

# *Town of Chatham*



ARTICLES IN THE WARRANT  
for the  
2017 ANNUAL TOWN MEETING

With Recommendations of  
Chatham Board of Selectmen  
and  
Finance Committee

Monday, May 8, 2017  
6:00 P.M.

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Please bring this report to the meeting for use in the proceedings at the

MONOMOY REGIONAL MIDDLE SCHOOL  
425 CROWELL ROAD

**ANNUAL TOWN MEETING WARRANT – MAY 2017**  
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## INTRODUCTION

The 2017 Annual Town Meeting will occur on Monday, May 8, 2017 (second Monday in May of each year) and the warrant generally follows the same format to which you, residents and taxpayers, have become accustomed. Each article in the warrant is enumerated, as required by law. In addition, the warrant includes a suggested motion which cites the intended action for the article, and its funding amount as a matter of consideration without the intention to restrict any action. The article's speaker and/or proponent is listed and the recommendations of the Board of Selectmen, Finance Committee, and any other appropriate board or committee are noted on each article. Finally, an explanation or summary of the context of the article is provided as a courtesy. Please note that Article 1 is the Annual Town Election (second Thursday in May of each year) which occurs on Thursday, May 11, 2017.

Again this year, a detailed sub-line item budget is provided in an Appendix at the end of this booklet. The warrant and appendices are available on the Town's website – <http://www.chatham-ma.gov/town-meeting> with financial details in *Budget Central* <http://www.chatham-ma.gov/budget-central> as well as prior years' history. Additionally, other substantive and qualitative information on Town Department operations is included in Monthly Town Manager Reports and the Town Annual Report found on the Town Manager's webpage - <http://www.chatham-ma.gov/town-manager> consistent with our efforts for open government 24/7 and greater transparency.

Much effort and time is invested each January through May by your Town officials to review and discuss each article in the warrant for which a recommendation is provided, along with very informative presentations by Town staff. I encourage you to watch Channel 18 or visit the Town's website to view Board/Committee meeting calendars/public notices throughout the year. We have also improved our "on-demand" viewing access to meetings via the Town website on any smart phone or tablet device.

Our goal remains to provide a clear, concise warrant and enough information on each article so that you may be prepared on the subject matter prior to Town Meeting. As always, I welcome any suggestions to improve clarity and communications.

Thank you in advance for your thoughtful consideration.

Jill R. Goldsmith  
Town Manager

## Finance Committee Report

By means of background, the Town Moderator appoints the nine-member Finance Committee for three-year terms. As provided for by the Town Charter and By-Laws, the Finance Committee is to (i) consider the detailed expenditures for each Town department and agency, (ii) make budget recommendations to the Board of Selectmen and (iii) to report to Town Meeting its recommendations on each article in the Warrant, regardless of whether the article is related to the budget. Under authority granted by Massachusetts General Laws, the Finance Committee also “shall consider any or all municipal questions for the purpose of making reports or recommendations to the town....” The Finance Committee is dedicated to serving in the interest of the Chatham voter.

### Overview of the FY18 Budget Process

The FY18 budget season officially began in October with the Budget Summit—a joint meeting of the Board of Selectmen, the Finance Committee, and the Monomoy School Committee. Beginning in January the Finance Committee met weekly, or semi-weekly, with senior Town officials and employees to review the proposed FY18 budget.

In February, the Finance Committee presented its initial thoughts on the FY18 Budget to the Board of Selectmen. Reactions, some of which shall be discussed in more detail below, included concerns over the growth in the budget over the past several years, the proposed growth in the Town’s labor force, the level of proposed capital spending, and the seeming lack of a framework for making capital spending decisions. While certain of the Finance Committee’s observations were incorporated by the Selectmen and the Town Manager into the proposed budget (for which the Committee is grateful) we believe that more work needs to be done, also as discussed below. A copy of this initial report is available on the *Finance Committee* section of the Town’s website.

Additionally, a Finance Committee working group completed work on an analysis of the status of the Town’s wastewater project to date. This informative report is available on the *Finance Committee* section of the Town’s website as well.

### Summary of the FY18 Budget

Any budget is an expression of priorities. A good budget should inform stakeholders of the priorities being pursued, and why. A good budget should be transparent in terms of proposed revenues and expenditures; such transparency being the basis, from year-to-year, of accountability. A good budget should incorporate a narrative guide to what is being proposed, and why. The proposed FY18 budget does each of these things. The Finance Committee encourages the taxpayers of Chatham to review the proposed FY18 budget on the *Budget Central* section of the Town’s website (<http://www.chatham-ma.gov/budget-central>).

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*Explanations are for informational purposes only.*

*The inclusion of such items cannot be construed as a conclusion as to the binding effect or legality of the same*

### Operating Budget

The proposed FY18 operating budget (the ongoing cost of running the Town) is \$30,009,772, an increase of 3.49% over the Town Meeting-approved FY17 budget. Incorporating the operating budget for the schools results in a proposed budget of \$39,155,057, a change of 3.39% from FY17. The proposed FY18 budget is a level-service budget, which seeks to maintain the prior year's level of service within the limits established by Proposition 2½. The budget is deliberately conservative—though perhaps somewhat too conservative relative to the estimate of revenue derived from local receipts, as will be discussed in more detail below.

As is typically the case with municipal budgets in Massachusetts, several departments or line items make up the bulk of proposed operating budget spending. Education (1<sup>st</sup>), Debt Service (2<sup>nd</sup>), Public Safety (3<sup>rd</sup>), Employee Benefits (4<sup>th</sup>) and Public Works (5<sup>th</sup>) make up 84% of the proposed FY18 budget.

The Finance Committee voted 7-1 to adopt the proposed FY18 Operating Budget. That said, there was spirited discussion within the Committee as we discussed each division or line item individually. Of particular note was the lack of support on the Committee for the proposed Public Works and Facilities budget, due largely to the proposed staff growth within the division.

The proposed budget for the Monomoy schools was adopted by a vote of 7-1. For the proposed Cape Cod Regional Technical High School budget, the vote was 8-0.

### Capital Budget

On the capital spending side (funds used to acquire or upgrade physical assets such as property or equipment), the budget proposals are presented in two ways—those embedded in the proposed FY18 budget, and those proposed as stand-alone Articles in the Warrant. Capital spending proposals of less than \$250,000 are embedded in the budget, while those above \$250,000 are presented as stand-alone Articles. The proposed FY18 budget contains \$2,026,500 in capital spending, while the Warrant includes another \$44,410,000 in proposed capital spending or debt exclusions (several of which are noted below). As a reminder, a debt exclusion is an action taken by the Town through a referendum vote to raise funds necessary to pay debt service costs for a specific project, but outside the limits imposed by Proposition 2 ½.

With respect to the proposed FY18 Capital Budget the Finance Committee voted 5-2-0.

The Finance Committee continues to be supportive of drinking water-related capital spending, approving each of the three proposed water capital projects by unanimous vote.

With respect to the continued expansion of the Town's wastewater project, the Finance Committee voted 5-3 to support the proposed \$31,000,000 debt exclusion (which, to be clear, is included in the \$44,410,000 referenced above). While there was broader support for the project than the vote might suggest, concern was expressed about the increased amount of

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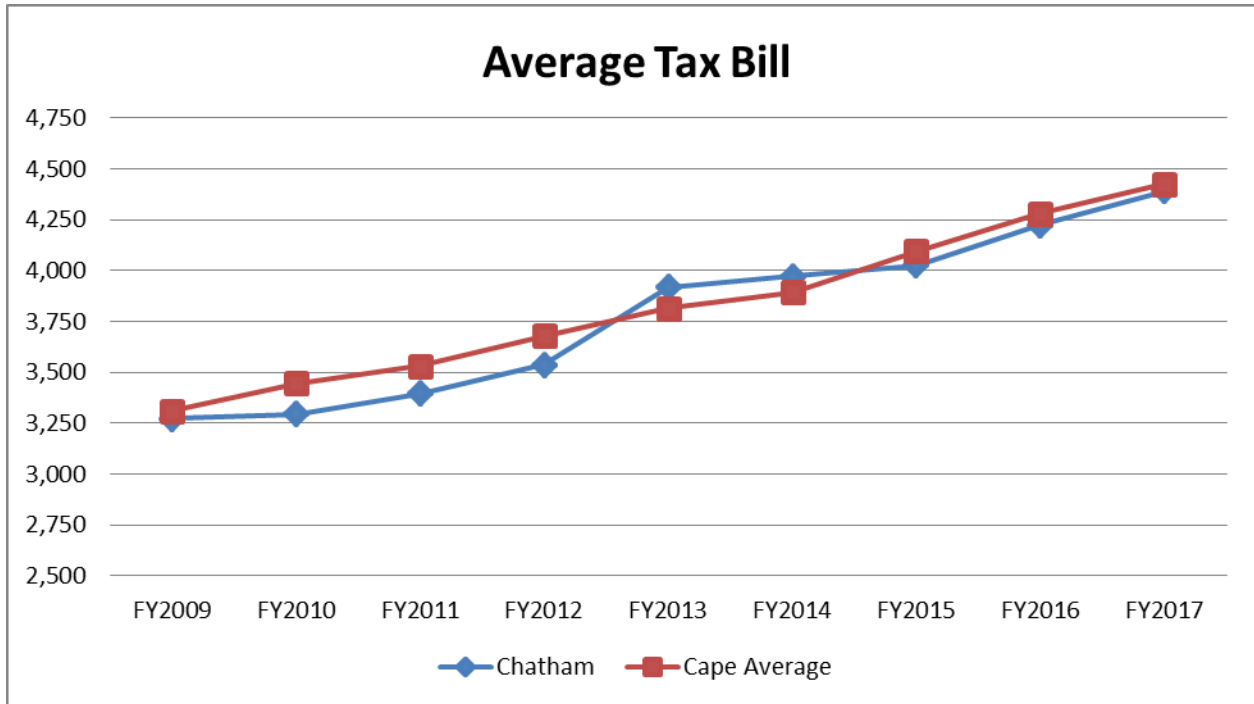
*The inclusion of such items cannot be construed as a conclusion as to the binding effect or legality of the same*

debt the Town would be carrying because of this project and other planned projects, as well as the potential loss of financial flexibility as a result of that debt load.

A second proposed debt exclusion—\$11,355,000 for various projects involving waterfront facilities—was also considered by the Finance Committee. This proposed article would provide a source of financing for a variety of waterfront infrastructure projects over the next five years. This proposal was supported by a vote of 7-1 (although concerns were similarly expressed about the debt load and financial flexibility going forward).

Based upon the proposed budget, including the passage of all proposed warrant articles, it is estimated that the tax rate for FY18 will be \$5.08 per \$1,000 in valuation, a 0.98% increase over the approved FY17 tax rate.

Please see the following chart for insight into the growth of the average Chatham tax bill over the last nine years.







Chatham taxpayers fund public services to achieve specific goals. The Finance Committee would like to encourage the Town Manager, and the Board of Selectmen, to increase the use of performance measures to assess how well, or efficiently, the Town produces what the investment of public funds intends. While there are few perfect measures of gauging performance, the absence of the perfect should not be the enemy of the good. It is possible to expand the use of performance metrics, and to refine them with experience. Respectfully, we encourage the Town's policy makers and the Town Manager to work towards this expansion.

#### Topics of Note

During our review and deliberations there were a number of issues which were the focus of significant discussion and/or concern.

- Growth of the Town Workforce
  - Recommended in this budget is an increase of 3.5 full-time employees, which would result in a workforce of 132.5, 9.5 more than were employed in 2014. Given that the population of the Town has not changed materially over this time, the Finance Committee encourages the Town Manager and the Board of Selectmen to work to limit the size of the Town workforce, especially considering the dramatic growth in the cost of employee benefits (from \$4.2mm in FY16 to nearly \$5.3mm proposed in FY18, an increase of over 25% in two years) and other post-employment liabilities ("OPEB"). We also believe that recommendations for personnel increases should be accompanied by a specific and detailed reference to what the staff addition is intended to improve or correct within the relevant department. We applaud the practice of departments sharing employees for the sake of efficiency.
  
