFAL’s Durable Medical Equipment (DME) Program. This month, we loaned 20 items to 14 individuals. We are working on improving our tracking system for DME inventory and have received several new donations of equipment.

Finally, Outreach continues to expand its network of resources. Attending the Barnstable County Behavioral Health meeting in January provided valuable insight, as did the monthly meeting with the other 15 COA Outreach Coordinators.

Transportation

The New Year has brought an increasingly busy January at the CFAL. Transportation services have been in high demand, providing multiple rides for Chatham residents, including:

Orleans Day Program

- 7 participants
- 51 trips (to and from)

Ryder's Cove Respite Program

- 6 participants
- 14 trips (to and from)

Medical Appointments

- 49 trips (to and from)

Groceries

- 6 Pantry Food deliveries
- 27 resident trips to Stop & Shop (Thursdays)
- 16 deliveries from The Chatham Village Market

Pharmacy

- 6 prescription deliveries

COA Programs

- COA Cinema
- Busy Fingers
- Bingo
- SHINE
- Birthday Party
- Book Club
- Lunch and Learn

Other Services

- 3 banking
- Post office
- Library
- Hair Salon trips
- Off-site support programs
- 12 nursing home visits to family

The Ryder's Cove Respite Program has officially started at the Center for Active Living.

Transportation is a key component of this program, with 4 out of the 6 participants utilizing these services.

Additionally, we have observed a significant increase in grocery and prescription deliveries following the holidays, as many family members of our participants have moved south for the

winter months. The demand for our weekly Stop & Shop trip has risen dramatically, necessitating the use of multiple vans to accommodate all participants.

Our team continues to adapt to these growing needs, ensuring that our community members receive the essential services they require.

Programming

This monthly report outlines the activities and achievements of the Chatham Council on Aging Program Coordinator for the month of January 2025.

Program Highlights:

Health/Wellness - *Groove & Move Dance for Seniors*

- a. 8 participants
- b. January was the first month we offered an intern-led program to our participants. MRHS student Luli planned and led her first dance class. Each session Luli will do a warmup, teach participants a dance number, practice, and then lead a cool down.



Community Engagement - *Protect Our Past Film Screening*

- a. 7 participants
- b. In a collaboration with local organization *Protect Our Past*, we will be showing the educational documentaries created by POP to amplify the need for preserving our architectural heritage. If Our Walls Could Talk was shown this month, captured within the walls of Cape Cod's historic houses are stories of its people, their traditions and values.

Entertainment - *Bingo & Brunch*

- a. 21 participants
- b. Our monthly Bingo game was well attended this month, and thanks to generous community members, businesses, and the Monomoy Middle Schoolers all winters went home with an exciting prize!

Program Updates:

Yoga with Ashley

Our bi-weekly yoga classes have become among the most popular, and consistently attended programs offered by the Center for Active Living. Each week Chair Yoga is offered on Tuesday, with a more traditional, Gentle Flow class on Thursdays. Our instructor Ashley Woodworth will be taking a maternity leave beginning on Thursday, February 13th until mid-April or early-May. Ashley helped to coordinate an interim instructor who has experience working with our demographic. Due to scheduling conflicts, the interim instructor is only available to cover the Thursday class, however after consultation with myself and Ashley we have decided to offer Chair Yoga in lieu of Gentle Flow.

Beginning February 20th, the CFAL will be offering *Chair Yoga* on Thursdays from 1-2pm at the Chatham Community Center instructed by Nikki Coates.

Ryder's Cove Respite Program:

As the Director of the Adult Supportive Day Program, I am pleased to provide an overview of the program's progress and developments for January 2025.

Program Launch:

I am excited to announce the official launch of the **Ryder's Cove Respite Support Day Program**, which now serves six older individuals experiencing cognitive decline or memory difficulties. This milestone represents a significant step toward meeting the evolving needs of our community, and we are proud of the progress made in the initial phase of this program.

Program Preparation and Scheduling

Ahead of the program's opening, we concentrated on several key areas: recruitment, activity planning, menu development, and finalizing the program environment. Additionally, we addressed participants' transportation needs and special requests to ensure a seamless experience for all.

We have made excellent progress in scheduling activities that enrich the participants' experience, including:

- Engaging local entertainers
- Securing guest speakers for our program
- Hiring a **Music Therapist**, who will conduct bi-monthly sessions
- Arranging a **Dog Therapy Program** for emotional support
- Scheduling several **local historians** to engage and share their expertise with the participants

To maintain an atmosphere of comfort and safety, we have purchased and delivered new furniture, including recliners and comfortable seating, which has greatly enhanced the welcoming and calming environment of our programming space.

Staffing and Recruitment

Staffing remains a priority as we continue to build a strong and capable team. At present, we have one Program Aide and the Director delivering services. We are committed to selecting a candidate who aligns with our mission and values, ensuring exceptional care for our participants.

Person-Centered Programming and Goal Development

With the program now fully operational, I have been working closely with the Day Program Aide to develop *Person-Centered Programming* tailored to the individual needs and preferences of each participant. This includes the creation of *personalized objectives* that guide their care plans. Currently, we have six enrolled participants, all of whom meet the program's admission criteria. Additionally, there are still six available slots for future referrals and respite care for caregivers, contingent on successfully hiring the final program aide.

Community Outreach

In our ongoing efforts to engage with the community, we have been actively promoting the program through various outreach channels. This includes the creation of flyers, brochures, and a social media campaign to announce the program's official opening. Our primary outreach efforts are focused on caregivers and families within the Town of Chatham, ensuring that those who will benefit most from our services are informed about the program.

Training and Professional Development

To ensure that our team is fully prepared to serve this vulnerable population, I have been attending educational training sessions provided by the **Dennis Council on Aging**. These sessions have provided invaluable insights into dementia care, covering topics such as the various types of dementia, diagnostic methods, modifiable risk factors, and strategies for managing challenging behaviors. Additionally, I have gained strategies to enhance communication with individuals experiencing cognitive decline.

Summary

In January 2025, the program successfully served a total of **6 participants**, with 5 attending on Tuesdays and 5 attending on Thursdays. A new referral is scheduled to begin on **February 4th**, and this participant will attend both Tuesday and Thursday sessions. We are eager to continue growing the program and fostering meaningful engagement in the months ahead.

Chatham Better Together

The Chatham Better Together group did not let the fact that the facilitator for their program cancelled last minute get them down. Instead, they all showed up anyway to enjoy the company of each other and to enjoy a delicious lunch from a local restaurant!

Council on Aging Board of Directors

The Council on Aging Board of Directors met on Tuesday, January 21st. Discussion centered mostly on the upcoming proposed Warrant Article that asks voters to improve \$5 million in Free Cash in order to renovate the Center for Active Living. After much discussion, the Board voted to recommend to the Select Board of the Town of Chatham that they move forward with the necessary procedures to implement the proposed renovations to the 193 Stony Hill Road building as quickly as possible.

The Human Services Committee:

The Human Services Committee invited two members of Cape Cod Children’s Place to come and discuss their program, and how the grant funds are used for program access for those who couldn’t afford it.

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.

	October	November	December	January
MONTHLY ATTENDANCE	835	514	481	663
MONEY COLLECTED	\$9,240	\$6,245	\$6,120	\$8,155
AVERAGE DAILY ATTENDANCE	38	34.3	32	31.6

Programming

Adults:

- Winter Tuesday Night Pickleball - 70 participants
- Winter Thursday Night Pickleball - 70 participants
- Winter Saturday Night Pickleball - 66 participants
- Winter Pickleball Mon-Friday 8am-12pm – 333 participants
- Winter Adult Basketball - 41 participants
- Winter Floor Hockey - 28 participants
- Winter Pickleball Lessons- 16 participants
- Adult Badminton - 17 participants
- Yoga with Jackie! (Hatha Mondays) - 44 participants
- Yoga with Jackie! (Restorative Thursdays) - 45 participants
- Yoga with Jackie! (Vinyasa Fridays) – 24 participants

Fly Casting - 15 Participants

Youth

January Family Karate - 8 participants
January Family Tai Chi - 7 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 – 29 participants
Kindergarten Basketball - 16 participants
January Birthday Parties - 1

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

Special Events

On Friday January 24th, we held our Winter Family Dodgeball night. We had 70+ children and parents attended the event for a family night of pizza, snacks, and dodgeball.

On Saturday January 25th, in conjunction with the Health Département, a Community Health Fair was held at the Community Center. Yoga demonstrations, free health checks, kid's crafts, and more were in attendance.

Employee Development/Enrichment/Other

On Tuesday January 28th, Aimee Howell (Community Services Deputy Director), Sharon Stark (Recreation Supervisor), and Sue Frederick (Recreation Coordinator) attended the quarterly MRPA Cape & Islands meeting in Mashpee. The meeting featured representatives from MIIA Risk Management who reviewed waiver forms, events, Recreation Use statutes, Mass Torte Act, signage, and Case Law around waiver language.

Community Center Use

Aerobics Room – 66 Reservations

Lite Fitness with Susan Hunter, Chatham Tai Chi, Circuit Class with Rachel, Cape Cod Nordic walking Group, Heisig beginner belly dance, CFAL Strong at heart, COA gentle yoga, Restorative Yoga, Friday night Family Karate, Friday night Family Tai Chi, Vinyasa Yoga, Mixed yoga Saturdays.

Arts & Crafts Room – Park Program

Club Room – 23 Reservations

Bolus weekly card games, Chatham Harwich Newcomers Fiber Arts, Chatham Women's Club knitting group, P&R Commission, Chatham Democratic Committee, Chatham Traffic Safety Committee, Chatham Men's Club, After Prom Committee, Chatham Chamber of Commerce,

Behavioral Health Innovators, Chatham Republican Committee, Maintain Don't Gain, Chatham Cemetery Commission, Aunty Lydia's Cove Committee, First Night Chatham Committee.

Conference Room – 15 Reservations

Chatham Orpheum Theatre, Men's Club Program Committee, Men's Club Executive Committee, Chatham Ecumenical Council for the Homeless, Chatham Garden Club, Chatham Platform Tennis, Chatham Independence Day Parade Committee, Friend of Trees, Chatham Golf Advisory, Art Journaling Group, Chatham Cemetery Commission, South Chatham Public Library, Chatham Bikeways Committee.

Game Room – 2 Reservations

Doherty Birthday Party, Fougere Birthday Party
 PARK Program daily Mon – Fri.

Gymnasium – 82 Reservations

Pickleball Wednesday & Friday 8am-10am, Pickleball Wednesday & Friday 10am-12pm, Pickleball Tuesday & Thursday 8-10, Pickleball Tuesday & Thursday 10-12, COA indoor walking club, Thursday night pickleball, Monday pickleball 11am-1pm, Fly Casting, Saturday night pickleball 6-8, Saturday Grade 1 & 2 basketball, Saturday Kindergarten basketball, winter basketball, winter floor hockey, Tuesday night pickleball.