- Estimate of Local Receipts
  - The Town's *Budget and Financial Management Policies* call for revenue estimates to be "realistic, yet conservative". The Committee respects and supports this policy. The Committee is also aware of the modest level of economic growth in our national economy, and of the slowdown of certain economic activity (notably in new home construction) in Chatham. Nevertheless, we believe that budget estimate of FY18 Local Receipts should have been increased, understanding that an underestimation of this figure effectively increases the tax rate (1 cent for each \$60,000 underestimated) and provides for a greater level of Free Cash in the following year, a concern described in the following paragraph.

The Committee believes the FY18 budget estimate of \$6,221,742 is low given recent year actual receipts:

	<u>Actual</u>	<u>Without Miscellaneous Non-Recurring</u>
▪ FY14	\$7,131,591	\$6,845,949
▪ FY15	\$7,993,077	\$7,063,843
▪ FY16	\$7,552,083	\$7,311,208

- Over-Funding of Free Cash
  - There is some concern on the Finance Committee about “over-funding” free cash, and its intrinsic inflation of the tax rate. While not formally codified, the Town’s informal free cash goal is to target between 3% to 5% of the operating budget (including the school operating budget), or between ~\$1,200,000 and ~\$2,000,000 for FY18. The Town has run free cash balances well more than the targeted range in recent years—closer to 9% of the operating budget.
- Level of Proposed Capital Spending
  - The Finance Committee is very concerned about both the number of, and the cost of, significant proposed future capital projects. Embedded in the FY18 budget is a five-year roster of capital expenditures valued, in current dollars, at close to \$30,000,000. This figure does not include additional proposed capital spending on the ongoing wastewater project. Additionally, this figure does not include projects many assume to be forthcoming, such as improvements to certain waterfront properties or the development of 365 Main Street.
- Lack of Framework for Assessing Capital Projects
  - The Finance Committee has little evidence of the existence of any framework for assessing capital projects, thereby determining which of them to undertake. We *strongly* believe the Board of Selectmen, in concert with the Town Manager, should develop and implement a framework for making material capital expenditure decisions. We believe such framework should include considerations including, but not limited to (i) cost, (ii) avoided cost, (iii) social good, and (iv) alternative approach to resolution. Given the notable level of proposed capital spending, the Finance Committee also believes every effort should be made by the Town to avoid unnecessary expense and to optimize efficiencies in any such projects. Stated *Project Goals* for any capital project should include a reference to the efficient and thoughtful use of taxpayer monies—a guideline that is noticeably absent at present.
- Inter-Municipal Agreement for Wastewater Treatment
  - For several years, the Finance Committee has encouraged the Town Manager and the Board of Selectmen to explore ways to monetize unused, or under-used, Town assets. The Committee believes the proposed agreement with the Town of Harwich to collect and treat wastewater from a portion of Harwich achieves

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just that. While, at the time of this writing, a final IMA has not been agreed upon, the Finance Committee supports the spirit of the proposed agreement.

- Other Post-Employment Benefits
  - While the Finance Committee understands that some progress has been made recently in considering actions to address the Town’s OPEB liability, most members of the Committee urge the OPEB Trustees to work diligently to address the liability, especially considering the Governmental Accounting Standards Board Statements No. 74 and No. 75, which will have the effect of bringing the liability onto the Town’s balance sheet and, potentially, increasing the amount of the liability. Efforts should be made to optimize the number of potential solutions to this issue.
  
- Departmental Overtime
  - For many years now there have been discussions within the Finance Committee, and within the Town’s leadership, on ways to mitigate departmental overtime, especially within the Fire Department. With the hiring of an additional firefighter last year the Fire Department is now operating with four 6-person shifts, a change which was intended to reduce overtime. Nevertheless, overtime continues to rise. While the Committee understands there are some structural causes for overtime, and that a certain amount of overtime may be more cost efficient than adding employees, we would hope for greater effort to limit the increase in overtime in Town departments.
  
- Near Unanimous Support for CPA Articles
  - With one exception (where a vote to “abstain” was required of one member), the Finance Committee voted unanimously to support the proposed Community Preservation Act articles, thereby underscoring our belief in the importance of this program to our community.

Assembling a budget for the Town of Chatham is a challenging and time-consuming effort. The Finance Committee is grateful for the efforts of Town Manager Jill Goldsmith, Finance Director Alix Heilala, and the work of all the department heads and staff who contributed to this effort.

Additionally, the Committee would like to thank our recording secretary Kellee Yount for her exceptional work on our behalf, as well as Ryan Darmon and Brandon DeTraglia of Channel 18.

Respectfully submitted,  
Stephen S. Daniel, Chairman

Norma Avellar  
Roslyn Coleman  
Barbara Matteson

John Pappalardo  
Florence Seldin  
Joanne Sprague

Steve West  
John Whelan

**COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF CHATHAM  
TOWN MEETING WARRANT  
MONDAY, MAY 8, 2017**

**THE COMMONWEALTH OF MASSACHUSETTS**

Barnstable, ss.

**GREETINGS:**

To any of the Constables in the Town of Chatham in the County of Barnstable.

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to NOTIFY and WARN the INHABITANTS OF THE TOWN OF CHATHAM, qualified to vote in elections and Town affairs to meet in the gymnasium of the Monomoy Regional Middle School (formerly the Chatham High School) on Crowell Road in said Chatham on the 8<sup>TH</sup> day of May, 2017 at 6:00 o'clock in the evening, then and there to act on any business that may legally come before said meeting, and to meet again in the Community Center on Thursday, the 11<sup>TH</sup> day of May, 2017 to elect the necessary Town Officers as contained in the Warrant. Polls for the election of Officers will open at 7:00 a.m. and will close at 8:00 p.m.

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**Resolution:** Resolved that the Town vote to adopt the following rules of procedure for the Town Meeting of May 8, 2017.

- A) The Moderator shall have the option of reading each Article in the Warrant verbatim or summarizing the subject matter therein in general terms, at his discretion.
- B) Upon an Article having been disposed of by vote, the Moderator shall entertain a motion to reconsider said Article or to accept a Resolution pertaining to said Article only during the same session during which said vote was acted upon.
- C) A motion to move the previous question shall require a two-thirds vote and may not be debated.
- D) The Moderator shall not accept a motion to move the previous question by any person discussing the Article until after an intervening speaker has discussed the Article.
- E) A non-voter may request the privilege of addressing the meeting on a motion made under any Article or Resolution offered the request to be granted by the Moderator unless there is an objection by a voter. Upon objection, the Moderator shall poll the meeting by voice or count, at his discretion, and a majority vote in favor shall entitle said non-voter to address the meeting. However, the Moderator may grant the privilege of the floor to any non-resident Town Department Head without necessity of a vote.
- F) The Moderator shall not entertain the question of the presence of a quorum at any point at which a motion to move the previous question has already been voted.
- G) Speakers addressing the meeting shall be limited to five (5) minutes within which to present their remarks. The Moderator will not recognize anyone who has previously spoken on the Article until all persons wishing to address the meeting have had an opportunity to speak. The Moderator may exercise reasonable discretion in enforcement of this rule.

The foregoing rules are not intended to alter or change the traditional conduct of the Town Meetings in Chatham except as specifically stated above.

### **Ballot Questions**

#### **Question 1 – Non Binding Public Advisory Question**

Whereas, the original design for the Pilgrim Nuclear Power Station (PNPS) spent fuel pool was for 880 assemblies and now holds over 2,822 densely racked and tightly packed assemblies, and;

Whereas, the PNPS spent fuel pool holds over 11 times the amount of cesium released at Chernobyl, and;

Whereas, the MA Attorney General Office 2006 report cited an accident at PNPS could result in 24,000 latent cancers, \$488 billion in damages, and contamination of hundreds of miles downwind, and;

Whereas, 885 Boraflex panels, which prevent criticality and fire, will be susceptible to unacceptable levels of deterioration by September, 2017, and;

Whereas, the PNPS spent fuel pool is vulnerable to terrorist and cyber attack, and;

Whereas, citizens of the Town of Chatham find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner.

Therefore, Should the people of the Town of Chatham direct the town's government to communicate with Governor Baker to employ all means available to ensure spent nuclear fuel generated by the Pilgrim Nuclear Power Station be placed in secure dry casks as soon as technically feasible and consistent with the highest standards, ready to be moved to a permanent federal facility when available in order to protect the health, welfare, and economic interests of the Town of Chatham and its inhabitants and visitors?

#### **Question 2 - Wastewater Debt Exclusion**

Shall the Town of Chatham be allowed to exempt from the limitations of proposition two and one-half, so-called, the amounts required to pay for the bonds issued for the purpose of paying costs of designing and constructing various projects involving wastewater collection facilities, including any land acquisition costs and facilities for surface water nutrient management?

#### **Question 3 - Waterfront Infrastructure Debt Exclusion**

Shall the Town of Chatham be allowed to exempt from the limitations of proposition two and one-half, so-called, the amounts required to pay for the bonds issued for the purpose of paying costs of design, renovation and construction of various projects involving waterfront infrastructure and facilities, including landings and land acquisition costs and facilities, and for the payment of all other costs incidental and related thereto?

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**Article 1 – Annual Town Election**

To bring in their votes on one ballot to elect the following Town Officers:

- One Selectman for three (3) year terms
- Two Monomoy Regional School Committee Members for three (3) year term
- One Housing Authority Member for one (1) year unexpired term

**No Motion**

**Article 2 – Accept Annual Reports**

To hear the reports of various Town Officers and Committees and see what action the Town will take relative to the appointment of officers not chosen by ballot, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that the Town Moderator and Board of Selectmen be authorized to appoint the necessary Town officers whose appointments are not otherwise provided for and that the Town hear and accept the reports of various Town officers and committees as they appear in the Town Report.

**Speaker:** William G. Litchfield, Moderator

**Explanation:** *The purpose of this Article is to enable a Town officer or committee member to address the Town Meeting. The Town’s Annual Report is available on the Town’s website [www.chatham-ma.gov/town-manager/pages/annual-town-reports](http://www.chatham-ma.gov/town-manager/pages/annual-town-reports), and at the Office of the Board of Selectmen/Town Manager.*

**Article 3 – FY2017 Budget Adjustments- (PLACEHOLDER)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary to balance the following line items noted below within the fiscal year (FY2017) Budget approved under Article 7 of the May 9, 2016 Annual Town Meeting for the period beginning July 1, 2016 and ending June 30, 2017 inclusive. Or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Cory J. Metters, Vice Chairman, Board of Selectmen

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *This is a placeholder article in case there are any identified current fiscal year end balance transfers required.*

**Board of Selectmen Recommendation:** Recommendation from Town Meeting Floor  
**Finance Committee Recommendation:** Recommendation from Town Meeting Floor

**Article 4 – Fix Salaries – Elected Officials**

To fix the salaries of the elected Town officers for the fiscal year beginning July 1, 2017, or take any other action in relation thereto.

<u>Officer</u>	<u>FY2017 Voted</u>	<u>FY2018 Request</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500
		(Board of Selectmen)

**Motion:** By Dean P. Nicastro, Board of Selectmen  
I move that the Town vote to fix the salaries of the elected Town officers in accordance with the positions and amounts in this Article.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *In accordance with Massachusetts General Law, Chapter 41, Section 108, salaries and compensation of elected officers must be fixed annually by vote of the Town at an Annual Town Meeting. This Article fixes (sets), but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 7 – Town Operating Budget. No increase to the prior year is being sought.*

**Board of Selectmen Recommendation:** Approve 4-0-0  
**Finance Committee Recommendation:** Approve 8-0-0

**Article 5 – Consolidated Revolving Funds**

To see if the Town will vote pursuant to the authority granted under Massachusetts General Law Chapter 44, Section 53E ½, to establish or reestablish the following Revolving Funds for the



purpose of receiving revenues and making disbursements in connection with the following authorized Town activities, or take any other action in relation thereto.

- A) Airport Revolving Fund  
All monies received by the Airport Commission from the operation of the Chatham Municipal Airport shall be credited to this fund. The Airport Commission and Town Manager shall be authorized to expend from this fund, without further appropriation, to defray the expenses of the Chatham Municipal Airport operated by the Commission. No more than \$40,000 shall be expended from this fund during fiscal year 2018.
- B) Bassett House Revolving Fund  
All monies received by the Town from the operation of the lease of the Bassett House shall be credited to this fund. The Town Manager shall be authorized to expend from this fund, without further appropriation, to defray the maintenance expenses of the House operated by the Chamber of Commerce. No more than \$8,000 shall be expended from this fund during fiscal year 2018.
- C) Inspectional Services Revolving Fund  
10% of all monies received by the Town from the issuance of all inspection permits shall be credited to this fund. The Community Development Department, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation to defray the expenses associated with the approval of inspectional permits, including paying any wages or salaries for full time employees and costs of fringe benefits associated with the wages or salaries so paid. No more than \$70,000 shall be expended from this fund during fiscal year 2018.
- D) Recycling Revolving Fund  
All monies received by the Department of Public Works from the sale of recycling bins, compost bins, rain barrels, kitchen scrap buckets, water saving devices, recycling bags/totes, and other items particular to recycling conservation, shall be credited to this fund. The Department of Public Works, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation, to defray the expense of purchasing additional recycling containers and items particular to recycling and conservation, including advertising the availability of such items. No more than \$5,000 shall be expended from this fund during fiscal year 2018.
- E) Marconi Station Revolving Fund  
All monies received by the Town from the operation of the leases at the Marconi Station on Old Comers and Orleans Road shall be credited to this fund. The

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Town Manager shall be authorized to expend from this fund, without further appropriation, to defray inspection and maintenance expenses outside of the lease requirements of the buildings operated by the lessees at the Marconi Station. No more than \$5,000 shall be expended from this fund during fiscal year 2018.

G) NEW Waterways User Fee Revolving Fund

All monies received by the Town from the Waterways User Fee shall be credited to this fund. Beginning in FY2019 the Fund shall also be credited with Fish Pier Docking Permit Fees, Fish Pier Lease Revenue, and Fish Pier Fuel Revenue. The Department of Natural Resources, after consultation and recommendation from the Waterways Advisory Committee and Harbormaster, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation, to defray waterways capital expenses related to design, permitting, construction, major repair, or replacement of public waterfront/waterway infrastructure. No more than \$150,000 shall be expended from this fund during fiscal year 2018.

(Board of Selectmen)

**Motion:** By Amanda V. Love, Clerk, Board of Selectmen

I move that the Town authorize and approve the Airport Revolving Fund, Bassett House Revolving Fund, Inspectional Services Revolving Fund, Recycling Revolving Fund, Marconi Station Revolving Fund, Tax Title Revolving Fund, and new Waterways User Fee Revolving Fund for the purposes and in the amounts listed in Article 5 of the Warrant.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *The purpose of these revolving funds is to segregate the revenues generated by each of these operations and to restrict the use of those revenues to the purpose for which they are collected. As required by State statute, the following is an accounting of these funds for the prior fiscal year through December 31, 2016:*

Airport Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2016	\$48,187.02	\$35,468.00	\$38,714.84	\$44,940.18
FY2017	\$44,940.18	\$20,552.89	\$11,480.50	\$54,012.57
				(Thru 12/31/2016)

Bassett House Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2016	\$30,217.09	\$3,186.50	\$7,405.33	\$25,998.26

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**  
*This is a courtesy document; motions may change and are not intended to restrict any action.*

FY2017	\$25,998.26	\$1,500.00	\$ 0.00	\$27,498.26
				(Thru 12/31/2016)

Inspectional Services Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2016	\$123,693.45	\$75,947.96	\$62,477.77	\$137,163.64
FY2017	\$137,163.64	\$24,366.42	\$28,437.31	\$133,092.75
				(Thru 12/31/2016)

Recycling Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2016	\$186.69	\$601.89	\$860.00	\$(71.42)
FY2017	\$(71.42)	\$742.59	\$ 0.00	\$671.17
				(Thru 12/31/2016)

Marconi Station Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2016	\$ 0.00	\$5,500.00	\$ 750.00	\$4,750.00
FY2017	\$4,750.00	\$1,000.00	\$2,000.00	\$3,750.00
				(Thru 12/31/2016)

Waterways User Fee Revolving Fund (New)

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2017	\$0.00			
				(Thru 12/31/2016)

**Board of Selectmen Recommendation: Approve 4-1-0**  
**Finance Committee Recommendation: Approve 0-7-0**

**Article 6 – Wood Waste Reclamation Facility Enterprise Fund**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to operate the Wood Waste Reclamation Facility Enterprise Fund, or take any other action in relation thereto.

Lease Revenue	\$25,000	
Operating Expenses	\$25,000	
		(Board of Selectmen)

**Motion:** By Seth T. Taylor, Board of Selectmen

I move that the Town vote to appropriate \$25,000 to operate the Wood Waste Reclamation Facility Enterprise Fund and to meet said appropriation the Town raise \$25,000 through lease revenue or other funds available for appropriation.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *Town Meeting voted to adopt Chapter 44 Section 53F ½ of the Massachusetts General Laws establishing an Enterprise Fund. An enterprise fund establishes a separate accounting and financial reporting system to support a specific business activity, in this case the Wood Waste Reclamation Facility.*

*One of the requirements of an enterprise fund is that a budget has to be adopted at Town Meeting every year. The Wood Waste Facility is leased out with annual revenue at approximately \$25,000 per year. The revenue will be used to support groundwater monitoring and other costs associated with the operation of the facility.*

**Board of Selectmen Recommendation:** **Approve 4-0-0**

**Finance Committee Recommendation:** **Approve 7-0-0**

### **Article 7 – Town Operating Budget**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Town expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town’s departments and offices, all for the fiscal year beginning July 1, 2017 and ending June 30, 2018 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

### **FY2018 Town Operating Budget Overview**

Description	FY2016 Actual	FY2017 Voted	Proposed Budget FY2018
<b>Operating Budgets (Expenses)</b>			
General Government	\$1,965,181	\$1,993,476	\$2,038,376
Public Safety	\$5,734,743	\$5,906,540	\$6,176,644
Community Development	\$789,010	\$769,491	\$779,109
Natural Resources	\$1,240,772	1,358,928	\$1,438,811
Public Works & Facilities	\$4,527,167	\$4,709,493	\$4,994,786
Community & Social Services	\$988,301	\$1,148,097	\$1,221,031
Employee Benefits	\$4,203,785	\$4,740,390	\$5,192,105
Undistributed Ins. & FinCom Reserve Fund	\$533,998	\$609,375	\$676,125

*Explanations are for informational purposes only.*

*The inclusion of such items cannot be construed as a conclusion as to the binding effect or legality of the same*

**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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Debt Service	\$7,722,079	\$7,834,625	\$7,492,785
<b>Operating Budget Total</b>	<b>\$27,705,035</b>	<b>\$29,070,415</b>	<b>\$30,009,772</b>

**Motion:** By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that the Town vote to appropriate the sum of \$30,009,772 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2017 for the purposes and amounts designated in the column titled “Proposed Budget FY2018” of Article 7 of the Warrant and to meet said appropriation, the Town raise \$28,956,902 through taxation; and transfer \$220,000 from the Waterways Improvement Fund, \$803,870 from the Land Bank Fund, \$10,000 from the Wetlands Protection Fund, \$15,000 from the PEG Cable Access Fund, \$1,000 from Cemetery Perpetual Care Fund and \$3,000 from the Railroad Museum Fund.

**Speaker:** Jill R. Goldsmith, Town Manager

**Explanation:** *A full explanation of this funding request and its fiscal context is provided in Appendix B: Town Manager’s Budget Summary. The Regional Schools’ Operating Budgets are not included in this Article and are presented in Articles 8 and 9.*

*Please visit the Town’s website, Budget Central for the Town Manager’s FY2018 Budget message and links to the Budget Book: [http://www.chatham-ma.gov/sites/chatham/files/uploads/fy2018\\_budget\\_complete\\_1.pdf](http://www.chatham-ma.gov/sites/chatham/files/uploads/fy2018_budget_complete_1.pdf). Town and Regional Schools budget details and financial documents past and present can also be found there.*

**Board of Selectmen Recommendation:** **Approve 5-0-0**

**Finance Committee Recommendation:** **Approve 7-1-0**

**Article 8 – Regional School Operating Budget - Monomoy Regional School District**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Chatham’s share of the Regional Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Monomoy Regional School District for the fiscal year beginning July 1, 2017 and ending June 30, 2018 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

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*Explanations are for informational purposes only.*

*The inclusion of such items cannot be construed as a conclusion as to the binding effect or legality of the same*

**FY2018 MRSD Operating Budget Overview**

EDUCATION				PROPOSED BUDGET FY2018
DESCRIPTION	FY2016 VOTED	FY2017 VOTED	FY2018 REQUEST	
Operating Budgets (Expenses)				
Monomoy Regional School District	\$8,207,932	\$8,660,455	\$8,951,215	\$8,951,215
<b>Operating Budget Total</b>				

**Motion:** By Cory J. Metters, Vice-Chairman, Board of Selectmen  
 I move that the Town vote to appropriate the sum of \$8,951,215 to fund the Operating Budget for the Monomoy Regional School District for the fiscal year beginning July 1, 2017 for the purposes and amounts designated in the column titled “Proposed Budget FY2018” of Article 8 of the Warrant and to meet said appropriation, the Town raise \$8,951,215 through the tax rate.

**Speaker:** Nancy Scott, Vice Chairman, Monomoy Regional School Committee

**Explanation:** *This article requests funding for Chatham’s obligation to the Monomoy Regional School District as a separate “assessment” within the Town’s budget. Compared to FY2017, the FY2018 budget reflects an increase of \$290,760. This article funds the Chatham portion of the Monomoy Regional School District as voted by the Monomoy Regional School Committee on February 23, 2017. Please refer to Appendix D for more detail.*

**Board of Selectmen Recommendation:** Approve 5-0-0

**Finance Committee Recommendation:** Approve 7-1-0

**Article 9 – Regional School Operating Budget - Cape Cod Regional Technical High School**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Chatham’s share of the Regional Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Cape Cod Regional Technical High School for the fiscal year beginning July 1, 2017 and ending June 30, 2018 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2018 CCRTHS School Operating Budget Overview**

EDUCATION				PROPOSED BUDGET FY2018
DESCRIPTION	FY2016 VOTED	FY2017 VOTED	FY2018 REQUEST	
Operating Budgets (Expenses)				
Cape Cod Regional Technical H.S.	\$309,122	\$210,206	\$194,070	\$194,070
<b>Operating Budget Total</b>				

**Motion:** By Amanda V. Love, Clerk, Board of Selectmen  
 I move that the Town vote to appropriate the sum of \$194,070 to fund the Operating Budget for the Cape Cod Regional Technical High School for the fiscal year beginning July 1, 2017 for the purposes and amounts designated in the column titled “Proposed Budget FY2018” of Article 9 of the Warrant and to meet said appropriation, the Town raise \$194,070 through the tax rate.

**Speaker:** James “Buck” Upson, Chatham Representative to the Cape Cod Regional Technical High School Committee

**Explanation:** *This article requests funding for Chatham’s obligation to the Cape Cod Regional Technical High School as a separate “assessment” within the Town’s budget. Compared to FY2017, the FY2018 budget reflects a decrease of \$16,136 for Cape Tech as voted by the CCRHS School Committee. The budget covers costs for ten (10) Chatham students.*

**Board of Selectmen Recommendation:** Approve 5-0-0

**Finance Committee Recommendation:** Approve 8-0-0

**Article 10 – Water Department Operating Budget**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town Water Department for the fiscal year beginning July 1, 2017 and ending June 30, 2018 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2018 Water Operating Budget Overview**

WATER FUND				Water Budget
Description	FY2016 Voted	FY2017 Voted	FY2018 Request	FY2018 Proposed
<b>Water Costs</b>				
Operating				
Salaries	\$187,759	\$188,775	\$172,588	\$172,588
Expenses	\$1,270,440	\$1,309,320	\$1,316,190	\$1,666,190
<b>Sub-total Operating</b>	<b>\$1,458,199</b>	<b>\$1,498,095</b>	<b>\$1,488,778</b>	<b>\$1,838,778</b>
<b>Debt</b>				
Principal	\$719,178	\$719,178	\$592,500	\$592,000
Interest – Long-term	\$247,363	\$214,631	\$184,574	\$184,574
Interest – Short-term	\$25,000	\$25,000	\$100,000	\$100,000
<b>Subtotal Debt</b>	<b>\$991,541</b>	<b>\$958,809</b>	<b>\$877,074</b>	<b>\$877,074</b>
<b>Total Water Direct Costs</b>	<b>\$2,449,740</b>	<b>\$2,456,904</b>	<b>\$2,365,852</b>	<b>\$2,715,852</b>
Overhead – Indirect Costs	\$238,967	\$244,941	\$251,065	\$251,065
Overhead – Rate Payback for Betterments	\$37,870	\$35,963	\$0	\$0
<b>Subtotal Overhead</b>	<b>\$276,837</b>	<b>\$280,904</b>	<b>\$251,065</b>	<b>\$251,065</b>
<b>Water Operating Budget</b>	<b>\$2,726,577</b>	<b>\$2,737,808</b>	<b>\$2,616,917</b>	<b>\$2,966,917</b>

**Motion:** By Dean P. Nicastro, Board of Selectmen  
 I move that the Town vote to appropriate \$2,715,852 for direct costs, and further that an additional \$251,065 be transferred to the General Fund to be applied to overhead and indirect costs associated with the Water Department Operating Budget of the Town for the fiscal year beginning July 1, 2017, for the purposes and in the amounts designated in the column titles “Proposed Water Budget FY2018” of Article 10 of the Warrant and to meet said appropriation, the Town raise \$2,566,917 through water receipts and raise \$400,000 through the tax rate.