Large meeting room – 17 Reservations

CFAL Wellness Warriors, Chatham Harwich Hospital Auxiliary Game Day, Chatham Men's Club weekly meeting, Women's Club of Chatham photography class, Chatham Garden Club, First Night Committee, US Coast Guard Chatham Auxiliary, Cape & Island's DA, Corres baby shower, Chatham Conservation Foundation, Broad Reach Healthcare.

Serving Room – 10 Reservations

Community Mahjong, Chatham Merchants Association, Women's Club of Chatham Literature book club, Friends of Chatham Waterways, Friend of Chatham Pickleball, Women's Club of Chatham Board meeting.

Fitness Room Access Scans

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
October	30	85	112	115	104	100	57	524
November	59	120	136	139	94	96	101	745
December	60	172	113	104	130	103	118	800
January	57	129	141	136	188	151	132	934

Active Fitness Room Memberships: Family - 484 Individual Members - 180

Parks & Recreation Commission

On Monday January 27th, the Parks and Recreation Commission met. The meeting started with three Permission to Use (PTU) requests. The Commission unanimously approved *Shakespeare in the Park* at Kate Gould Park, Castlebeery Fairs Craft Fair at the Community Center, and Supreme Fairs Craft Fair at the Community Center. All 3 are returning to Chatham.

Monomoy is once again looking to hold the After-Prom party at the Community Center. An update on the events, plans and date were discussed and approved unanimously.

Aimee Howell (Community Services Deputy Director) gave the Commission an update on the CFAL renovation project including the proposed temporary relocation of CFAL staff and programs to the Community Center.

Recreation and Beaches Division Capital and CPC requests were discussed. The CPC denied the divisions request for renovating the Depot St. tennis courts. A joint request with the Community Development Department for updating the Open Space and Recreation plan was approved by the CPC. The commission was happy to hear this and excited for the project to get started pending approval the town meeting. A capital request for new Gymnasium safety padding was approved and discussed as well.

Golf Advisory Committee

On Thursday, January 16th, the Golf Advisory committee met. The new Golf Course Management contract was discussed with the Committee happy to have Johnson Golf Management back under contract for 3 years. An update on the Pump Station project was given with the expectation that that project will hopefully be completed by April of this year. The committee will be updated as the project progresses throughout the spring.

At the request of the Committee at the last meeting, town DPW staff met with Johnson Golf Management to discuss some maintenance issues. Town staff will be trimming trees and bushes, replacing rotted wood, the door, and a window at the pump house. DPW staff will also be removing a dying tree at the entrance of the parking lot.

The committee discussed what priorities and needs existed for spending on the divisions Golf budget line item. An ongoing project list for the course was reviewed for any potential projects that could be done this spring.

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

January Updates

- **Budget and Capital Planning:** The Finance Director has been actively working with all town departments on the FY2026 capital requests and operating budgets. On January 21st the Finance Director and Town Manager presented the proposed FY2026 budget to the Select Board. The Finance Director has been actively participating in and preparing all the reports for the Finance committee meetings twice a week that started January 23rd and Select Board meetings.
- **W2's and 1099's:** The Accounting Assistant successfully distributed all the W2's and 1099's before the January 31st deadline.

Finance Committee

The Finance Committee began its regular bi-weekly meetings on January 23rd to review the FY2026 Operating and Capital Budgets. Departmental meetings in January included:

- **January 23rd:** The Finance Director presented the proposed FY2026 budget.
- **January 28th:** Public Safety delivered its FY2026 Operating and Capital Budget presentations.
- **January 30th:** Public Works presented its FY2026 Operating and Capital Budgets.

February Meeting Schedule:

February 4 th at 1:30 pm	February 18 th at 1:30 pm
February 6 th at 1:30 pm	February 20 th at 1:30 pm
February 11 th at 1:30 pm	February 25 th @at 1:30 pm
February 13 th at 1:30 pm	February 27 th at 1:30 pm

Community Preservation Committee (CPC) Updates

Application Votes:

On January 6th the Community Preservation committee voted on all the applications they received for FY2026. The only application that did not favor well was the Rehabilitation of the Depot Street Tennis Courts, this application failed.

- 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 - Failed
- Union Cemetery Restoration

Next scheduled meeting is April 7, 2025 at 4:00 PM.

Looking Ahead

In the months of February and March the Finance Director will be attending regularly scheduled budget meetings with the Select Board and Finance Committee. In the month of March, the accounting department will be attending the annual Massachusetts Municipal Accounting and Auditors Association (MMAAA) Conference held in Amherst MA. March 16th-March 19th, 2025.

II. ASSESSING

Monthly Activity Report

	January	Year to Date	Year to Date	Year to Date
	2025	2024	2023	2022
Real Estate Abatements Processed	8	25	32	20
Personal Property Abatements Processed	1	18	106	34
Motor Vehicle Abatements Processed	7	165	279	294
Boat Abatements Processed	19	395	412	655
Betterment Payoffs	0	0	1	2
Boat Commitment	0	1	1	1
Motor Vehicle Commitments	2	8	7	8
Certified Abutter's Lists	24	457	352	285
Deferral	0	1	1	2
Real Estate Exemptions	0	81	14	23
Building Permits	100	1589	1,175	994

Motor Vehicle Excise bills were issued on January 27, 2025, due February 26, 2025.

The 2HF Forms for Personal Property subject to taxation for Secondary Homeowners, The Forms of List for Businesses, Income and Expense Forms for Businesses, and 3ABCs for Charitable Organizations, were mailed to the Taxpayers, and are due to be returned to the Assessor's Office by March 1, 2025.

The Assistant Assessor attended the MMA Connect 351 Conference in Boston.

The Assessing Department is reviewing the Degree of Completion for the status for all outstanding building permits as of January 1. Nancy Finch of Paul Kapinos Valuations Group continues conducting cyclical real estate inspections.

Board of Assessors

The Board of Assessors convened on **Thursday, January 16th** and **Tuesday, January 28th**. Each meeting began with the approval of minutes from the previous session:

- The minutes from the **December 19th** and **January 16th** meetings were reviewed, voted on, and subsequently approved for release.
- At the **January 16th** meeting the Board of Assessors brought up the Conflict-of-Interest requirements of the State of Massachusetts that revealed all the Board of Assessors and Assessing staff were up to date with the State Ethics Commission Conflict of Interest Law Training.

Abatement Reviews:

At both meetings, the Board of Assessors conducted the following reviews and actions:

- **Motor Vehicle Commitment #7:** This was reviewed and approved as presented.
- **Motor Vehicle Commitment #1:** This was reviewed and approved as presented.
- **Motor Vehicle and Boat Abatements:** These were reviewed and approved as presented.
- **Real Estate Abatements:** These were also reviewed in detail, and appropriate actions were taken at each meeting.

This concluded the Board of Assessors reviews of real estate and personal property abatements for Fiscal Year 2025.

Next Meeting:

The next meeting of the Board of Assessors has not been scheduled at this time. The Board will continue to review and address Motor Vehicle and Boat Excise Abatements at its next meeting.

III. INFORMATION TECHNOLOGIES

- Completed the migration of DPW, Sewer and Water GIS Maps from PeopleForms to Arc Online.
- Integrated ESRI Online GIS layers/maps into the Town Work Order System (Brightly). Imported historical work order history and created preventative maintenance (PM) schedules with task lists for water assets.
- Assisted the Finance Department in the development of the Town Managers 2026 Budget.

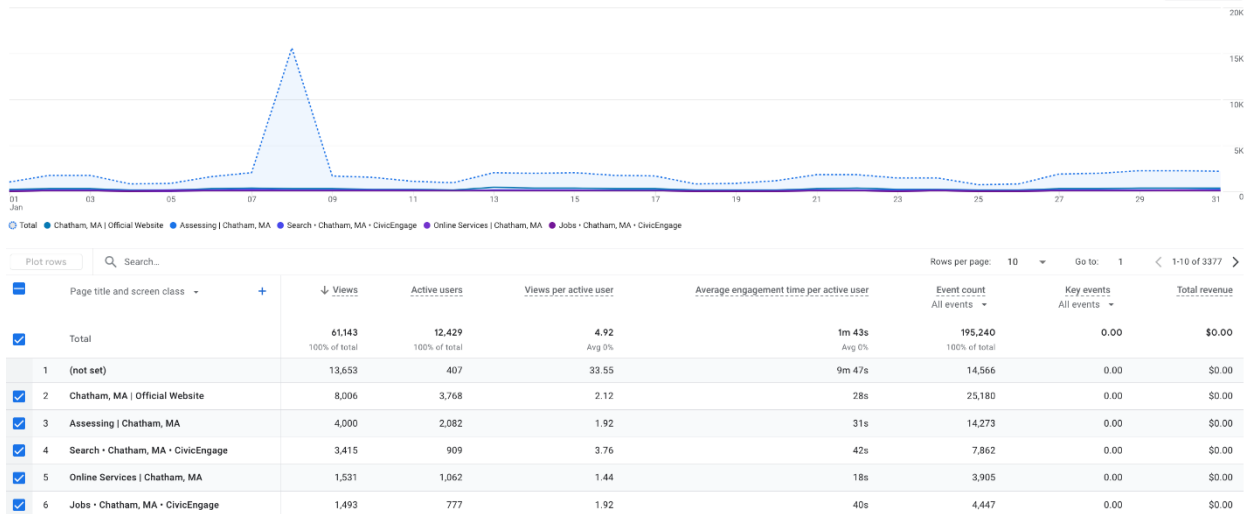
Website:

Per the Town's agreement with our website vendor, CivicPlus, a team of key staff members have started the process of a redesign for the Town website. The Town's contract allows for a website refresh every four years. The rollout of the new website design is scheduled for June 2025.

In the month of January, the Town website had a total of 61,143 views. On January 8th, there was a spike in traffic of almost 14,000 views. Analytics did not provide the url or page name. IT will be checking with staff to see if there was an event or possible news coverage that was the cause of the traffic. Besides the undetermined page and the home page, the top 5 viewed pages on the website are as follows.

1. Assessing – 4,000 views
2. Search – 3,415 views
3. Online Services – 1,531 views
4. Jobs – 1,493
5. Online Payments – 1,209 views

There were 12,429 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 4.92 pages and spent 1 minute and 43 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 5 for February 2025 - Community Services Department
- Began Production of Sewering Video
- 18 Live Meetings, 22 additional meetings added to the archive

Meeting Totals

Live Meetings	18
Additional Archived	22
Total Meetings	40

Meeting Break Down

Location	In Person	Hybrid	Teams Only
Annex LMR (Live on CH 1072)		18	
Annex LMR (Not Live)	0	1	
Annex SMR	3	8	
Com Center Conf Room	4		
Com Center Club	3		
Town Hall	3		
FULL REMOTE			0
Sub Totals	13	27	0

YouTube Analytics

YouTube Monthly Views: 1,024
 Top viewed meeting: Select Board 1/28/25 (36 views)
 Top viewed Non-meeting Content: 2014 Independence Day Parade (105 views)

On Demand

Archive & Website Hits	Hits	Percentage
WINDOWS	385	42
Mac	262	28
Android	71	8
iOS	146	16
Other	58	6
TOTALS	922	100

V. TREASURER/COLLECTOR

As of 1/31/2025 the Treasurer/Collector’s office collected 51.08% of the FY2025 real estate taxes.