**Speaker:** Thomas Temple, Director, Department of Public Works

**Explanation:** *The FY2018 Water Department budget is directed towards continuing to improve the quality of water provided, customer relations, and providing a high level of reliability to the water supplies and distribution system to ensure the Town has safe drinking water and the required flows for firefighting.*



**Board of Selectmen Recommendation: Approve 5-0-0**  
**Finance Committee Recommendation: Approve 6-0-0**

**Article 11 – Five Year Capital Authorization**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended for capital projects, equipment and expenses, or take any other action in relation thereto.

(Board of Selectmen)

**FY2018 Capital Budget Overview**

Description	FY2017 Actual	FY2018 Request	FY2018 Proposed
<b>CAPITAL PROGRAM &amp; BUDGET SUMMARY</b>			
General Government	\$230,000	\$185,000	\$185,000
Public Safety	\$199,500	\$332,500	\$240,500
Community Development	\$12,500	\$12,500	\$0
Natural Resources	\$374,000	\$3,209,000	\$198,000
Public Works (without Water)	\$788,500	\$1,380,000	\$615,000
Equipment	\$413,750	\$1,025,000	\$788,000
<b>Total Town Funded Capital Budget</b>	<b>\$2,018,250</b>	<b>\$6,144,000</b>	<b>\$2,026,500</b>

**Motion:** By Seth T. Taylor, Board of Selectmen  
 I move that the Town vote to appropriate \$2,026,500 for the purpose of funding the FY2018 Capital Budget in the column titled “FY2018 Proposed” of Article 11 of the Warrant and to meet said appropriation, the Town transfer \$1,960,500 from Free Cash, \$55,000 from Waterways Improvement Fund, \$10,000 from the PEG Cable Access Fund and \$1,000 from the Cemetery Sale of Lots Fund.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *Items in the Capital Improvement budget shall fall into the categories of maintenance projects (not ongoing maintenance), equipment, and new projects within the range of \$5,000-\$250,000. The Capital Plan presented represents 6.75% of the operating budget. For FY2018 Department identified capital requests totaled \$6,144,000 while funding recommendations in the amount are provided for priority items. To accomplish such, we recommend a capital spending plan that uses a combination of available funds and free cash to provide adequate funding. There is no reliance on the tax levy for the FY2018 Capital Budget. Please refer to Appendix G for details.*

**Board of Selectmen Recommendation:**     **Approve 5-0-0**  
**Finance Committee Recommendation:**    **Approve 5-2-0**

**Article 12 – Collective Bargaining Agreement Settlements - (PLACEHOLDER)**

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to fund salary increases and other cost-items resulting from contract settlements, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:**           By Jeffrey S. Dykens, Chairman, Board of Selectmen

**Speaker:**        Jill R. Goldsmith, Town Manager

**Explanation:** *This is a **placeholder article** as negotiations are in progress with two units currently covered by Chatham Municipal Employees Association (CMEA) for collective bargaining agreements expired on June 30, 2015. Funding for this article is not included in the FY2018 proposed budget under Article 7.*

**Board of Selectmen Recommendation:**     **Recommendation from Town Meeting Floor**  
**Finance Committee Recommendation:**    **Recommendation from Town Meeting Floor**

**Article 13 – OPEB Trust Fund Appropriation**

To see if the Town will vote to transfer from overlay surplus the sum of \$150,000 for the purpose of funding the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:**           By Cory J. Metters, Vice-Chairman, Board of Selectmen  
I move that the Town vote to transfer the sum of \$150,000 from overlay surplus for the purpose of funding the Other Post-Employment Benefits Trust Fund.

**Speaker:**        Alix Heilala, Finance Director

**Explanation:** *The Town established the OPEB Trust Fund in 2012 in compliance with the General Accounting Standards Board (“GASB”) Statements 43 and 45 and MGL Chapter 32B, §20. Such is the mechanism to fund future financial obligations for health insurance benefits, other than pensions, for eligible former retired employees of the Town. The Town’s overall unfunded liability as of June 2014 is*

*\$16,668,879 and the balance in the OPEB Trust Fund is \$575,927.78 as of December 31, 2016. The next actuarial study will be done in June 2017, covering the period ending June 2016. The proposed funding source, Overlay Surplus, is a fund balance remaining after the payment of property tax abatements, and has been used in the past several years to transfer to the OPEB Trust Fund. Such action is viewed positively by the Bond Rating Agencies.*

**Board of Selectmen Recommendation: Approve 5-0-0**  
**Finance Committee Recommendation: Approve 8-0-0**

#### **Article 14 – Stabilization Fund Appropriation**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Stabilization Fund, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Amanda V. Love, Clerk, Board of Selectmen  
I move that the Town vote to transfer the sum of \$100,000 from Free Cash to the Stabilization Fund.

**Speaker:** Jill R. Goldsmith, Town Manager

**Explanation:** *The stabilization account is, in essence, the Towns' savings or rainy day account. The Town adopted Financial Policies in 2012 which set a goal for the minimum balance in the stabilization fund at 5% of the operating budget. The current balance in the account is \$1,842.695; or 4.9% of the FY2017 operating budget. The transfer in of \$100,000 will bring the balance in compliance with the financial policies for FY2017 and, with earned interest, the FY2018 budget. Bond rating agencies emphasize that reserve accounts are a demonstrable indicator of the municipality's fiscal health.*

**Board of Selectmen Recommendation: Approve 4-0-0**  
**Finance Committee Recommendation: Approve 8-0-0**  
**Vote Required: Two-Thirds Majority**

#### **Article 15 – Water Capital – 1.35 MG Water Storage Tank Cleaning and Painting**

To see if the Town will vote to appropriate a sum of \$1,200,000 for cleaning and painting the 1.35 million gallon water storage tank, and for all costs incidental and related thereto, and to

determine whether this appropriation shall be raised by borrowing or otherwise; or take any other action relative thereto.

(Board of Selectmen)

**Motion:** By Dean P. Nicastro, Board of Selectman  
I move that the Town appropriate \$1,200,000 for the cleaning and painting the 1.35 million gallon water storage tank, and for all costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$1,200,000 under G.L. Chapter 44, Sections 7 and/or 8 or any other enabling authority; that the Treasurer with the approval of the Board of Selectmen is authorized to contract for any federal or state aid available for the project provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of the bonds or notes under this vote; and that the Board of Selectman is authorized to take any other action necessary to carry out this project. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Speaker:** Thomas Temple, Director, Department of Public Works

**Explanation:** *The American Water Works Association recommends that the protective paint coating on a water storage tank be reapplied every ten years in order to ensure the structural integrity of the tank and maintain the water quality in the tank. The coating on the tank has a life expectancy between eight and ten years and the inside coating is impacted by ice that forms in the winter and moves up and down as the water in the tank is used and refilled. The 1.35 million gallon storage tank was last painted in 2001 and is now in need of repainting. This item is included in the FY2018 Water Capital Plan. The article seeks a borrowing authorization with the debt obligation paid by water revenues/user fees.*

**Board of Selectmen Recommendation:**      **Approve 5-0-0**  
**Finance Committee Recommendation:**      **Approve 7-0-0**  
**Vote Required: Two-Thirds Majority**

**Article 16 - Water Capital – Supplemental Storage Tank Evaluation**  
**(Feasibility and Hydraulic Modeling)**

To see if the Town will vote to appropriate a sum of \$80,000 for the costs to perform a feasibility study and hydraulic modeling to size and site an additional water storage tank and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Seth T. Taylor, Board of Selectmen  
I move that that \$80,000 is appropriated for the costs to perform a feasibility study and hydraulic modeling to size and site an additional water storage tank, and for all costs incidental and related thereto; that to meet this appropriation, transfer from available funds of the Water Department [water revenues/user fees] the sum of \$80,000.

**Speaker:** Thomas Temple, Director, Department of Public Works

**Explanation:** *This article requests funds to perform a feasibility study and hydraulic modeling needed to size and site an additional (proposed) supplemental water storage tank. A water storage tank with booster pumps is meant to pressurize a water supply system for the distribution of potable water, and to provide emergency storage for fire protection. A water tank also serves as a reservoir to help with water needs during peak summer usage times due to irrigation systems and increased population. Funds for this article are from Water Surplus; the balance of which is \$2,386,705.*

**Board of Selectmen Recommendation:** Approve 5-0-0

**Finance Committee Recommendation:** Approve 6-0-0

**Article 17 - Water Capital – Prolong Pump Tests – Wells 10 & 11**

To see if the Town will vote to appropriate a sum of \$100,000 to fund a Feasibility Study/Engineering Verification for Wells 10 & 11 for prolong pump testing and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that that \$100,000 is appropriated for the costs to fund a Feasibility Study/Engineering Verification for Wells 10 & 11 for prolong pump testing, and for

all costs incidental and related thereto; that to meet this appropriation, transfer from available funds of the Water Department [water revenues/user fees] the sum of \$100,000.

**Speaker:** Thomas Temple, Director, Department of Public Works

**Explanation:** *This article requests funds to fund a Feasibility Study/Engineering Verification for Wells 10 & 11 for prolonged pump testing. The cost estimates are as follows; \$40,000 for testing, \$35,000 for engineering (including reports), \$5,000 for DEP, \$5,000 for testing of water quality samples and \$15,000 if DEP requires additional test wells to be sampled. In 2010, screens and casings were installed for Wells 10 & 11. Due to traces of MBTE, the project came to a halt. Subsequent groundwater testing showed that the contaminant had passed by the well site. Due to the fact that it has been more than five (5) years since the last prolong pumping, DEP will most likely require an additional prolong pumping, water quality analysis and Engineering verification.*

**Board of Selectmen Recommendation:** **Approve 5-0-0**

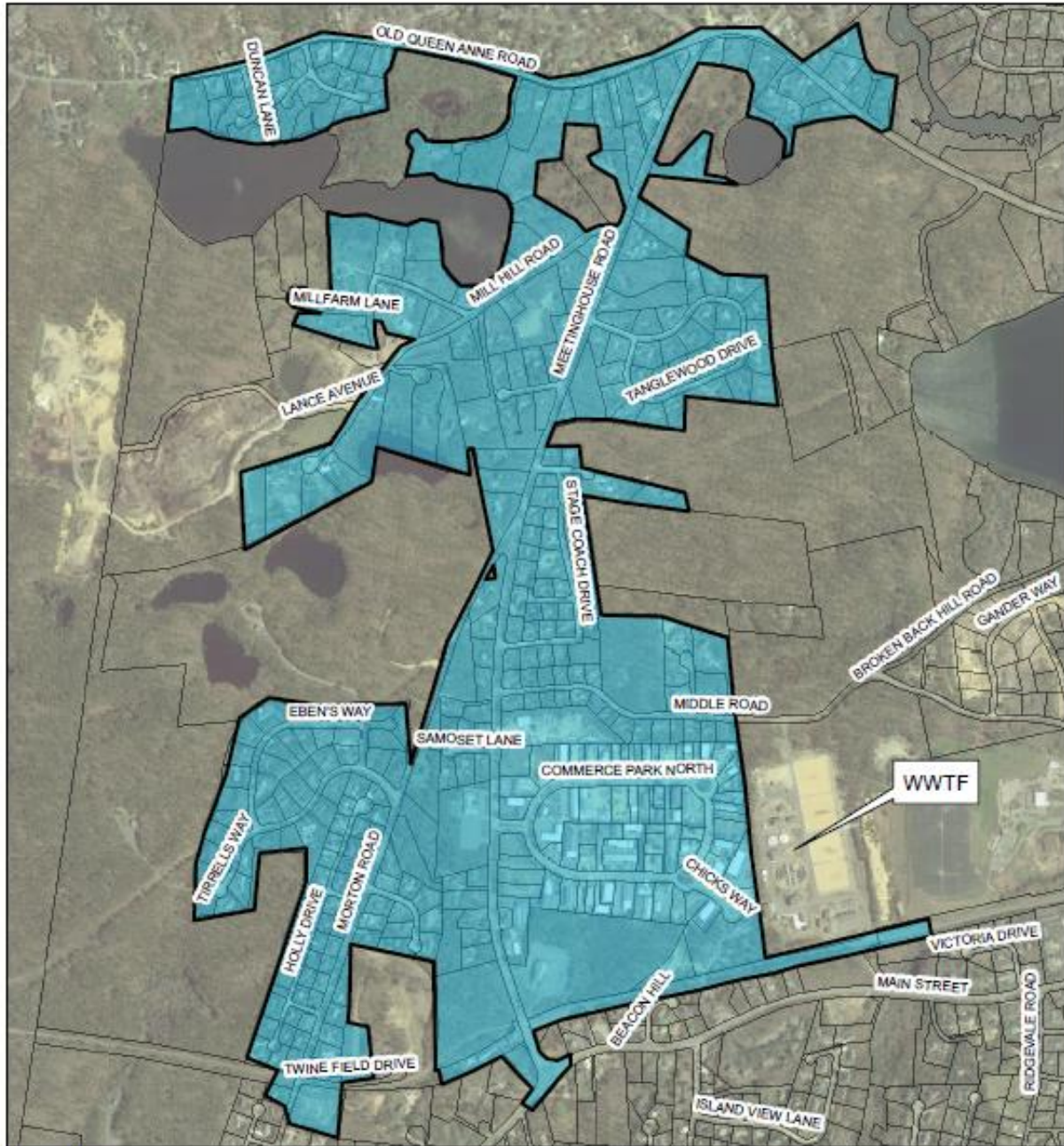
**Finance Committee Recommendation:** **Approve 7-0-0**

### **Article 18 - Capital – Wastewater Project Expansion/Borrowing**

To see if the Town will vote to appropriate a sum of money for paying costs of the design, renovation, and construction of various projects involving wastewater collection facilities and systems, including facilities for surface water nutrient management, including land acquisition costs and all other costs incidental and related thereto; to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or to take any other action relative thereto provided, however, that the borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to G.L. c.59, §21C (Proposition 2 ½); or to take any other action in relation thereto.

(Board of Selectmen)





**LEGEND**

- Phase 1D Sewer Area
- Parcel Boundary

<p>Paper Size ANSI A</p> <p>0 212.5 425 850 Feet</p> <p>Map Projection: Lambert Conformal Conic          Horizontal Datum: North American 1983          GCS: NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet</p>			<p>Town of Chatham, MA          Phase 1D-1 Sewer Extensions  <b>Proposed Sewer Extension Area</b></p>	<p>Job Number: 66-15291          Revision: A          Date: 21 Feb 2017</p>
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**Figure 1**

G:\6615291\GIS\Mapes\MOXD\_Deliverables\2017\Phase 1D Area.mxd  
 © 2012. While every care has been taken to prepare this map, GHD (and DATA CUSTODIAN) make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unreliable in any way and for any reason.  
 Data source: Data Custodian, Data Set Name/Title, Version/Date. Created by: jjobier

**Motion:** By Cory J. Metters, Vice Chairman, Board of Selectmen  
I move that the sum of \$31,000,000 is hereby appropriated for the purpose of paying costs of design, renovation, and construction of various projects involving wastewater collection facilities, including land acquisition costs and facilities for surface water nutrient management, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to Chapter 59, Section 21C of the General Laws (Proposition 2 ½), and further, that the Board of Selectmen is authorized to apply for and accept any grants or contributions that may be available toward the cost of said project from the Federal Government, the Commonwealth of Massachusetts or otherwise. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The next phase of implementation of the Comprehensive Wastewater Management Plan (CWMP) is proposed for areas around Route 137 and Morton Road, so-called Phase 1D. In addition, replacement of a portion of the original 1969-70 sewer main along Main St. is proposed.*

*The choice of these areas is based on multiple factors including: environmental sensitivity of receiving waterbodies, proximity of existing infrastructure, other planned town projects (new Water Treatment Plant and associated water main upgrade/replacement, road projects, the Chatham-Harwich Intermunicipal Agreement, protection of municipal water supply wells, etc.), consistency with the CWMP, and cost.*

*Construction of Phases 1A, 1B, and 1C-1 has been completed, and construction of Phases 1C-2-5 is expected to begin in fall 2017 with completion anticipated in 2019. Design engineering, permitting, and bidding of Phase 1D, beginning in 2017, would take approximately 2 years so construction is not anticipated to begin until 2019.*



*Phase 1D will extend sewers along Route 137 (Meetinghouse Rd), Morton Rd (north of Twinefield Dr.), Middle Road (between Rte. 137 and the treatment plant entrance), Commerce Park, Old Queen Anne Road from the Harwich Line to Muddy Creek, and the Tirrells Way, Eben's Way, Stage Coach Dr., Mill Hill Road, and Tanglewood Dr. neighborhood's and associated side streets.*

*A portion of the costs estimated for Phase 1D would be offset by the Town of Harwich through the Chatham-Harwich Intermunicipal Agreement when implemented.*

**Board of Selectmen Recommendation: Approve 5-0-0**

**Finance Committee Recommendation: Approve 5-3-0**

**Vote Required: Two-Thirds Majority**

### **Article 19 - Capital Project – Seaside/Union Cemetery Expansions**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money to be expended for the design and construction of various projects involving the Seaside and Union Cemeteries including site work, installation of drainage and water, paving, installation of grave markers, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Amanda V. Love, Clerk, Board of Selectmen  
I move that \$650,000 is hereby appropriated for the purpose of paying costs for the design and construction of various projects involving the Seaside and Union Cemeteries including site work, installation of drainage and water, paving, installation of grave markers, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town raise \$650,000 through the tax rate.

**Speaker:** George Goodspeed, Chairman, Cemetery Commission

**Explanation:** *The Cemetery Commission has been working diligently over the past several years to expand Union and Seaside Cemeteries. Several years ago the backside of Union Cemetery was cleared to plan for the layout of plots and roadways as well provide access from Stepping Stones Road. In 2012 the Cemetery Commission was granted control and management of the old railroad right-of-way in the back of Seaside Cemetery and has cleared an entrance from Hitching Post Road.*

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*Funds approved under this article would be used to: clear trees and brush, water installation, grading and paving of roadways, installation of granite grave markers (162 at Union, 100 at Seaside), removal of materials at Union and provide fill at Seaside. By bidding both sites at the same time material from Union can be used at Seaside, saving an estimated \$50,000 on the project.*

*The Commission has an estimate for expansion work at both cemeteries that totals \$751,800; if approved the funds in this article would be combined with existing funds.*

**Board of Selectmen Recommendation:      Approve 4-0-0**

**Finance Committee Recommendation:      Approve 7-0-0**

**Article 20 - Capital Project – 365 Main Street/0 Main Street – Site Engineering/Permitting**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purpose of paying costs related to site planning, engineering, and permitting of the selected site development plan for parcels located at 365 Main Street/0 Main Street, said property to be used for general municipal and public uses and purposes, or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:**      By Dean P. Nicastro, Board of Selectmen  
I move that \$25,000 is transferred from Free Cash and appropriated for the purpose of paying costs related to site planning, engineering, and permitting of the selected site development plan for parcels located at 365 Main Street/0 Main Street, said property to be used for general municipal and public uses and purposes.

**Speaker:**      Jill R. Goldsmith, Town Manager

**Explanation:** *At the Special Town Meeting on January 23, 2017, under Article 4, Town Meeting authorized the borrowing of funds, and for the Selectmen and Town Manager to negotiate, upon such terms and conditions as they deem to be in the public interest, and execute any and all documents necessary, to effectuate acquisition of parcels located at 365 Main Street and 0 Main Street (aka Eldredge Garage). As of the writing of this warrant, a purchase and sales agreement is not yet in place as the owners are continuing to work to prepare and deliver the site. Experience with recent land acquisitions for municipal/public purposes is that master planning and community outreach efforts to achieve consensus on desired uses is a comprehensive and extensive process. Funding requested will*

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*support initial master planning efforts, site design, and engineering upon execution of a purchase and sales agreement. Such funding was not requested at the January 2017 Special Town Meeting.*

**Board of Selectmen Recommendation: Approve 4-1-0**

**Finance Committee Recommendation: Approve 7-0-0**

**Article 21 - Capital Bond – Fish Pier and Waterfront Projects**

To see if the Town will vote to appropriate a sum of money for paying costs of the design, renovation, and construction of various projects involving waterfront facilities, including landings and land acquisition costs all other costs incidental and related thereto; to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or to take any other action relative thereto provided, however, that the borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to G.L. c.59, §21C (Proposition 2 ½); or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Seth T. Taylor, Board of Selectmen

I move that the sum of \$11,355,000 is hereby appropriated for the purpose of paying costs of design, renovation, and construction of various projects involving waterfront facilities, including landings and land acquisition costs and facilities, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7(17), (33) and (34), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however that borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to Chapter 59, Section 21C of the General Laws (Proposition 2 ½), and further, that the Board of Selectmen is authorized to apply for and accept any grants or contributions that may be available toward the cost of said project from the Federal Government, the Commonwealth of Massachusetts or otherwise. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Speaker:** Robert A. Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The Town of Chatham has a long history and looks forward to a bright future as a maritime community. As a maritime community access to the water, for both recreational and commercial pursuits, and the infrastructure to support that access is critical to the community fabric.*

*The Town maintains many waterfront facilities, ranging from simple town landings to complex, multi-use facilities such as Old Mill Boatyard and the Municipal Fish Pier. These facilities support year-round commercial operations, including one of the largest near-shore fin-fisheries in New England and a shellfishery with landings of several million dollars. The Fish Pier handled over 14 million pounds of fish landed in 2016. In 2016 the Town issued approximately 2,200 private mooring permits, over 500 slip/mooring permits to local marinas, and almost 800 parking permits at Ryder’s Cove Landing. In addition to the heavy use waterfront facilities receive from multiple user groups, these facilities are constantly exposed to marine weather conditions, resulting in an ongoing need for maintenance and replacement. These facilities are subject to impacts from sea level rise, and an increased severity and frequency of storms.*

*Recognizing the importance of waterfront infrastructure to the Community in recent years the Town actively acquired additional waterfront property when possible, including the acquisition of 90 Bridge St. and Eldredge Dock. Both properties will be critical to maintaining the public’s access to and use of the waterfront.*

*Maintaining and upgrading waterfront facilities so they serve current and future needs is a constant funding challenge. As part of the yearly budget process staff develops a 5 year Capital Plan. The waterfront Capital Plan developed for the FY18 Budget identified \$11,355,000 for waterfront infrastructure projects for the period FY2018-2022. Projects range from replacement of bulkheads at the Fish Pier and Ryder’s Cove, resiliency projects at the Fish Pier in response to rising sea levels, relocation of the shellfish upweller to the 90 Bridge St. property, reconstruction of the Eldredge Pier to maintain its usability for the commercial fishing fleet, replacement of the Little Mill Pond Pier deck, and replacement of the Crow’s Pond boat ramp to improve functionality.*

*These projects are referenced in the Five-year Capital Plan (Appendix G), however will be removed upon approval of this Article and Ballot Question. The estimated costs per project/location per year are:*



**Motion:** By Seth T. Taylor, Board of Selectmen  
I move that the Town vote to appropriate and transfer from Free Cash the sum of \$120,000 to fund the Town’s continued advocacy efforts to preserve the Town’s interests in the Monomoy National Wildlife Refuge Comprehensive Conservation Plan and Environmental Impact Statement; and land-use boundary dispute relating to Monomoy.