	2025		2024
Tax	\$42,389,281.72	Tax	\$41,031,794.74
OPEB	\$635,839.13	OPEB	\$615,476.87
CPA	\$1,196,856.48	CPA	\$1,153,989.98
Total Commitment	\$44,221,977.33	Total Commitment	\$42,801,261.59
	1/31/2025		1/31/2024
Tax	\$20,736,704.42	Tax	\$20,336,025.70
OPEB	\$310,963.15	OPEB	\$304,982.80
CPA	\$584,049.74	CPA	\$570,722.10
Total Outstanding	\$21,631,717.31	Total Outstanding	\$21,211,730.60
	48.92%		49.56%

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 January are \$335,257.89, including interest.

FY2024 Real Estate Tax Collections for the month of January are \$21,666.18 including interest and fees.

FY2025 Personal Property Tax Collections for the month of January are \$1,686.58. Prior years Personal Property Tax collections for the month of January are \$95,870.45.

OPEB Surcharge

OPEB Surcharge transfers to the OPEB Trust Account to date are \$3,262,661.18.

Tax Title and Foreclosure

We currently hold 22 tax title accounts with a total balance of \$599,701.30, including fees and interest. Tax Title receipts collected for the month of December are \$3,570.00, 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 2025 Motor Vehicle excise bills were released on 1/27/2025. The total 2025 Motor Vehicle excise commitment is \$1,288,658.47 and receipts collected for the month of January are \$95,598.84.

Previous (prior to 2025) Motor Vehicle excise receipts for the month of January are \$17,480.71, including fees and interest.

Boat Excise

The FY2024 Boat Excise receipts collected for the month of January are \$811.61, including fees and interest.

Previous (prior to 2024) Boat Excise receipts for the month of January are \$3,464.68, including fees and interest.

Chatham Cultural Council

The Chatham Cultural Council convened on January 6, 2025, where they approved the minutes from the December meeting and the Treasurer's report for November. As required by the MCC for the 2025 grant cycle, denial letters were sent. The MCC will send approval emails to grant recipients, while Susan Foster will send approval letters

with instructions on how to request grant reimbursements. Foster is also working on the Annual Report for the Select Board, which will include a request to increase the Town of Chatham's annual contribution to match the State's contribution. Additionally, Cory Metters reported that interviews are currently being held to fill the vacancy on the Cultural Council board.

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 240 calls for service, of which 157 were medical calls which required the transport of 95 patients. Ambulance revenue was \$64,644.60 and Inspectional Services generated an additional \$935 for a total monthly revenue of \$65,579.60.

Dept		Indicator	Month		Year to Date	
			Jan '25	Jan '24	2025	2024
Fire Rescue/EMS	Fire Suppression/ EMS					
	1	Emergency Incidents	240	244	240	244
	2	Ambulance Transports	95	111	95	111
	3	Ambulance Receipts	\$64,644.60	\$86,445.32	\$64,644.60	\$86,445.32
	4	Firefighter Injuries	1	3	1	3
	5	Civilian Injuries	0	0	0	0
	6	Mutual Aid Given	5	6	5	6
	7	Mutual Aid Received	2	1	2	1
	Fire Prevention/ Code Enforcement					
		Inspections (resale, new construction and commercial)	34	26	34	26
		Fire Prevention Revenue	\$935	\$710	\$935	\$710

Personnel:

Anniversaries:

FF/Paramedic Harrison Fietz 1/4//16 – 9 years

FF/Paramedic Joseph Bono 1/8/18 – 7 years

FF/Paramedic Tyler Baker 1/26/23 – 2 years

Training:

Members of the department's water rescue team took advantage of the extreme cold and icy conditions on local ponds to conduct ice and cold water rescue training. Twelve members of the department attended solar energy and battery storage system hazard training at the Cape Cod Tech High School sponsored by the Cape and Islands Fire Chiefs Association. This training addressed arguably the fastest evolving hazard in today's fire service.

Incidents:

An engine responded mutual aid to Orleans for an extensive brush fire with limited access and assisted with extinguishment and shuttling water to the scene.

Community Engagement:

FF Stacey Henderson traveled to parts of Southern California which were impacted by the devastating wildfires to assist in rescue efforts for displaced and injured pets. FF Ruggiere and FF McGrath participated in the public health fair at the Chatham Community Center.

Emergency Management:

Members of the drone team started to coordinate flight missions aimed to assist upcoming projects for Chatham TV. Deputy EMD Heller led the monthly Department and Division Head meeting with a special topic focused on Incident Command. The training and discussion aimed to address a variety of wide-scale emergencies and the role each department might play in preparing, preventing, responding and recovering from different types of events.

Fire Prevention:

Fire Inspector Shevory collaborated with Health Agent Judy Giorgio in successfully recommending to the Board of Health a new double-wall home heating fuel tank by-law, enforceable at the time of residential resale. Inspector Shevory also participated in discussions regarding the placement of a food truck at the Chatham Bars Inn.

Administration:

Department Administration worked throughout the month on reviewing and updating department SOP's and on a variety of tasks pertaining to the transition to county dispatch scheduled to take place on March 3, 2025. Administration also conducted a hiring process and selected a candidate to recommend for appointment to the Town Manager. Chief Tavano and the Cape and Islands Fire Chiefs' Association Executive Board hosted the Cape and Islands Legislative Delegates at the Chatham Fire Department for an annual meeting to discuss initiatives and priorities of the Fire Chiefs Association.

NATURAL RESOURCES: Submitted by Greg Berman

Mission Statement: *“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 **January 2025**.

The Department is pleased to announce that the Town of Chatham has been awarded a \$12,000 grant from the Division of Marine Fisheries to install twelve permanent life ring cabinets at eight popular public waterfront locations. These cabinets will enhance public safety at heavily used facilities, providing essential emergency equipment for those enjoying recreational fishing and other waterfront activities.

REGULATORY BOARDS

Board of Health – The Board of Health held two hybrid meetings on January 6th and 27th. There were 5 Hearings and 1 Cont. Public Hearing for revisions to the Fuel Storage Regulations, which were adopted on January 6, 2025, with effective date of February 1, 2025.

Conservation Commission – The Conservation Commission held two hybrid meetings on January 8th and 22nd. The Conservation Commission heard an on-going review of Outermost Harbor permits - active, expired, state/federal permit status and meeting with the applicant's representative BSC group.

ADVISORY COMMITTEES

Aunt Lydia’s Cove Committee – The Aunt Lydia’s Cove Committee held one meeting on January 8th. Topics of discussion included review of the committee’s charge, updates on the South Jog davit and waste oil tank, eliminating one parking spot in the lower lot and Fish Pier rules and etiquette. The committee is planning to meet next on February 13, 2025.

Energy and Climate Action Committee – The Energy and Climate Action Committee held one hybrid meeting on January 21st. Some of the topics discussed included a continued discussion on Webpage Clean Up and the Annual Report to the Select Board.

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

Shellfish Advisory Committee – The Shellfish Advisory Committee held one meeting on January 16th. The committee discussed and supported the request to utilize Waterways User Fee Funds for electrical upgrades at the Fish pier and began discussion on recommended uses at 90 Bridge Street including parking concerns.

South Coastal Harbor Plan Committee – The South Coastal Harbor Plan Committee held one meeting on January 15th. Topics included a review of a WUF request for electrical work at the Fish Pier (approved), briefing on recent meeting with Town Counsel regarding town landing access, review of draft PowerPoint presentation of plan renewal/update, and an overview of ongoing waterfront projects.

Waterways Advisory Committee – The Waterways Advisory Committee held one meeting on January 16th. Topics included a briefing on recent meeting with Town Counsel regarding town landing access, review of a WUF request for electrical work at the Fish Pier (approved), briefing by Chair of Aunt Lydia’s Cove Committee regarding interest to possible expansion of charge to include advisory role for Trap Dock and other commercial fishing facilities, and update from Harbormaster on waterways operations and from Coastal Resources Director on waterfront projects.

COASTAL RESOURCES DIVISION

Project Planning/Coordination:

90 Bridge Street Waterfront Property- Bid package for the piers and floats construction advertised on January 15 and pre-bid site meeting held on January 22. Bids due on February 13.

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

Townwide dredge permit modifications- Existing US Army Corps of Engineers (USACE) Individual permit expired on 12/31/24. Approval of the renewal permit is still outstanding and at the Corps’ request a second “abbreviated” permit under different Corps regulatory authority was submitted for the two projects (Mill Creek and Stage Harbor) that are scheduled to be initiated in February.

Stage Harbor Dredging; County dredge to cut back shoal along east side of channel with sand placement at Harding’s Beach. Project originally scheduled for February/March but on hold pending permit approval from USACE. Project to be partially funded (50%) by state dredging grant. Work must be completed by April 1 for shorebird (Piping Plovers) nesting season.

Mill Creek Dredging: County dredge to remove shoal at mouth of inlet with sand placement at Cackle Cove. Project scheduled for February/March but on hold pending permit approval from USACE.

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 are under review.

Fish Pier Improvements (S. Jog pedestrian walkway) – State and federal permits still under review and Town received engineer’s proposal for final design, bid package preparation and construction oversight.

Marconi Tower Relocation- Notice of Intent application for extending the trailer parking spaces at Ryder’s Cove Landing to include relocation of the tower. Town assessing scope of tree planting mitigation needed due to required tree removal to move the tower.

Little Mill Pond Pier Replacement- Engineer working on preliminary design alternatives. Town to look at options for raising the abutting parking area for flood resiliency and ensure that there are no impacts to the adjacent wastewater pumping station currently under construction.

Town Landing Comprehensive Survey- East-Southeast Survey provided draft survey plans of each Town Landing and staff provided some comments for revision. Revised plans will be provided to the waterways-related committees for their review. At Town Counsel’s recommendation, committee reviews will be held in executive session due to potential discussions of property rights.

Ryder’s Cove Herring Run: Rt 28 Culvert Replacement- RFP for engineering proposals for design of the culvert replacement advertised on January 29 with responses due on March 7.

Div Marine Fisheries Grant- Town was awarded \$12,000 grant for safety improvements at various public waterfront facilities through purchase of mounted throwable life rings. Contract has been signed, and staff will begin assessing the style and mounting requirements for the various life rings to be purchased. Life rings must be procured by the end of FY25 (June 30, 2025). The installation of the cabinets will improve public safety at these heavily utilized facilities for those accessing the waterfront for recreational fishing and other activities. The cabinets will be installed at Ryder’s Cove Landing, Little Mill Pond Landing, Municipal Fish Pier (4), Mitchell River Bridge (2), 90 Bridge Street, Old Mill Boat Yard Landing, Trap Dock Pier, and Barn Hill Landing.

CONSERVATION DIVISION

New Applications received in the month compared to previous years.