**Speaker:** Jill R. Goldsmith, Town Manager

**Explanation:** *The US Fish & Wildlife Service (FWS) released the Final Comprehensive Conservation Plan and Environmental Impact Statement (CCP/EIS) for the Monomoy National Wildlife Refuge in March 2016. The CCP/EIS is an extensive document which guides management of the Refuge and its utilization by the public over the next 15 years. While the Town and FWS were able to address many issues that may affect Chatham residents and visitors, one specific issue remains unresolved. This issue is expansion of FWS management jurisdiction over open water and sub-tidal areas on the west side of Monomoy with accompanying prohibitions or limitations on many historic fishing activities that have occurred there for centuries.*

*The Town and the Commonwealth presented substantial legal arguments during CCP/EIS comment periods that the FWS basis for expansion of management jurisdiction was flawed and an incorrect interpretation of the original land taking in 1944. Those legal arguments have not yet been tested in the Courts.*

*As an alternative to expensive, time-consuming legal action the Town sought the filing of legislation in Congress to resolve the boundary interpretation. These funds would continue work to see the Town’s legislation through the legislative process.*

**Board of Selectmen Recommendation:** **Approve 5-0-0**

**Finance Committee Recommendation:** **Approve 5-1-1**

### **Article 23 – FY2018 Community Preservation Committee Administrative Budget**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$45,000 for the purpose of funding administration associated with the Community Preservation Act, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$45,000 for the purpose of funding administration associated with the Community Preservation Act, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Dr. Michael Tompsett, Chairman, Community Preservation Committee

**Explanation:** *The Community Preservation Act allows Town Meeting to appropriate up to 5% of estimated revenues for the Community Preservation Committee to carry out its statutory duties. The CPA generates approximately \$1M per year; \$875,000 from the 3% surcharge and matching funds from the state; estimated at 14.3% (or \$125,000) for FY2018. This year \$45,000 is being requested for clerical expenses, appraisals, consulting and legal services, and increase of \$30,000 from FY2017.*

**Community Preservation Committee Recommendation:** Approve 7-0-0

**Board of Selectmen Recommendation:** Approve 5-0-0

**Finance Committee Recommendation:** Approve 7-0-0

**Article 24 - FY2018 Community Preservation Fund Appropriations**

To see if the Town will vote to appropriate and transfer, pursuant to the provisions of M.G.L. Chapter 44B, §6 to Reserve from the Community Preservation Fund Estimated Revenues the following amounts:

\$ 100,000 for Open Space/Recreation Purposes

\$ 100,000 for Historic Purposes

\$ 100,000 for Community Housing Purposes

or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town appropriate and transfer, pursuant to the provisions of M.G.L. Chapter 44B, §6 to Reserve from the Community Preservation Estimated Revenues the following amounts:

Open Space                    \$100,000

Historic Resources        \$100,000

Community Housing        \$100,000

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Total Reserves \$300,000

**Speaker:** Dr. Michael Tompsett, Chairman, Community Preservation Committee

**Explanation:** *The Community Preservation Act requires that each year 10% of estimated revenue be reserved or expended for each of the following categories; Open Space, Community Housing and Historic Resources. This article fulfills that requirement. In subsequent articles, the motions presented transfer these funds out of these reserves to fund the projects. If one or more of the articles does not receive Town Meeting approval, the funding remains in the reserves accounts per the statutory requirement.*

**Community Preservation Committee Recommendation:** Approve 7-0-0

**Board of Selectmen Recommendation:** Approve 5-0-0

**Finance Committee Recommendation:** Approve 7-0-0

### **Article 25 - Community Preservation – Affordable Housing Trust Fund**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Community Housing Reserve in accordance with the provisions of M.G.L., Chapter 44B, §5, \$100,000 for the purpose of funding the Affordable Housing Trust Fund, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Community Housing Reserve in accordance with the provisions of M.G.L., Chapter 44B, §5, \$100,000 for the purpose of funding the Affordable Housing Trust Fund, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Alan Mowry, Community Preservation Committee

**Explanation:** *The Affordable Housing Trust Fund (AHTF) was created by Town Meeting in 2006. The AHTF is administered by the Board of Selectmen and two other appointed trustees, and is governed by the "Guidelines for the Disbursement of Funds in the AHTF". This request would replenish the AHTF with a balance that allows the Town to respond to opportunities in the housing market in a time-sensitive and efficient manner, not having to wait for a future Town Meeting for approval. The current balance in the AHTF is \$467,987.00.*

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**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-0

**Article 26 - Community Preservation – Cape Cod Village (Orleans) Autistic Housing**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$100,000 for the purpose of funding Cape Cod Village Autistic Housing in Orleans, MA including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$100,000 for the purpose of funding Cape Cod Village Autistic Housing in Orleans, MA including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Dr. Michael Tompsett, Community Preservation Committee

**Explanation:** *Cape Cod Village, Inc. is a 501c (3) private charity organization comprised of parents, industry experts, and other concerned citizens who have come together to develop a permanent housing solution for 15 adults on the severe end of the autism spectrum who require assistance with the activities of daily living.*

*The home will be professionally run by a group called NEEDs, which runs 9 other homes off Cape, but this is the first on the Cape. All residents' expenses will be fully funded through some combination of State/Federal/private programs, and it will be a lifetime home for these individuals. An initial preference would be given to Lower Cape residents.*

*There is an increasing need for such homes with 80,000 severely autistic adults on waiting lists nationally. \$100,000 is a small, but socially responsible amount to pay, for a local housing facility for these severely disabled individuals. The facility will also provide a focus for local community services, activities and support for autistic adults and their families living on the Lower Cape.*

*The project, located on 3.8 acre site in Orleans (behind the Mid Cape Home Centers), is fully permitted by the Town of Orleans, including zoning and*

*conservation. The project has been approved in its entirety by the Executive Office of Health and Human Services of the Commonwealth of Massachusetts. All predevelopment has been funded through private fundraising, and the project received a low interest loan of \$3M from USDA toward the estimated \$6.7M costs for the project.*

*Through their respective CPA funding cycles the Town of Orleans has provided \$450K for acquisition, Wellfleet has provided \$100K, and Brewster has committed \$100K, and requests have been made to Outer Cape Towns. Additional funding for this project will be through a variety of public and private sources, as well as a \$3M loan from the USDA. With encouragement from the Community Preservation Coalition, Cape Cod Village is applying for funds from surrounding communities because the nature of this project addresses a regional need.*

**Community Preservation Committee Recommendation: Approve 8-0-1**  
**Board of Selectmen Recommendation: Approve 5-0-0**  
**Finance Committee Recommendation: Approve 7-0-0**

### **Article 27 - Community Preservation – Atwood House Museum Foundation**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Historic Resources Reserve in accordance with the provisions of M.G.L., Chapter 44B, §5, \$80,000 for the purpose of funding the restoration of the Atwood House foundation including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Historic Resources Reserve in accordance with the provisions of M.G.L., Chapter 44B, §5, \$80,000 for the purpose of funding the restoration of the Atwood House Museum foundation including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Jane Moffett, Community Preservation Committee

**Explanation:** *The Atwood House Museum, the oldest part of which dates from 1752, was built by Captain Joseph Atwood and held in the same family for five generations until acquired by the Chatham Historical Society in 1925. The structure is historically significant both for its associations with the Atwood family and for its*

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*contribution to the vernacular architecture of Cape Cod during the eighteenth century and its siting on historic Stage Harbor Road.*

*In 2007, concerns regarding the condition of the building were voiced by an architectural historian and restoration carpenter. Some issues were addressed in 2009-2010, paid for by the Historical Society and private donors. The 265 year-old house is now sitting on the ground without any protection against moisture and the wooden rafters under the floor have rotted. The process of restoration will be to remove all the floor boards, the underfloor support and the soil underneath. A moisture barrier will be added and the floor replaced or restored. The stone wall supports will also be returned to their former 18<sup>th</sup> century configuration.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-0

### **Article 28 - Community Preservation – Chatham Marconi Maritime Center Archives**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$29,000 for the purpose of funding the establishment of Chatham Marconi Maritime Center Archives including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$29,000; for the purpose of funding the establishment of Chatham Marconi Maritime Center Archives including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Jane Moffett, Community Preservation Committee

**Explanation:** *The Chatham Marconi Maritime Center (CMMC), incorporated in 2002 as a 501 (c) 3 non-profit organization, was created and organized by Chatham citizens concerned about the preservation and re-use of the Marconi-RCA campus. CMMC leases the Operation Building and Hotel from the Town to house a marine radio*

*museum and education program which supports science, technology, engineering, and mathematics (STEM) education.*

*This article seeks funds to preserve and make accessible its collection of memorabilia, dating back over 100 years, associated with the history of the Chatham Radio/WCC through the engagement of an archival consultant to audit the current collection, begin digitally cataloguing the collection, and train volunteers to continue the process.*

**Community Preservation Committee Recommendation: Approve 9-0-0**

**Board of Selectmen Recommendation: Approve 5-0-0**

**Finance Committee Recommendation: Approve 7-0-0**

### **Article 29 - Community Preservation – Marconi Powerhouse and Garage**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$22,500 for the purpose of funding the restoration of the Marconi Powerhouse and Garage including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$22,500 for the purpose of funding the restoration of the Marconi Powerhouse and Garage including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Jane Moffett, Community Preservation Committee

**Explanation:** *As part of the Town's ongoing efforts to preserve the integrity of the Marconi/RCA National Register District and its contributing structures, this article seeks funding for a preservation contractor to rehabilitate the windows and doors on the Marconi Powerhouse and the windows, doors, rake boards, rafter tails and soffits on the Garage building. Rehabilitation of the Powerhouse and Garage windows and doors are necessary to maintain a historically correct appearance and protection from the weather. The proposed project will be conducted in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-0

**Article 30 - Community Preservation – Pickleball Courts**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$75,000 for the purpose of funding the creation of pickleball courts including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$75,000 for the purpose of funding the creation of pickle ball courts including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Richard Stenberg, Community Preservation Committee

**Explanation:** *Pickleball is a paddle sport which has been embraced by adult and senior players in Town creating high demand for court space, particularly in season. To accommodate the boom in pickleball, this article seeks funding to create six pickleball courts with portable nets at the site of the current outdoor basketball courts at the Monomoy Regional Middle School off of Stepping Stones Road. The portable nets will allow the area to remain multi-use for outdoor basketball, pickleball, and special event parking.*

**Community Preservation Committee Recommendation:** Approve 7-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-0

**Article 31 - Community Preservation – Little League Field Backstop**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$18,000 for the purpose of funding a backstop at the Little League Field including necessary costs and

expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$18,000 for the purpose of funding a backstop at the Little League Field including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Ira Seldin, Community Preservation Committee

**Explanation:** *The Little league Field located at the Community Center is used daily in season by local Little League teams, the Chatham Anglers Baseball Camp, Girls Softball League, Park & Recreation Department programs, Monomoy Regional School Department gym classes, and the public during non-scheduled hours. This article seeks to replace the existing backstop which is estimated to be over 40 years old and in poor condition.*

**Community Preservation Committee Recommendation:** Approve 7-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-0

### **Article 32 - Community Preservation – Seaside Links Municipal Golf Course**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$12,500 for the purpose of funding improvements at Seaside Links Municipal Golf Course including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$12,500 for the purpose of funding improvements at Seaside Links Municipal Golf Course including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Victor DiCristina, Community Preservation Committee

**Explanation:** *Recent improvements at the Seaside Links Municipal Golf Course have improved the recreational experience for all golfers, as well as the aesthetics of the course. This article seeks funding to continue improvements by building two new tees for women/seniors (2<sup>nd</sup> & 9<sup>th</sup> holes) and provide an easily navigable path from the 8<sup>th</sup> green to the 9<sup>th</sup> forward tees.*

**Community Preservation Committee Recommendation:**   **Approve 7-0-0**  
**Board of Selectmen Recommendation:**                   **Approve 5-0-0**  
**Finance Committee Recommendation:**                   **Approve 7-0-0**

**Article 33 - Community Preservation – South Chatham Playground**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$38,000 for the purpose of funding improvements at the South Chatham Playground, located off Bobbie's Lane, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:**       By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$38,000 for the purpose of funding improvements at the South Chatham Playground, located off Bobbie's Lane, including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:**       Ira Seldin, Community Preservation Committee

**Explanation:** *In response to resident petitions, in 2016 the Parks & Recreation Department sought and was granted \$6,000 from the Community Preservation Committee to fund design and engineering costs to improve the South Chatham Playground. This article seeks funding to implement those improvements including installation of new playground equipment, play area edging and mulching, installation of a handicap accessible walkway, picnic table and benches, and fencing.*

**Community Preservation Committee Recommendation:**   **Approve 7-0-0**  
**Board of Selectmen Recommendation:**                   **Approve 5-0-0**  
**Finance Committee Recommendation:**                   **Approve 7-0-0**



**Article 34 - Community Preservation – Veterans Field Bleacher Design**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$50,000 for the purpose of funding the design of bleachers and outfield terracing for Veterans Field including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee, or take any other action relating thereto.

(Community Preservation Committee)

**Motion:** By Dr. Michael Tompsett, Chairman, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from the Community Preservation Fund Estimated Revenues in accordance with the provisions of M.G.L., Chapter 44B, §5, \$50,000 for the purpose of funding the design of bleachers and outfield terracing for Veterans Field including necessary costs and expenses related thereto, as recommended by the Community Preservation Committee.

**Speaker:** Debbie Aikman, Community Preservation Committee

**Explanation:** *Veterans Field has been the primary recreational facility in Town since the 1920's. It is used over 100 times per season by the summer baseball leagues (Chatham Anglers, Senior/Junior Babe Ruth Leagues, Men's Leagues), Youth leagues (boys/girls soccer and baseball), and Monomoy Regional School District. This article seeks funding to obtain engineering work necessary to determine the costs and optimal solutions on how to replace the existing bleacher system and terrace the outfield hill in order to provide a better fan experience due to improved, safer, ADA compliant seating.*

**Community Preservation Committee Recommendation:** **Approve 7-0-0**

**Board of Selectmen Recommendation:** **Approve 5-0-0**

**Finance Committee Recommendation:** **Approve 6-0-1**

**Article 35 – PEG Access and Cable Related Fund Acceptance**

To see if the Town will accept General Laws Chapter 44, Section 53F<sup>3</sup>/<sub>4</sub>, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2018, which begins on July 1, 2017 or take any other action relative thereto.

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(Board of Selectmen)

**Motion:** by Cory J. Metters, Vice Chairman, Board of Selectmen  
I move that the Town accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year FY2018, which begins on July 1, 2017.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *These monies include fees collected from customers by the cable operator in connection with the franchise and in support of public, educational and government (PEG) programming. In addition to the imposition of these franchise fees, cable licensing agreements typically require that cable companies provide services, facilities and equipment for PEG channels, deliver cable television programming to municipal buildings, and maintain customer service quality. Under state law, cable operators also pay the municipality an annual license fee, which is based on the number of cable customers. All of these monies are general fund revenues, absent a special act treating them otherwise (G.L. c. 44, §53).*

*Cities and towns may reserve the franchise fees and other cable related revenues for appropriation to support PEG access services, monitor compliance with the franchise agreement or prepare for license renewal by accepting G.L. c. 44, § 53F¾ and establishing a PEG Access and Cable Related Fund.*

**Board of Selectmen Recommendation:**     **Approve 4-0-0**

**Finance Committee Recommendation:**     **Approve 7-0-0**

**Article 36 – Establish Tax Title Revolving Fund**

To see if the Town will vote to accept General Laws Chapter 60, Section 15B which establishes a special revenue fund known as the Tax Title Revolving Fund, to which shall be credited any fees, charges and costs incurred upon the redemption of tax titles and sales of real property acquired through foreclosures of tax titles, or take any other action relative thereto.

(Board of Selectmen)

**Motion:** By Amanda V. Love, Clerk, Board of Selectmen

I move that the Town vote to accept General Laws Chapter 60, Section 15B which establishes a special revenue fund known as the Tax Title Revolving Fund, to which shall be credited any fees, charges and costs incurred upon the redemption of tax titles and sales of real property acquired through foreclosures of tax titles, the fund to begin operation for fiscal year FY2018, which begins on July 1, 2017.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *MGL C. 60 §15B allows a municipality to establish a Tax Title Collection Revolving Fund wherein monies collected from fees and charges associated with properties in tax title are deposited. Monies deposited to the Fund can be expended without further appropriation for costs associated with tax taking or tax title foreclosure, including, but not limited to, fees and costs of recording or filing documents and instruments, searching and examining titles, mailing, publishing or advertising notices or documents, petition the land court, serving court filings and documents and paying legal fees. Currently the Town budgets \$10,000 in the Treasurer/Collector Budget to cover expenses, acceptance of this Revolving Fund would eliminate that line item once the fund has a balance to cover anticipated expenditures (i.e. \$10,000).*

**Board of Selectmen Recommendation:** **Approve 4-0-0**

**Finance Committee Recommendation:** **Approve 7-0-0**

**Article 37 – Authorize Regulatory Agreement & Declaration of Restrictive Covenants and Lease Agreements for MCI Housing Savings Program**

To see if the Town will vote to enter into a Regulatory Agreement and Declaration of Restrictive Covenants and Lease Agreement for the MCI Housing Savings Program for four dwellings located at 563, 568, 576, and 579 Old Comers Road on the former MCI property with the Chatham Housing Authority designated as the managing agent for a fifteen (15) year term, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Dean P. Nicastro, Board of Selectmen

I move that the Town vote to enter into a Regulatory Agreement and Declaration of Restrictive Covenants and Lease Agreement for the MCI Housing Savings Program for four dwellings located at 563, 568, 576, and 579 Old Comers Road on the former MCI property with the Chatham Housing Authority designated as the managing agent for a fifteen (15) year term.

**Speaker:** Alan Mowry, Chairman, Chatham Housing Authority

**Explanation:** *The Chatham Housing Authority (CHA) has run a housing rental and escrow/savings program on the Town owned MCI property since 2002. Initially the program involved two houses (# 563 and # 579 Old Comers Road) in a three year pilot program. An additional two homes (#568 and #576 Old Comers Road) were added in 2006. For over 14 years these three bedroom homes have served as affordable housing for families earning less than 80% of median family income (MFI). In 2016, 80% of MFI was \$67,900 for a family of four. Half of the rent paid to the CHA is placed in an escrow account to be ultimately used by the tenants toward a down payment on a home at the end of five years. As of July 2016 thirteen families have participated in the program, ten have used escrowed funds to buy homes, one is still in the program, and two were unable to qualify for a mortgage.*

*During a recent review of this program by the Massachusetts Department of Housing and Community Development (DHCD), DHCD determined that a Regulatory Agreement and Declaration of Restrictive Covenants needed to be executed between DHCD, CHA and the Town in order for this program to remain qualified to be listed on the Commonwealth's Subsidized Housing Inventory and credited towards attaining the Town and State's 10% goal of affordable housing stock in the community. In addition, the original lease agreement has lapsed and a new agreement needs to be executed to allow this program to continue.*

*This program is self-sufficient with the CHA being paid ten percent of the rent collected as an administrative fee and forty percent of the rental income being used to maintain the four dwellings. The participating families benefit by having fifty percent of their rent escrowed for use at the end of the five year rental term as a down payment toward the purchase of a home.*

*The duration of the Agreement requires Town Meeting approval.*

**Board of Selectmen Recommendation: Approve 4-0-0**

**Finance Committee Recommendation: Approve 7-0-0**

**Article 38 – Inter-Municipal Agreement (IMA) with Town of Harwich –  
Use of Wastewater Treatment Facility**

To see if the Town will vote to direct the Board of Selectmen to approve and execute an Intermunicipal Agreement (IMA) with the Town of Harwich relative to the treatment and

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disposal of wastewater originating in East Harwich, contingent upon and subject to the terms of said Intermunicipal Agreement being finalized prior to the commencement of this Town Meeting, with a copy of the proposed final Intermunicipal Agreement to be made available by the Selectmen for review by the voters, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that the Town vote to direct the Board of Selectmen to approve and execute the Intermunicipal Agreement with the Town of Harwich relative to the treatment and disposal of wastewater originating in East Harwich as presented to the Town Meeting in accordance with this Article.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The Towns of Chatham and Harwich have a vested interest in water quality for several shared waterbodies, Pleasant Bay and Muddy Creek, which are highly valued by both communities for passive and active recreation, recreational and commercial finfishing/shellfishing, and boating. The two towns recently collaborated on the Muddy Creek Restoration Bridge Project to improve water quality and ecological habitat quality by restoring full tidal exchange, something not seem since the beginning of the last century.*

*In addition to sharing waterbodies the towns share a common land border. This shared boundary was recognized in the Chatham Comprehensive Wastewater Management Plan (CWMP), completed in 2009, as providing a potential opportunity for the towns to work together in providing wastewater infrastructure to mitigate nitrogen enrichment to fresh and marine waters. As Harwich was developing their CWMP, the potential for treating wastewater from East Harwich at the Chatham wastewater treatment plant was evaluated and talks about such cooperation began.*

*While the new Chatham treatment facility was designed and constructed to meet the Phase I needs of Chatham it was recognized that sewerage would take place over 20 years meaning there is a period of time when the plant has capacity to take flow from Harwich. The plant will need to be expanded to accommodate the Phase II needs of Chatham, whether the presence of flow from Harwich will change the Phase II capacity cannot be determined at this time as both communities continue to acquire open space, implement water conservation, etc. Following several years of discussions an Intermunicipal Agreement (IMA) has been negotiated which establishes the conditions under which Harwich flow would be treated at the Chatham treatment plant.*

*The IMA provides benefits to both communities – Chatham offsets some of its Capital costs incurred in the plants construction and fixed Operation & Maintenance (O&M) costs through payments from Harwich; Harwich avoids having to locate and construct a stand-alone East Harwich treatment facility; Harwich avoids Capital and O&M costs; both communities receive enhanced protection to municipal water supply wells, and nutrient loads are reduced to freshwater bodies and Pleasant Bay.*

*The IMA concept is consistent with guidance from MA DEP and the Cape-wide 208 Plan which recommend municipalities work together to address shared waterbodies and watersheds in more efficient, cost-effective ways.*

*While the IMA does not require Town Meeting approval by State Law, the Board of Selectmen is seeking such endorsement from Town Meeting.*

**Board of Selectmen Recommendation:**      **Recommendation from Town Meeting Floor**  
**Finance Committee Recommendation:**      **Approve 7-1-0**

**Article 39 – Chapter 265 Waterways Bylaw Amendments**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to amend its existing Waterways Bylaw, **Chapter 265, Section 20, Subsections B and C.**, as follows:

**265-20.** Anchoring and mooring in Stage Harbor

B. Vessels may use the anchorage anchor, in Stage Harbor, on a temporary basis ~~only~~, in the area on the southeast side of the dredged channel, using the Town moorings within the following positions 41°39'33.7"N 069°58'39.9"W, 41°39'24.1"N 069°58'32.7"W, 41°39'26.5"N 069°58'32.1"W, and 41°39'35.5"N 069°58'37.6"W. ~~southeast of Stage Harbor Buoy 10. In no case shall a vessel anchor in the dredged channel.~~

C. No ~~additional~~ moorings shall be placed south of the following positions. In outer Stage Harbor south/southeast from position 41°39'35.50"N 69°58'37.60"W and a line drawn northeast to position 41°39'50.50"N 69°58'17.10"W continuing northeast to position 41°39'53.6"N 069°58'07.4"W and east to the tip of Stage Island at position 41°39'53.2"N 69°57'58.0"W. ~~in Stage Harbor in the area on the south side of the dredged channel, west of a line drawn from the corner of the seawall located at the southwest corner of land of~~