APPLICATION	January 2025	January 2024	YEAR TO DATE 2025	YEAR TO DATE 2024
Notice of Intent	4	3	4	3
Request for Determination	0	4	0	4
Request to Amend an Order	1	6	1	6
Admin Reviews	3	9	3	9
Extensions	0	1	0	1
Field Chgs	1	1	1	1
Cert of Compliance	3	6	3	6
TOTAL RECEIPTS	1493.50	1697.50	1493.50	1697.50

Conservation Commission Support

Staff reviewed the Notice of Intent for Outermost Marine, dedicating significant time to assessing both the NOI and the open Orders of Conditions. This review involved coordination with the Coastal Resources Director, the applicant's engineer, and abutters who contacted staff with questions about potential impacts from dredging under existing Orders or the proposed 10-year NOI. Given the prior permitting activity dating back to 2017, staff conducted a thorough file review of all open Orders. A Teams meeting was held with the applicant's engineer to discuss a path forward. A detailed summary of the permitting history and work authorized under the open Orders is being prepared for the Commission's review at upcoming NOI hearings.

Violations - The violation letter for 243 Kendrick was addressed, and a consultant visited the office seeking additional guidance on the required plan submission. Wilkinson Ecological Design is managing compliance for the 59 Chase Street violation, with work expected to begin in the spring. The violation letter for 93 Orleans Road was received and signed, but no response has been provided to date. The violation letter for 314 Morris Island Road was sent to the address on file with the assessor and returned. An additional address was found for the homeowner, but that letter was also returned. A local constable has been engaged to deliver the letter to the house in Chatham.

Several pre-construction site visits were conducted by the Agent and Assistant Agent.

Staff met with Zoning Board staff to discuss several pending conservation applications with zoning implications that must be resolved before final decisions can be made on the conservation applications.

Land Management of Conservation Areas

MassTrails Grant Application - The MassTrails grant application for \$54,270 was finalized on January 31, 2025, and submitted on February 3, 2025. The proposed project focuses on updating all Conservation area websites to enhance ADA compliance, incorporating additional visual and audio components with Quick Response (QR) systems for public use. It also includes updated trail maps, maintenance, and signage improvements at Twine Fields and Goose Pond Forest, as well as the installation of an ADA-compliant ramp and platform at Goose Pond. These updates will eventually extend to most conservation areas listed on the Town's website.

North Beach - Periodic patrols were conducted in January to assess the condition of the beach and ORV trails. Preparations for the 2025 season are underway, including ordering signage for Shark Bleed Boxes. Staff also completed minor symbolic fence repairs.

Chatham Monomoy National Wildlife Refuge (NWR) - Throughout January, the Department and Division participated in weekly meetings with representatives from NWR, the U.S. Fish & Wildlife Service (USFWS), the U.S. Department of Agriculture (USDA), and the Animal and Plant Health Inspection Service (APHIS). The discussions focused on supporting a grant application aimed at eradicating the invasive Norway rat species from the Refuge, which poses a serious threat to federally and state-listed endangered shorebirds and overall biodiversity. North Beach and North Beach Island, located directly north of the Refuge, have also been affected. In 2024, Plover monitors confirmed Norway rat activity on North Beach, presenting the same ecological threat. As a direct abutter, Chatham's participation in the grant would help ensure biosecurity at the Refuge and mitigate risks to protected species on North Beach. While the infestation level on North Beach is currently believed to be low, the grant would allocate up to 10% of its overall funding toward surveying the beach to assess infestation levels. No removal work under this grant would take place until 2028, pending funding availability.

Conservation Area Maintenance - Several active conservation areas were surveyed for potential trail obstructions caused by downed trees. Split-rail fencing was purchased and installed at multiple sites.

MCI Ryder's Cove Notice of Intent (NOI) Application - Staff met with the Coastal Resources Director, DPW, and Clark Engineering to discuss the NOI application for relocating the historic MCI Communication Tower away from the coastal bank and further inland. The NOI also includes proposed parking improvements to enhance traffic flow and safety near the access road, benefiting both recreational boaters and the commercial fishing fleet. In addition, a 2:1 tree replacement plan will be implemented for any trees removed during the tower relocation and parking improvements.

Osprey Nest Management - The Agent continued discussions with Eversource representatives regarding the planned removal of several osprey nests located on Town property. Some of these nests pose fire hazards due to their placement on electric poles and components. Eversource has confirmed that the project is a high priority and is scheduled for February and early March, ensuring completion before the ospreys return in March.

Field Sampling at Harding's Beach and Cackle Cove Beach - Field sampling at Harding's Beach and Cackle Cove Beach for greenhouse gas flux measurements in coastal marshes was completed for 2024 and will continue in 2025. Research consultants are conducting this study across Cape Cod and New England, with findings to be shared with the Town upon publication. One final round of measurements is scheduled for the spring. These efforts, approved by the Agent, required the temporary installation of small aluminum collars (20 inches in diameter, approximately 1 inch above the soil surface) in the marsh. The data collected at these sites will provide important comparisons for the broader regional study.

HARBORMASTER DIVISION

The month of January was moderately busy along the waterfront with the sea duck hunters and commercial shell fishermen out on the waters. The substantial increase in sea duck hunters, many of which come from out of state, is largely responsible for the increase in vessel traffic during normally slow months. This increase in boating traffic is concerning due to the limited staff we have during the winter months. While we have noted a steady increase in incidents and other operational-related issues due to this recent trend over the past several years, the month of January saw only one minor incident directly related to this activity.

Operationally, our staff responded to five marine incidents in January. These incidents included vessels parting their moorings, a tow, a vessel salvaged off the flats, and an agency assist to Coast Guard Station Chatham with a disabled fishing vessel.

Our staff spent the month of January performing maintenance and repairs on Mobile 3, one of our heavily used boom trucks. This included removing the truck bed and replacing the bed supports, new shocks and rocker panel repairs. We will continue this work into February by upgrading the front suspension to accommodate the frequent heavy loads this vehicle.

The last day to renew mooring permits and waitlists with late fees was January 31st. This year we had only 70 permits that were forfeited (3%) and 63 waitlists not renewed (5%). This year, 75% of our customer base renewed online. We are planning on mooring assignments going out in March. If anyone has any questions, please call our office at 508-945-5185.

HARBORMASTER DIVISION	JAN 2024	JAN 2025	YTD 2024	YTD 2025
MARITIME ASSISTANCE CASES				
TOWS (DISABLED BOATS)	0	1	0	1
GROUNDINGS	0	1	0	1
DEWATERING	0	0	0	0
MISC. ASSIST	4	2	4	2
C.G./AGENCY ASSIST	1	1	1	1
CAPSIZED BOAT/SALVAGE	0	0	0	0
MEDICAL	0	0	0	0
P.I.W.	0	0	0	0
POLLUTION	0	0	0	0
KAYAK/WATERCRAFT ASSIST	0	0	0	0
BOAT FIRE	0	0	0	0
TRANSPORT	0	0	0	0

HEALTH DIVISION

January was a busy month for staff with many department requests for field inspections and file research. The Fuel Storage Regulation review was completed by Staff and passed by the BOH. Staff attended numerous meetings including Health Agents Coalition, Cape Public Health Shared Services, Rabies Task Force, ADU/Housing MEHA training, Local Emergency Planning, and Chatham Elders at Risk (CHEWG). Additionally, staff completed Conflict of Interest Training as needed.

As part of the Public Health Emergency Preparedness (PHEP) requirements, the Health Agent completed a comprehensive Hazard Vulnerability Assessment. This assessment evaluates potential risks and hazards that could impact public health and emergency response capabilities within the community. The findings will help guide preparedness planning, resource allocation, and response strategies to enhance resilience against identified threats.

The Annual Health Fair took place on January 25th at the Community Center and saw strong participation from both vendors and town residents. The event featured a variety of health and wellness providers offering information, screenings, and resources on topics such as nutrition, fitness, mental health, and preventive care. The fair continues to be an important initiative in promoting public health and well-being within the community.

The STR Inspector began routine inspections this month, focusing on scheduling and conducting site visits. At the end of the month, renewals for the 2025 season went live. During the rollout, some issues with the online renewal system were identified and promptly resolved to ensure a smooth process for applicants.

	January 2025	January 2024	YTD 2025	YTD 2024
PERMITS ISSUED:				
Disposal Works Construction	9	10	9	10
Food Handler's	8	53	8	53
Motel/Cottage	1	0	1	0
Room Inspection	0	0	0	0
Swimming Pool/Hot Tubs	0	0	0	0
Tobacco Sales	0	0	0	0
Stable/Animal Keeping	0	0	0	0
Septic Installers	9	37	9	37
Septage Haulers	2	8	2	8
Rubbish Haulers	1	0	1	0
Recreational Camps	0	0	0	0
Well Construction	1	1	1	1
Well Destruction	0	0	0	0
Scallop Shanty	0	0	0	0
Bathing Beaches	0	0	0	0
Short Term Rental registrations	184	80	184	80
Body Art Establishment	0	0	0	0
Body Art Practitioner	0	0	0	0
Total	215	189	215	189
Inspections:				
Restaurant/Food Inspections	4	5	4	5
Septic Inspections	14	10	14	10
Housing Inspections	0	1	0	1
Short Term Rental Inspections	49	0	49	0
Room Inspections	4	2	4	2
Complaint/nuisance Inspections	2	4	2	4
Test Holes	2	5	2	5
Pool Inspection	0	0	0	0
Total	75	27	75	27
Reviews/Comments:				
Board of Health Variance Reviews	2	1	2	1
Swimming Pool Plan Reviews	0	0	0	0

Zoning Board of Appeals Comments	9	7	9	7
Building Dept. Permit Reviews	27	34	27	34
Planning Board Comments	0	2	0	2
Board of Selectmen Comments	0	0	0	0
Real Est. Transfer Report Reviews	11	6	11	6
Total	49	50	49	50
Total Receipts:	\$13,460.00	\$21,105.00	\$13,460.00	\$21,105.00

SEWER*

Septic Abandonment	5	13	5	13
Sewer Connection Permit Reviews	5	13	5	13
Sewer Connection Orders Sent	0	0	0	0
Sewer Connection Time Extensions	0	1	0	1
Sewer Connection Orders Rescinded	0	0	0	0
Total	10	27	10	27

*Total sewer applications to date in database are 820 with 647 completed (79%)
 Total orders to connect to date in data base are 823 with 434 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

January was a tough month for commercial harvesters with 14.5 Blue Flag days (temperature rule in effect) and gusty winds for the remainder. Very few made it out to the clam flats and most harvesting took place in the protected estuaries such as Buck’s Creek and Mill Creek. Oyster lovers, though, were undeterred with over 3,000 harvested over the month. Oysters are exempt from the Temperature Rule, since they lie atop the sediment, The Temperature Rule only applies to those shellfish extracted from the sediment, such as quahogs, steamers and razor clams, within the intertidal areas. Air Temperatures below 30 degrees can freeze exposed seed before they are able to dig back in (which occurs much more slowly in colder temperatures).

The return of ice caught us off guard before we could sink all of next year’s oyster cages and distribute the final batch of this year’s oysters. With Oyster Pond Beach frozen beyond the sinking area, we had to submerge our last five cages across from Vineyard Landing. An engine failure left us stranded with 15,000 oysters already aboard, so most were broadcast at the Harbormaster Flat. Bigs thanks to Jason (Harbormaster) and his crew for stepping in with their 25’ Carolina to tow our disabled Carolina and help us get the job done.

We are awaiting results from a sample of quahogs submitted for testing from one of the grow-out areas at the Causeway after some mortality of seed quahogs were noted. We suspect they

were weakened with the extended cold temperatures, but best to caution on the side of error. DMF also requested a sample of quahogs harvested from Mill Creek for testing purposes as their “clean” sample to compare to other areas...we are known for our “clean” shellfish! The division also participated in meetings with the Fish and Wildlife Service, MA Shellfish Officers’ Association Board of Directors, Division of Marine Fisheries, and a Division Head training on Incident Command protocol. Winter gear and boat work continues.

Estimated Wholesale Value of Commercial Shellfishing Fleet			
		Year to Date 2025	
		January	
	Soft Shell Clams	\$9,000	
	Quahogs	\$10,498	
	Mussels		
	Razor Clams		
	Scallops		
	Monthly Total		
	Y-T-D Total	\$19,498	

Month to Month Comparison				
			24-Jan	25-Jan
Total Estimated Wholesale				
Value of Comercial Landings			\$55,450	\$19,498
Estimated Value of				
Recreational Harvest			\$8,063	\$9,562.50

STICKER (PERMT) OFFICE

In January, 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. No OSV stickers were sold in January. Mail-in applications are also still available on the Town’s website: <https://www.chatham-ma.gov/311/Sticker-Office>

January 1 - 31, 2025						
Resident Stickers	In Office Sales		Online Sales		Total - January 2025	
	Count	Amount	Count	Amount	Count	Amount
COMBO STICKER FIRST	2	\$360	0	\$0	2	\$360
COMBO STICKER SECOND	2	\$100	0	\$0	2	\$100
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	6	\$900	2	\$300	8	\$1,200
TRANSFER STICKER SECOND	1	\$25	0	\$0	1	\$25
STICKER REPLACEMENT	28	\$56	-	-	28	\$56
Total:	39	\$1,441	2	\$300	41	\$1,741

CAPE COD WATER RESOURCES RESTORATION PROJECT (CCWRRP)

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.

A site visit for the above 3 stormwater projects was held in early January with GHD, NRCS, and Town staff. GHD is now working on 60% design plans based on the site visit and comments received on the 30% design plans. The 60% design plans and back-up materials are expected in February.

- 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, in conjunction with NRCS, issued an RFP at the end of January seeking proposals for design of the culvert replacement.

- 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 optimal opening size at Rt. 28 and water quality impacts. Optimization report expected in late February. An RFP was issued at the end of January seeking a consultant to undertake environmental assessments based on the optimal opening determined. This work will be funded by the DER grant.

WATER QUALITY LABORATORY

The results from the summer 2024 samples analyzed by SMAST at UMass Dartmouth are expected in spring 2025. Work continues decommissioning and preparing equipment for winter storage, including repairs as needed, and determination equipment replacement needs for summer 2025.

The Town's Water Quality Laboratory webpages have recently been updated to provide refreshed content and improved accessibility. The updates include information on the Coastal Water Nutrient Monitoring Program, featuring interactive maps of monitoring sites and data figures from the first 25 years (1998–2023) of the program. Additionally, a new video explains the project's purpose and highlights its importance.

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 January 2025, the Chatham Police Department logged 1817 calls for service. (These numbers include calls for service for the Animal Control Officer). This is slightly lower than 1838 we logged for December 2024. This is a decrease from the 1906 calls for service logged for January 2024.

CHATHAM POLICE IN OUR COMMUNITY:

On January 06, CPD's annual "Citizens Police Academy" began. The Academy is presented every Monday for the next eleven (11) weeks. Classes are from 06pm-09pm. Currently our twelve (12) students are getting a "behind the scenes" and "hands on" presentations on how the PD operates. Some of the topics already covered have been criminal law, dispatch/communication, animal control, investigations, and patrol procedures. Topics that will be upcoming include K9 and drone demonstrations, drug investigations, behavioral health and domestic violence and firearms range. Our students also participate in shift ride-a-longs with the officers.

On January 20, Chief Anderson and Town Manager Jill Goldsmith attended the annual Martin Luther King Day Breakfast, sponsored by the Martin Luther King Action Team of the Nauset Interfaith Association. The event was held at the Church of the Holy Spirit, Orleans. The theme was “Unity and Community-Facing Civil Rights Challenges”. The guest speaker was (artist and educator), Carl Lopes. Candita Rose was the guest performer. The MLK Racial Justice Award was presented to Jeannie Morrison.

DEPARTMENTAL MEETINGS ATTENDED:

On January 09, CPD staff, the Behavioral Health Clinician, and Substance Abuse Recovery Coach attended the monthly Chatham Elder Working Group (CHEWG) meeting hosted at the Center for Active Living to discuss our community’s at-risk population.

On January 13, Cape Cod Police Chiefs hosted a Massachusetts Legislator’s Meeting. Several area elected officials attended, including Representatives Cyr and Luddy.

On January 13, CPD staff attended the monthly Independence Day Parade Committee meeting held at the Chatham Community Center.

On January 22, CPD staff attended the monthly Monomoy Regional School Department’s Crisis Team meeting.

BEHAVIORAL 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 January, Clinician Nash had 86 total interactions involving 13 individual clients, for over 21 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 Attended the monthly Children’s Behavioral Health Group, that was held at Real Eyes Truth, an agency that focuses on Trauma Therapy, based in Hyannis.

She also attended the Chatham Health Festival, that was held on 1/25/25. There were multiple vendors and many Chatham residents who attended the fair at the Chatham Community Center. The town of Chatham was well represented with the services we provide to our residents, from a blood pressure stand to CFAL, to the Cape and Islands Veterans Outreach Center and the Visiting Nurse Association.

Clinician Nash also attended the newly formed CCIT (Community Crisis Intervention Team) Meeting in Orleans, which is proving to be a great way to meet fellow clinical providers, probation officers, and first responders in the neighboring communities. A District Attorney from Orleans spoke and shed light on the mental health court that is available in Orleans, as well as how involuntary committals are conducted from the perspective of the judges.

A quote from Clinician Diane Nash, “8 months into my new position, I recognize that the Chatham community is beginning to understand and trust my role in the town and are starting to reach out to me spontaneously. From Chatham residents to neighbors of clients, to providers from other towns to my own colleagues; each group is feeling more comfortable reaching out to me with any concerns they may have for themselves, loved ones, or even strangers they come across in their day.”

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
PROTECTION ORDER VIOL-209 A	0	1	1	< 1	4.62	47.13
Animal-Barking Dog	0	1	1	< 1	6.07	7.82
ANIMAL-Loose/Lost Dog	2	4	6	< 1	3.19	12.44
ALARM- COMMERCIAL	0	6	6	< 1	3.58	3.75
ALARM- RESIDENTIAL	0	20	20	1.1	5.84	4.84
ANIMAL-Livestock	1	0	1	< 1	0	6.40
ANIMAL-All Other	0	3	3	< 1	4.16	4.91
ASSAULT & BATTERY	0	1	1	< 1	3.59	12.42
ASSIST CITIZEN	3	37	40	2.2	3.61	20.29
ASSIST LAW ENFORCEMENT AGENCY	0	6	6	< 1	3.43	3.29
ASSIST TOWN DEPT/ OTHER AGENCY	9	16	25	1.4	3.17	12.18
ANIMAL-Wildlife	10	7	17	< 1	2.72	11.33
BUILDING/PROPERTY CHECK	1109	0	1109	61.0	2.37	0.95
* COMMUNITY POLICING ACTIVITY	67	2	69	3.8	0.12	3.29
Community Policing - School	19	0	19	1.0	0	13.98
DISTURBANCE	0	4	4	< 1	3.33	70.64
DISABLED MV	2	4	6	< 1	1.68	13.47
DOMESTIC DISTURBANCE	0	1	1	< 1	3.31	64.58
E911 HANG UP/ ABANDONED/ FALSE	0	3	3	< 1	2.86	8.74
FIREARM/ AMMO SURRENDER	0	2	2	< 1	3.24	40.00
FIRE, BRUSH	0	1	1	< 1	3.34	26.11
FOLLOW-UP	7	11	18	< 1	0.82	29.39
FRAUD-Identity/Counterfeit/Etc	0	6	6	< 1	4.67	28.52
Harassment Complaint	0	1	1	< 1	5.80	199.20
HAZARDOUS SITUATION	1	1	2	< 1	3.28	3.06
MEDICAL	0	2	2	< 1	3.16	26.23
Mental Health	1	7	8	< 1	0	0
M V CRASH - Injury	0	1	1	< 1	2.72	52.88
M V CRASH - Major prop damage	0	1	1	< 1	2.49	11.47
M V CRASH - Minor prop damage	0	3	3	< 1	3.85	19.65
M V Crash - Hit/ Run	0	2	2	< 1	3.30	21.42
* M V STOP	92	3	95	5.2	1.12	6.73
Internet Incident	0	1	1	< 1	5.88	36.22
OPEN WINDOW / DOOR	2	1	3	< 1	3.14	34.53
OPERATION COMPLAINT MV/Other	1	6	7	< 1	1.81	8.00
PARKING COMPLAINT/ VIOL.	0	1	1	< 1	11.72	7.85
POLICE INFORMATION	0	13	13	< 1	0.22	0.57
PROPERTY - FOUND / LOST	0	8	8	< 1	0.30	4.61
RADAR/TRAFFIC ENFORCEMENT	220	0	220	12.1	0.20	26.89
REASSURANCE CHECK	0	15	15	< 1	6.02	4.67
SERVE 209A/HARASSMENT ORDER	0	1	1	< 1	3.58	15.51
SEX OFFENDER REGISTRY	0	5	5	< 1	0.08	3.99
SERVE SUMMONS	0	3	3	< 1	3333333E-02	20.36
SUSPICIOUS ACTIVITY	5	28	33	1.8	4.26	13.96
TOWN BYLAW/ CODE/ REG VIO.	2	0	2	< 1	0.03	3.91
TRAFFIC CONTROL	0	1	1	< 1	0.03	11.92
VANDALISM	0	1	1	< 1	7.73	10.26
SERVE WARRANT	1	1	2	< 1	2.82	72.56
WATER LINE LEAK / BREAK	3	1	4	< 1	2.86	29.11
WELL BEING CHECK	2	11	13	< 1	5.40	13.37
WIRE(S) DOWN-ALL TYPES	0	4	4	< 1	5.61	6.96
TOTAL	1559	258	1817	100	3.02	7.06

Crime Comparison Report For the period ending 01/31/2025

Group A Crimes Against Persons														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Forcible Sodomy	2025													
	2024	1												1
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1
Forcible Fondling	2025	1												1
	2024	2												2
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1
Aggravated Assault	2025	2												2
	2024													
	Net	2	0	0	0	0	0	0	0	0	0	0	0	2
Simple Assault	2025	1												1
	2024													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Crimes Against Persons	2025	4												4
	2024	3												3
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1

Crime Comparison Report For the period ending 01/31/2025

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	2025	1												1
	2024													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Larceny (all other)	2025	3												3
	2024	4												4
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1
Counterfeit/ Forgery	2025													
	2024	2												2
	Net	-2	0	0	0	0	0	0	0	0	0	0	0	-2
Fraud (false pretense;swindle)	2025	1												1
	2024	3												3
	Net	-2	0	0	0	0	0	0	0	0	0	0	0	-2
Fraud (credit/debit card;ATM)	2025	1												1
	2024	1												1
	Net	0	0	0	0	0	0	0	0	0	0	0	0	0
Fraud (impersonation)	2025													
	2024	1												1
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1
Stolen Property	2025	1												1
	2024													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Destruction of Property/Vandalism	2025	2												2
	2024													
	Net	2	0	0	0	0	0	0	0	0	0	0	0	2
Total Crimes Against Property	2025	9												9
	2024	11												11
	Net	-2	0	0	0	0	0	0	0	0	0	0	0	-2

Crime Comparison Report For the period ending 01/31/2025

Group A Crimes Against Society														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Weapon Law Violations	2025													
	2024	1												1
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1
Total Crimes Against Society	2025													
	2024	1												1
	Net	-1	0	0	0	0	0	0	0	0	0	0	0	-1

Crime Comparison Report For the period ending 01/31/2025

Group B Crimes														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Disorderly Conduct	2025	1												1
	2024													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
Driving under Influence	2025	1												1
	2024													
	Net	1	0	0	0	0	0	0	0	0	0	0	0	1
All Other Offenses	2025	7												7
	2024	3												3
	Net	4	0	0	0	0	0	0	0	0	0	0	0	4
Total Group B Crimes	2025	9												9
	2024	3												3
	Net	6	0	0	0	0	0	0	0	0	0	0	0	6

Your vehicle has an unpaid toll bill. To avoid excessive late fees on your bill, please settle it promptly. Thank you for your cooperation!
 Total amount: \$6.99
 Payment:

<https://ezdrivema.com-ioiaxd.top/i>

(Please reply Y, then exit the SMS and open it again to activate the link, or copy the link to your Safari browser and open it)

SCAM ALERT

MassDOT Alerts Customers of EZDriveMA Scam

Do not open links in text messages which request payment

PRINCIPAL PROJECTS AND OPERATIONS and GIS: Submitted by Terry Whalen

Below please find a summary of the Principal Projects and Operations Department activity for the month of **January 2025**.

PRINCIPAL PROJECTS - Department Project Activity - There was activity during the month of January 2025 on these Department projects:

- Airport Commission – The Commission held a regular business meeting on January 8, 2025, 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, FY25 Capital Electrical Project Update, Airport Manager’s Report - Tim Howard, Engineer’s Report - GALE Associates (Design, Permitting, Bidding for Tree Removal Project, Navigation Aids (NAVAID) Replacement - Runway End Identifier Lights [REILs], Precision Approach Path Indicators [PAPIs], Rotating Beacon and Relocate Wind Sock, Install Fencing and Gate [former Fisherman’s Storage Area and other ASMP grant projects] and Airport Open House Management (decision made to postpone in 2025 to be rescheduled in 2026). Over the course of the month, Staff also assisted the Commission with processing airport related correspondence, ARF invoices/coordination, hangar lease management, 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 2024. 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 13th 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 January, 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. HSH sought proposals to complete the SUE work (contract reallocation will be reviewed in February). These additional steps will push back the scheduling of a 25% Design Public into late 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 January focused on reviewing revised engineering scope and contract submitted and internal coordination discussions regarding timing of sidewalk repairs and Library Lane repaving. Also, in January 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 January.

- 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 25th. Project efforts in January were focused on preparing and presenting the final schematic design refinements and the corresponding cost estimate at the January 7, 2025, Community Forum. An additional follow up meeting was held on January 14, 2025, to review public comments where the Select Board ultimately provided direction to Staff to prepare a Free Cash Article for consideration at the February 18, 2025, meeting (which the Board voted to both place and support the Article for the 2025 ATM).
- 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 January for the Town Offices ADA Restroom Upgrades first track project needing design work, preconstruction staging and preliminary actions started in 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), the entire contract cost (\$433,000) has been allocated to cover construction costs. For projects not needing design work, track two for implementation, in late January the sign order (over 100 ADA signs for public buildings/parks/beaches) was received and scheduled for installation in February by the Facilities Staff. 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 January. Additionally, the Project Team and Staff attended the January 9, 2025, meeting of the Committee for People with Disabilities to provide a quarterly update report.

Inter-Departmental Projects/Other Support – Staff’s efforts in January 2025 focusing on supporting other Departments and Town efforts were as follows:

- DPW and POA project collaboration & Facility Foreman project assistance/coordination
- Energy and Climate Action Committee (ECAC) meeting support – January 21, 2025
- ECAC Website Revisions – Ongoing discussion
- Former Eldredge Garage Parking Lot/Visitors Center project management assistance

OPERATIONS - Department activities related to Operations in January 2025 included:

- CLC/Green Communities efficiency projects final grant reimbursement filings for completed 2024 Energy Conservation Measure (ECM) projects at the CFAL, DPW and WPCF
- EV Public Charging Station Policy final draft and staff report SB Third Reading
- Municipal Energy Manager (shared CLC position) - energy use database QA/QC & EV Data review

Geographic Information System (GIS) Report – January 2025

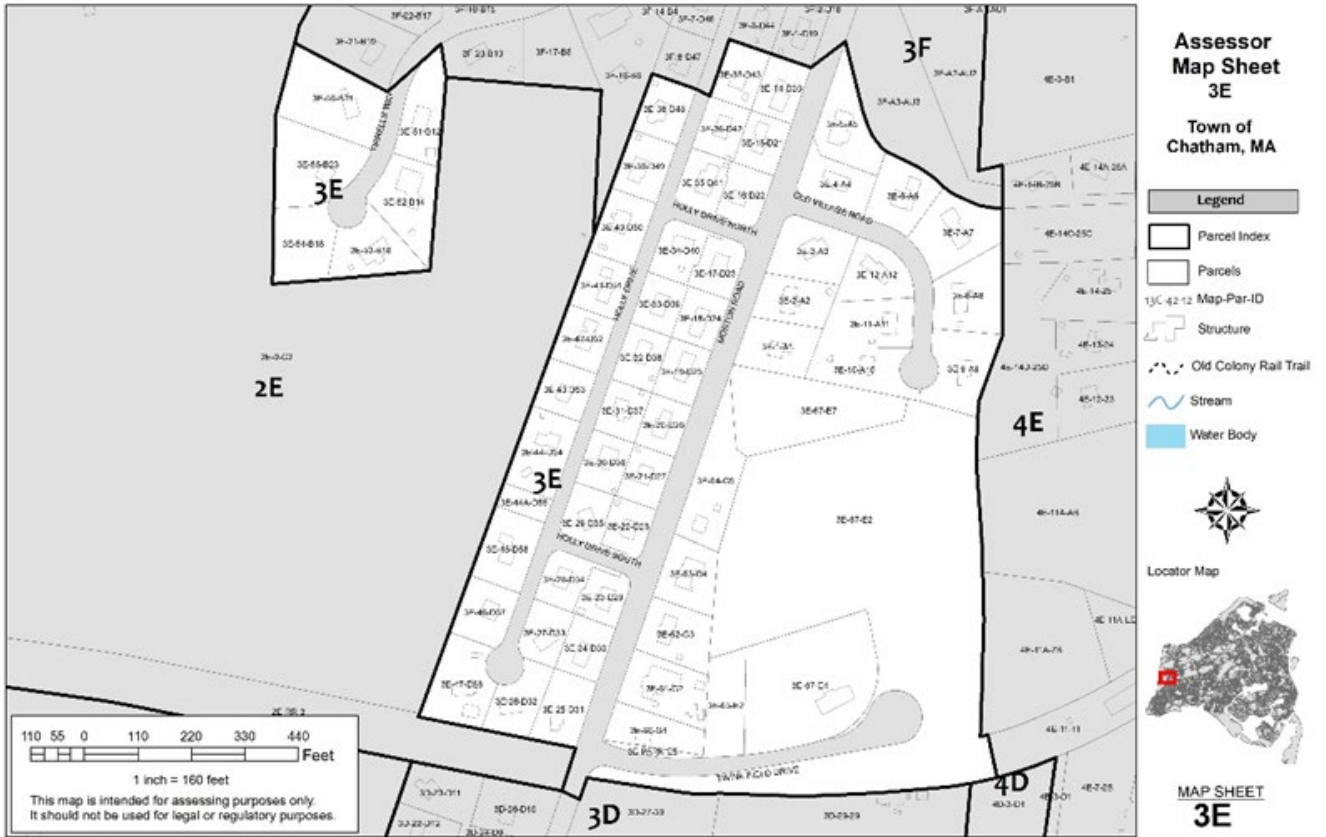
During January, Kristen Caruso, GIS Planner, provided ongoing efforts to maintain the master address table (MAT) list, maps provided on-line for internal staff use/those provided for public access and continued preliminary planning for GIS website (updating maps for static and interactive use). Other 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 Map Atlas book in progress

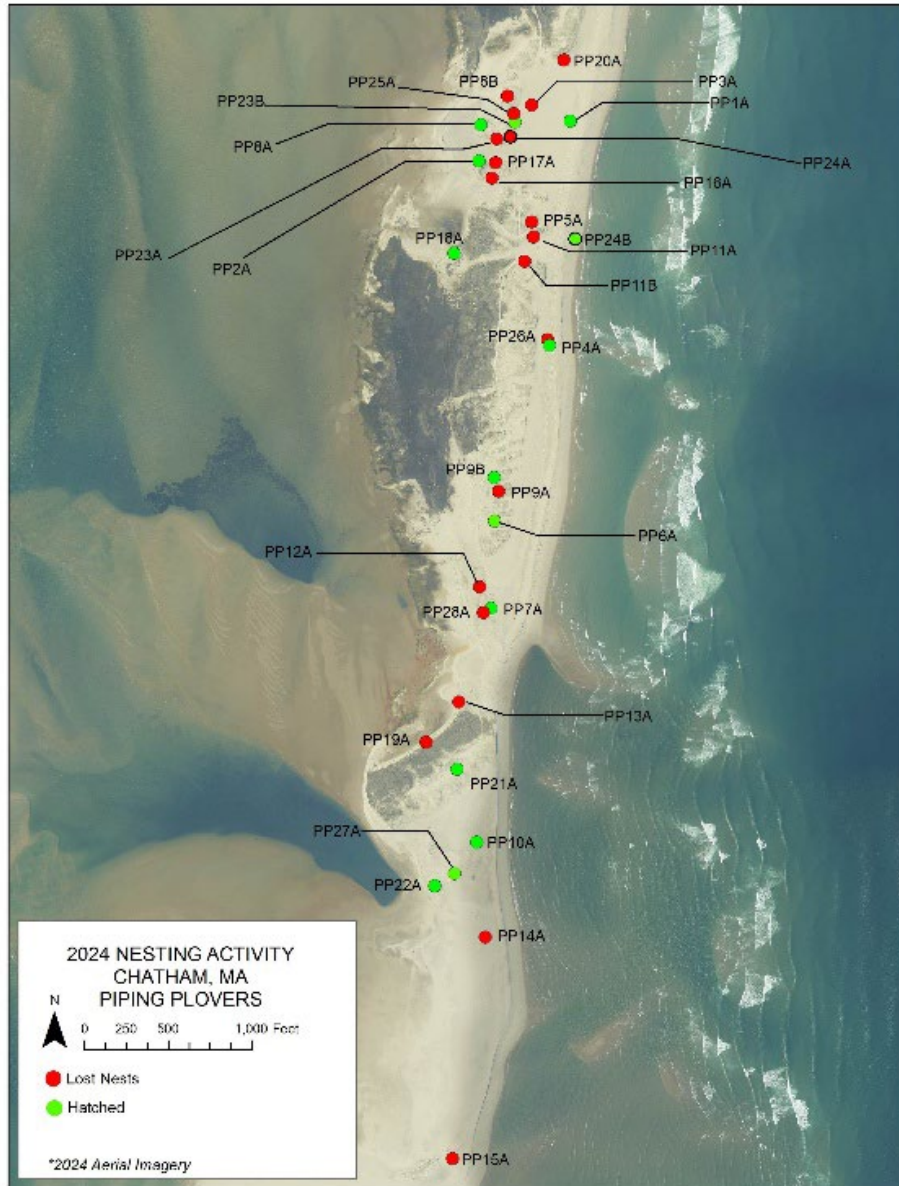
Community Development:

- 300 ft Abutters list for 734 Fox Hill Rd
- Map Book 3E Updated (see next page)



Coastal Resources:

- Edits to Plover Map



Information Technology (IT):

- Town Basemap recreation (replicate MapsOnline public map) into ArcOnline – In progress
- Several follow-up Brightly Asset Management integration meetings to discuss data format, etc.
- Setup of interactive DPW Map in progress for ArcGIS Online
- Several Meetings with IT consultants for Brightly Work Order integration

Miscellaneous and Ongoing/Upcoming:

- MassGIS Data Updates
- Public Request – Large format Street Map

DEPARTMENT OF PUBLIC WORKS: Submitted by Rob Faley

Our focused effort is to provide rapid and friendly service responses that are inviting, helpful, and courteous to all who contact any employee of the DPW.

Attached, please find a summary of the DPW's activities including the Water & Sewer Divisions, Solid Waste Transfer Station, Facilities, Parks, Grounds and Cemeteries, and Highway Division for the month of January 2025.

In addition to the important work of DPW staff, other coordination efforts town-wide included:

- Attended monthly construction meeting on Wells 5 & 8 with the contractor (Winston Builders), designer (W&S), OPM (T&B). Exterior masonry has begun with building outside walls (see photo).
- Attended regular meetings with the Bikeways Committee, Department Heads, Select Board, Finance Committee, Cape Cod Joint Transportation Committee, etc.
- Held interviews for Department Assistant position at DPW.
- Worked with Pomroy Associates regarding ADA compliance issues. Attended Town Hall restroom project meeting.
- Attended regular sewer construction progress meetings for the Mill Pond Pump Station, Contract 1C-5, and Contract 1E-2.
- Director attended MMA Connect 351 conference in Boston with other town staff.
- Director attended trainings/meetings over the following topics: Emergency Planning, Transportation Grants w/MassDOT, 460 Paving Specification Training, CCAPPO regarding state purchasing guidelines.
- Met with Waterworth and Finance Director about restructuring water rates.
- Conducted regular meetings with Veolia (Water & Sewer O & M) and all DPW supervisors.
- Conducted monthly Transfer Station construction meetings with contractor (JJ Cardosi), designer (W&S), and OPM (Pomroy). Building envelope has begun (see picture below).

If you have any questions regarding the above, please do not hesitate to contact me.



Wells 5 & 8 Treatment Plant – Wall Construction



Insulated Panel Installation at Transfer Station – Phase II (Priority I)

TOWN OF CHATHAM
WASTEWATER CONSTRUCTION PROJECTS MONTHLY REPORT
January 2025

Sewer Connection Applications to date: 821

Connections Completed to date: 667

Pending Applications: 154

- **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 with only punch list items remaining.
 - 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
 - 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 complete and the pump station is activated.
 - Final paperwork and as-built drawings continue.

- **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
January 2025**

Listed below is an overview of the daily and monthly activities for January 2025.

January Water Pumping:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
16,157,200 Gallons	1,231,400 Gallons	241,000 Gallons	521,200 Gallons	1,363,407 Gallons	19,339,400 Gallons

The variance between January 2025 and January 2024’s pumping shows a decrease of 2.5 % which equates to 418,400 gallons.

Process Control	Flushing And Blowoffs	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
315,152 Gallons	815,425 Gallons	0 Gallons	195,000 Gallons	0 Gallons	37,830 Gallons

Total other uses - 1,363,407 gallons.

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

Water Sampling

- 8 bacteria samples were taken for the month of January and the results reported to DEP. All samples were free of bacteria.
- First quarter samples were taken for Synthetic Organic Contaminants, Alkalinity, Orthophosphates, Sodium, Radium 226 & 228, Gross Alpha, Volatile Organic Contaminants, Sodium and Nitrates. PFAS6 samples were taken from Well 4, Mill Hill Treatment Plant and Water Treatment Plant. All 3 sites had PFAS detects below the MCL. A special sample was taken from Well 10 to see if that well is still non-detect.

Station Maintenance

- Routine and annual maintenance and housekeeping was performed at all stations.
- Static and dynamic (drawdowns) water level readings were recorded for each well.
- The interior of Well 4 and South Chatham were painted.
- The block heater for the generator at Well 4 was replaced.

System Maintenance

- Bortolotti repaired water main leaks at Shore road and Old Harbor Road.
- Bortolotti repaired service leaks at 57 Bay View Lane.
- Bortolotti repaired a leak on Mill Pond Road.
- 2 Fire flow tests were performed for Norian/Siani Engineering.

Meter Reading

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

Compliance

- The 2024 Tier II chemical inventory report was completed and submitted to Barnstable County Regional Emergency Planning Committee, the State Emergency Response Commission and the Chatham Fire Department.
- Completed and submitted 2024 year-end review.

Meter Activities

Dig Safes	New	Final	Turn on/off	Repair	Replace & Install Radio	Inspections
193	10	15	56	22	23	22

**TOWN OF CHATHAM
WATER POLLUTION CONTROL FACILITY MONTHLY REPORT
January 2025**

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.
- January 1-closed for New Year holiday.
- January 2-Rise electrical and DPW representative (Richie) on site.
- January 7 –aerator oil samples shipped out for analysis.
- January 8 –Hiller fire on site for fire suppression work.
- January 10 –new hire Jeff Schindell expected to begin work on Monday 1/13/25.
- January 12 –process building wall mount heat/ac operating poorly. MAC called for inspection.
- January 14–Sewer pick up to Cape Tire for front end align and tires.
- January 15 –Sullivan tire returned MACK spare with new tire.
- January 15–CFD on site to inquire about use of facility for confined space training.
- January 16 –confined space blower repair of missing keyway key.
- January 18–power surge multiple alarms at various locations.
- January 19-Master polling Ethernet switch failure, no communications to stations. Operator installed simple “homeowner” switch as temp bridge until a replacement can be installed.
- January 18–power surge multiple alarms at various locations.
- January 19-Master polling Ethernet switch failure, no communications to stations. Operator installed simple “homeowner” switch as temp bridge until a replacement can be installed.
- January 20-Denite filter failure and uplift pipe broke low in filter. Unit off line and #3 Filter started up. #3 is expected to remain online after repairs as the upcoming summer flow will likely require the additional treatment.
- January 23-DEP required Monitoring well samples collected.
- January 24-belt filter press belt alignment failure.

- January 25– belt filter press belt alignment failure repair. Test run for operation satisfactory.
- January 27- Adam Curtis on site for Supervisory support while W. Smith and A. Bonfiglio were at classes.
- January 31- Grease trap inspections completed for the month.

SLUDGE DEWATERING BUILDING

- Sludge dewatering was performed on the 6th, 10th, 13th, 17th, 24th and the 30th.
- We disposed of the sludge cake at the Town of Yarmouth Septage Receiving facility on the 13th 14.26 Ton. and the 30th 14.95 Ton.

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.

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.
- Station upgrade remains in progress with RBO.

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

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

HUCKLEBERRY ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- 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.
- January 29- pump station P2 ran excessively attempting to reach the wet well pump off set point. As of the time of this report an increase of minimum pump speed (Hz controlled by wet well level OIT feedback) prior to shutting off is being contemplated.

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.

- January 7 –Kraft power on site for generator repair. End result is the generator is operational but, additional work and National Grid to increase gas flow. MECO and CC have been notified.
- January 14 –MECO and National Grid on site at the station for generator gas feed increase.

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 January were completed throughout the month.
- January 7 –eone start up for JW Dubis at 60 White Pond.
- January 7 –sewer installation inspection at 40 White Pond for JW Dubis.
- January 8 –sewer installation inspection at 16 Jeanette for TW Nickerson.
- January 10 –sewer installation inspection at 52 White Pond for JW Dubis.
- January 11 –emergency dig safe @ 458 Old Harbor (extension of previous water main break)
- January 22-APEX sewer installation inspection requested but no paperwork for the installation was in their possession. 5 Isaac Harding
- January 27- sewer installation inspection at 27 Captain Richards way for J.W. Dubis.

- January 29-partial sewer installation inspection at 75 Heritage Ln for J.W. Dubis.

**TOWN OF CHATHAM
HIGHWAY DIVISION MONTHLY REPORT
January 2025**

Road Maintenance:

- Pick up trash downtown, parking lots, lighthouse after First Night.
- Put out barricades and cones for First Night celebration.
- Pick up cones, barricades, trash barrels from First Night celebration.
- Pick up trash on roadways on main roads.
- Pick up a cabinet at Battlefield Ext. and bring it to the transfer station.
- Asphalt potholes on Cedar St.
- Filled propane tanks and picked up hot mix in Hyannis for hotbox, to fill potholes around town.
- Buried a dead seal at Ridgevale Beach with mini excavator.
- Picked up bags of trash at Cockle Cove Rd and 28 (police call).
- Salted Squire parking lot with 1-ton sander(icy).
- Make up sidewalk plow list for asv and bobcat plows.
- Pick up dead coyote at Vineyard and 28, brought to transfer station.
- Hotbox potholes on Fox Hill Rd, Training Field Rd, Lower Main St, and Morton Rd.

Construction:

- Haul roll-off container to treatment plant, fill with metal lights, dump at transfer station.
- Make hand tool rack for tool crib in storage building.
- Remove tires and racks from P.D. and bring them to transfer station.
- Took mini excavator to Vineyard Ave, to take down and remove dead tree, brought to transfer station, grade potholes at landing.
- Sent mini excavator to Forest Beach parking lot, scrape off beach sand in parking lot, grade.
- Push in 2 trailer loads of salt in salt shed with loader.
- Pick up a pallet of ice melt bags at site one for town buildings.
- Push in 4 trailer loads of salt in salt shed with loader.
- Brought mini excavator to Ridgevale Beach to fill in hole near seal was buried.

Fleet Maintenance:

- Repair tarp on Roll-off container (bent crossmember).
- Repair gate on Park Dept trailer.
- Repair highway trailer (lights, plug, grease bearings, inspect brakes).
- Service water trucks #S1, S2.
- Clean one-tons, glass interior, wash trucks.

- Work on truck #43 sander not working.
- Empty all sanders and fuel up trucks, wash off spinners and shoots, inspect.
- Send truck #43 to Meservey's for repair (pto switch).
- Pickup truck #43 from Meservey after repair
- Wash off spinners and shoots, fuel up sander trucks after salting event (1-16-25).
- TDI Vehicle inspections on all trucks and machines.
- Fix lights on sander truck #17, 13
- Repair cutting edge on truck #3 (plow bolts).
- Repair spinner shoot on sander truck #27, add def fluid.
- Clean off spinners, lights, fuel up all sanding trucks.
- Repair sander truck #5 mud flap.
- Service truck #7.
- Work on wet systems on sander truck #43.
- Put together dolly lift.
- Fuel up and wash off sander trucks, clean spinners, lights inspect.

Signs:

- Replace faded stop ahead sign on Pond St.
- Replace faded no parking sign on Depot Rd.
- Make sign for transfer station and deliver.
- Order some sign blanks, signs, posts, breakaway posts from Road Safe.
- Install sign and post on Sam Ryder Rd (stop sign), reflective strips.
- Straighten signs in areas around town.
- Pick up pulled out sign at Cockle Cove landing.

Catch Basins:

- Clean off basins in areas around town.

Trimming:

- Trimming on Morris Island Rd, Champlain Rd, Port Fortune, Old Academy Rd, Old Queen Anne Ext.
- Weed trim around islands on Crowell Rd intersection.
- Cut hanging limb on Seapine Rd.
- Scrape sand and clean up wall at end of Harding's Beach sidewalk.
- Trimming on Harding's Beach sidewalk, Chatham Bars Ave, 137 and 28 intersection.

Snow & Ice Operations:

- Pick up pallet of Peladow from Site One for stock.
- Order 2 trailer loads of salt for salt shed.
- Salted mains and secondary roads, parking lots, town buildings, Peladow sidewalks downtown (1-11-25).

- Salted mains and secondary roads, parking lots, town buildings, Peladow sidewalks downtown (1-16-25).
- Salted mains and secondary roads, parking lots, town buildings (1-20-25).
- Peladow sidewalks downtown (1-20-25).
- Pre-treat mains and secondary roads, parking lots, town buildings (1-21-25).
- Plow off roads and sanding (1-21-25).
- Plow off sidewalks and Peladow sidewalks, shovel crosswalks (1-21-25).
- Empty out sander on truck #17, bring to Cape Cod Truck for repair (broken springs).
- Salting mains and secondary roads, parking lots, Peladow sidewalks downtown (1-30-25).

**TOWN OF CHATHAM
FACILITIES DIVISION MONTHLY REPORT
January 2025**

- Check restrooms and town buildings daily.
- Repaired the ice maker, windows and a door latch in the entryway at the town Annex.
- Installed cabinets, assembled 2 recliner chairs and 40 chairs, replaced 3 the batteries and electro pads for the AED at the COA.
- Replace batteries to the handicapped buttons and repaired handrails, toilets and remove ping pong table from the Community Center.
- Replace 2 actuators at the town Annex in the main lobby.
- NYE plumbing repair pressure reduces valves at the DPW, library, and winterized Eldridge Garage restrooms.
- South Shore generator completed the repair for the generator at the DPW administration office.
- Repaired main entrance door and toilet leaks at the town Annex.
- Transported 2 metal cards from town hall to the town Annex archive room.
- Repair garage door on bay one at the Police Department.
- Payne Electric completed the work at 558 Crowell Rd.
- Repaired doorknobs toilet leak and replace ceiling tiles at the Community Center.
- Replace the soap dispenser at town hall.
- Adjusted the lower entrance door and replaced 14 light bulbs at the town Annex. Hi Efficiency was called due to no heat in the basement prepared was made (electric main board was not working). Repaired handicapped latch in the back entrance at the COA.

**TOWN OF CHATHAM
PARK/CEMETERY/GROUNDS DIVISION MONTHLY REPORT
January 2025**

Christmas: The last pieces of Christmas/holiday decorations were brought in and stored.

Cemetery: There is a lot of cemetery work getting done.

Union Cemetery: The border/fence line clearing is complete in Union. Some stump grinding has been done but there is more to do, as well as cleanup afterwards.

North and South Cemeteries: the fence line was cleared at both cemeteries as well as the fronts.

Seaside Cemetery: the borders were cut back here as well. The along the driveway was cut back and lowered. Some of the invasive species were removed with the intention of bringing back the original privet hedge border.

Parks: The park benches are continually being maintained. The wind screen at the pickleball courts had to be re-secured. Stronger wire tie downs were used to replace zip ties.

DPW: We are also in the process of building hangers for the salt spreaders that we use during the winter.

There has been a lot of truck washing going on after the snow and salt events that have been happening.

Our newer employees got a taste of how the snow removal operations are run and they performed very well.

**TOWN OF CHATHAM
CEMETERY DIVISION MONTHLY REPORT
January 2025**

1. Burial and Lot Sales Activity:

- 4 Cremation Interments completed.
- 1 Full Burial processed.

2. Ongoing Maintenance and Improvements:

- **Stump Grinding at Union Cemetery:** Work continues to remove stumps, improving the cemetery’s appearance and accessibility.

3. Looking Ahead:

- Continued maintenance efforts, including assessing additional tree work needs.
- Preparing for spring cleanup planning and early-season lot sales.
- Progressing on the development of an **online cemetery database** to improve public access to burial records and lot availability.

**TOWN OF CHATHAM
TRANSFER STATION MONTHLY REPORT - January 2025**

Recycling/Diversion:

Recycling/diversion shipments out of the Town of Chatham Transfer Station were lower in January 2025 when compared to December 2024 and higher in January 2025 when compared to January 2024. The monthly comparisons are detailed below:

January 2025	December 2024	Difference
241.87 tons	243.75 tons	-1.88 T Decrease

January 2025	January 2024	Difference
241.87 tons	191.00 tons	50.87 T Increase

Trash:

Tonnage delivered to SEMASS in Rochester, Massachusetts was lower in January 2025 when compared to December 2024 and lower in January 2025 when compared to January 2024. The monthly comparisons are detailed below:

January 2025	December 2024	Difference
366.46 tons	415.02 tons	-48,56 T Decrease

January 2025	January 2024	Difference
366.46 tons	408.43 tons	-41.97 T Decrease

Trash Delivered by Town of Chatham Employees:

The amount of trash delivered by the Town of Chatham was lower in January 2025 when compared to December 2024 and lower in January 2025 when compared to January 2024. The monthly comparisons are detailed below:

January 2025	December 2024	Difference
2.96 tons	3.54 tons	-0.58 T Decrease

January 2025	January 2024	Difference
2.96 tons	3.68 tons	-0.72 T Decrease

TOWN OF CHATHAM
TRANSFER STATION MONTHLY RECYCLING REPORT
January 2025

COMMODITY	TONNAGE		TONNAGE		% CHANGE	YEAR TO DATE
	Jan-24		Jan-25			
BRUSH	20.08	T	29.22	T	46%	29.22
CCR PARTNERSHIPS	1.67	T	1.6	T	-4%	1.60
PLANET AID	0	T	0.21	T	100%	0.21
SALVATION ARMY	1.19	T	0.74	T	-38%	0.74
RED CROSS	0.96	T	1.5	T	56%	1.50
HAND ME DOWNS	0.46	T	0.27	T	-42%	0.27
BAYSTATE TEXTILES	0.81	T	1.1	T	36%	1.10
MATRESSES	0	PCS	165	PCS	100%	165.00
BLACK EARTH	0.4	T	0.6	T	50%	0.60
BAYSTATE BOOKS	1.41	T	3.31	T	235%	3.31
MIXED PAPER	12.02	T	7.64	T	-36%	7.64
TIN	0	T	2.1	T	100%	2.10
CARDBOARD	17.08	T	10.88	T	-36%	10.88
METAL	10.2	T	11.19	T	10%	11.19
SINGLE STREAM	16.01	T	15.54	T	-3%	15.54
NEWSPAPER	9.21	T	1.58	T	-83%	1.58
#1-7 MIXED PLASTIC	7.29	T	4.78	T	-34%	4.78
MIXED GLASS	0	T	13.69	T	100%	13.69
DEMOLITION	84.46	T	121.58	T	44%	121.58
ROLL OFF	36	LOAD(S)	45	LOAD(S)	25%	45.00
SEMASS	408.43	T	366.46	T	-10%	366.46
SEMASS LOADS	21	LOAD(S)	21	LOAD(S)	0%	21.00
ANTIFREEZE	0	GAL	55	GAL	100%	55.00
AUTO BATTERIES	0	T	0	T	0%	0.00
C R T'S	4.52	T	4.28	T	-5%	4.28
CLEAR GLASS	0	T	0	T	0%	0.00
COMPOST	0	LOAD(S)	0	LOAD(S)	0%	0.00
NI CAD BATTERIES	0	BOX'S	0	BOX'S	0%	0.00
PAINT	0	GAL	0	GAL	0%	0.00
PROPANE TANKS	0	PCS	0	PCS	0%	0.00
TIRES	0	PCS	80	PCS	100%	80.00
WASTE OIL	350	GAL	450	GAL	29%	450.00

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:

VITAL RECORDS REGISTERED	JANUARY 2025	2025 YEAR TO DATE
BIRTHS	3	3
INTENTIONS OF MARRIAGE	1	1
MARRIAGES	2	2
DEATHS	9	9

VOTER REGISTRATION:

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

VOTER REGISTRATION	JANUARY 2025	2025 YEAR TO DATE
NEW VOTER REGISTRATIONS	33	33
REMOVED VOTERS	92	92
TOTAL NUMBER OF REGISTERED VOTERS	6,137	6,137
TOTAL NUMBER OF RESIDENTS	6,427	6,427

CASH RECEIPTS:

The total amount collected and submitted to the Treasurer’s Office for the month of January was \$2,510.00.

CASH RECEIPTS	JANUARY 2025	2025 YEAR TO DATE
	\$2,510.00	\$2,510.00

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