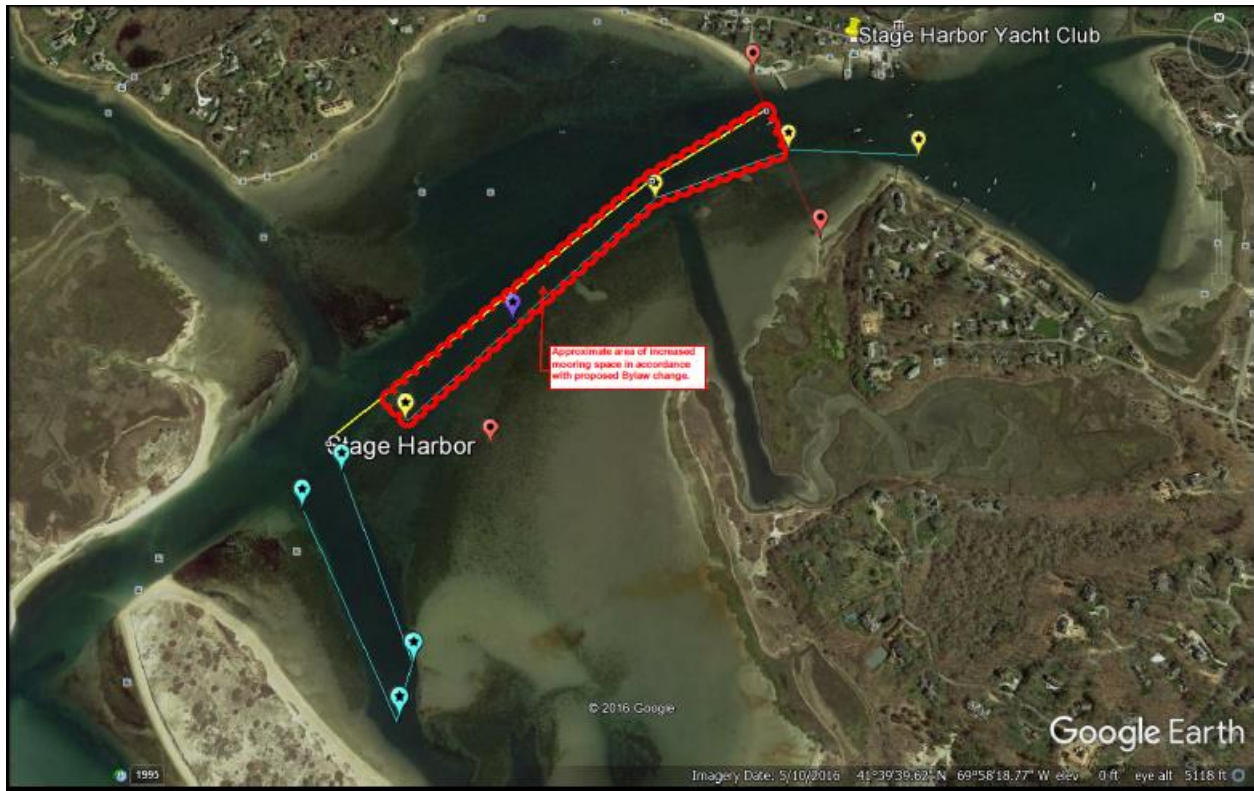


Henry S. Hoyt Jr (Book 1477, Page 870) adjacent to Port Fortune Lane and shown on the Assessor's Map Page 12A as Parcel 18, to Land Court Bound on Stage Island (Massachusetts Geodetic System Coordinates:  $y = 1,018,528.63$ ), shown on Land Court Plan 22613G, Sheet 3.

- (1) Moorings may be placed along the southeast side of the navigation channel between positions  $41^{\circ}39'43.51''N$   $069^{\circ}58'26.91W$ ,  $41^{\circ}39'50.50''N$   $69^{\circ}58'17.10''W$  continuing northeast to position  $41^{\circ}39'53.6''N$   $069^{\circ}58'07.4''W$  and east to the tip of Stage Island at position  $41^{\circ}39'53.2''N$   $69^{\circ}57'58.0''W$  for the use by displaced commercial fishing vessels permitted in Aunt Lydia's Cove or Chatham Harbor due to shoaling in the area north of the Lighthouse and south of Minister's Point. Moorings may be only be placed in the area southeast of the federal navigation channel described above upon recommendation of the Harbormaster and notification to the Board of Selectmen after a public hearing held by the Waterways Advisory Committee in accordance with Section 265-1 (B and C). Notwithstanding any other provisions of this chapter the Harbormaster or an Assistant Harbormaster shall not permit the transfer of moorings or mooring locations in this area.
- (2) Existing moorings in this "no mooring are" shall be removed as soon as possible.

Or take any action in relation thereto.

(Board of Selectmen)



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**Motion:** By Seth T. Taylor, Board of Selectmen  
I move that the Town vote to amend its Waterways Bylaw as printed in the Warrant for Article 39.

**Speaker:** Stuart F.X. Smith, Harbormaster

**Explanation: 265-20b**

*This change clearly defines the anchorage in Stage Harbor using latitude and longitude coordinates versus geographic references that are subject to change, and specifies use of the public moorings in this area.*

**265-20c**

*As a result of the continued severe shoaling in and around the Chatham Bar, deep draft commercial fishing vessels with mooring permits in **Aunt Lydia’s Cove** or **Chatham Harbor** have been forced to work around the tides. The depth of the bar not only restricts access for these vessels, it often creates hazardous surf conditions that make the transit to and from the fishing grounds a dangerous trip for even the most seasoned of captains. This past fall, several commercial vessels were adversely affected by these conditions. The shoaling and surf conditions limited the days of fishing for these vessels and several suffered damage trying to transit during hazardous conditions to make up for fishing days lost. It is possible that these vessels will be displaced from Chatham Harbor in the near future due to the shoaling conditions described above.*

*In an effort to find an alternative in the event that these vessels become displaced, the proposed change to Section 265-20c would allow for an area in Stage Harbor for these vessels to moor. In order to do so, the “no mooring area” for Stage Harbor was amended to provide room in the only area suitable for mooring vessels of this size and draft when, and if, it becomes necessary.*

*The Board of Selectmen, Waterways Advisory Committee, and the Harbormaster will develop regulations to implement this by-law change.*

**Board of Selectmen Recommendation: Approve 4-0-0**

**Finance Committee Recommendation: Approve 8-0-0**

**Article 40 – General Bylaw Amendment – Authorization of Revolving Funds**

To see if the Town will vote to amend the General Bylaws of the Town by adding a new section, Department Revolving Funds, as set forth below, to establish and authorize revolving funds for

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use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44 § 53E ½, or take any other action relative thereto.

## PART I – ADMINISTRATIVE LEGISLATION

### CHAPTER 37 - FUNDS

#### ARTICLE I - DEPARTMENT REVOLVING FUNDS

##### §37-1 Purpose:

This Bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E ½.

##### §37-2 Expenditure Limitations:

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

- a. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- b. No liability shall be incurred in excess of the available balance of the fund.
- c. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or an increased amount of that authorization that is later approved during the fiscal year by the selectboard and finance committee.

##### §37-3 Interest:

Interest earned on monies credited to a revolving fund established by this By-law shall be credited to the general fund.

##### §37-4 Procedures and Reports:

Except as provided in General Laws Chapter 44, § 53E ½ and this By-law, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this Bylaw. The Town Accountant/Finance Director shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant/Finance Director provides the department, board, committee, agency or officer on appropriations made for its use.

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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**§37-5 Authorized Revolving Funds:**

The Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency, or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant/Finance Director,
- D. The expenses of the program or activity for which each fund may be used,
- E. Any restrictions or conditions on expenditures from each fund,
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this bylaw.

<b>A</b> Revolving Fund	<b>B</b> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<b>C</b> Fees, Charges or Other Receipts Credited to Fund	<b>D</b> Program or Activity Expenses Payable from Fund	<b>E</b> Restrictions or Conditions on Expenses Payable from Fund	<b>F</b> Other Requirements/ Reports	<b>G</b> Fiscal Years
Airport Revolving Fund	Airport Commission and Town Manager	Lease Receipts	Expenses related to further operations of Chatham Municipal Airport			Fiscal Year 2019 and subsequent years
Bassett House Revolving Fund	Town Manager	Lease Receipts	Expenses related to the maintenance expenses of the Bassett House			Fiscal Year 2019 and subsequent years
Inspection Services	Community Development Dept. and Town Manager	10% of all monies from the issuance of all inspection permits	Expenses associated with the approval of inspectional permits, including salaries or wages of full time employees and costs of fringe benefits associated with such wages or salaries.			Fiscal Year 2019 and subsequent years
Recycling Revolving Fund	DPW and Town Manager	Receipts from sale of recycling bins, compost bins, rain barrels,	Purchase of additional recycling containers and items particular to			Fiscal Year 2019 and subsequent years

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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		kitchen scrap buckets, water saving devices, recycling bags/totes, and other items particular to recycling.	recycling and conservation, including advertising the availability of such items.			
Marconi Station Revolving Fund	Town Manager	Lease Receipts	Expenses related to the inspection and maintenance of the buildings operated by the lessees at the Marconi Station			Fiscal Year 2019 and subsequent years
Waterways User Fee Revolving Fund	Department of Natural Resources, after consultation and recommendation from the Waterways Advisory Committee and the Harbormaster, with the approval of the Town Manager	All monies received from the Waterways User Fee, Fish Pier Docking Permit Fees, Fish Pier Lease Revenue, and Fish Pier Fuel Revenue.	Expenses for design, permitting, construction, major repair, or replacement of public waterfront/ waterway infrastructure.	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Natural Resource Dept. and not from the Fund.		Fiscal Year 2019 and subsequent years

(Board of Selectmen)

**Motion:** By Cory J. Metters, Board of Selectmen  
I move that the Town vote to amend its General Bylaw as printed in the Warrant for Article 40.

**Speaker:** Alix Heilala, Finance Director

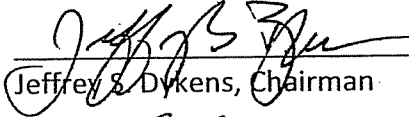
**Explanation:** *The Municipal Modernization Act amends MGL Ch. 44§53E½ and now requires revolving funds be authorized by bylaw or ordinance rather than an annual legislative body vote. The Act also eliminates the 1% and 10% caps on spending and requires annual vote by legislative body to set the Fiscal Year spending cap from each fund. The Division of Local Services has advised towns to authorize departmental revolving funds for FY2018 under the prior (Article 5) and current statutory procedures. This bylaw fulfills the Municipal Modernization Act requirement for revolving fund authorization for future years.*

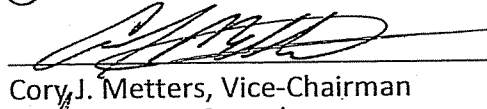
**Board of Selectmen Recommendation: Approve 4-0-0**  
**Finance Committee Recommendation: Approve 0-7-0**

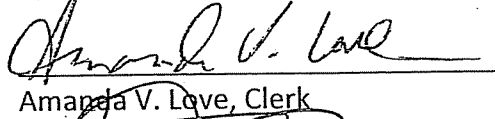
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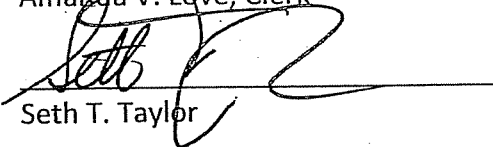
And you are directed to serve this Warrant by posting attested copies thereof at the several Post Offices in said Town, fourteen days ~~at~~ least, before the time of holding said meeting. Hereof fail not and make due return of the Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

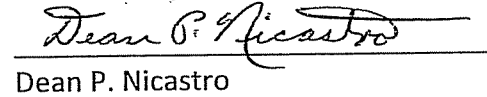
Given under our hands this 21<sup>st</sup> day of March in the year of our Lord, Two Thousand and Seventeen.

  
Jeffrey S. Dykens, Chairman

  
Cory J. Metters, Vice-Chairman

  
Amanda V. Love, Clerk

  
Seth T. Taylor

  
Dean P. Nicastro

Board of Selectmen

A True Copy, Attest

\_\_\_\_\_  
Julie Smith, Town Clerk

Barnstable, ss.

Pursuant to the written WARRANT, I have notified and warned the inhabitants of the Town of Chatham by posting attested copies of the same in each of the Post Offices of said Town at least fourteen days before May 8, 2017 on April \_\_\_\_\_, 2017.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date

## APPENDIX A

### Budget Overview

**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**  
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**TOWN OF CHATHAM, MASSACHUSETTS**  
**BUDGET OVERVIEW**  
**FISCAL 2018**

**REVENUES**

<u>Sources</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Property Taxes (net of overlay)	\$ 32,114,262	37.09%	\$ 400,000	9.77%	32,514,262	35.85%
Local Receipts	6,221,742	7.18%			6,221,742	6.86%
Water Revenues	251,065	0.29%	2,315,852	56.54%	2,566,917	2.83%
Free Cash	2,210,550	2.55%			2,210,550	2.44%
State Aid (net of assessments & offsets)	396,826	0.46%			396,826	0.44%
Other Available Funds	1,572,262	1.82%	180,000	4.39%	1,752,262	1.93%
Community Preservation/Land Bank Funds	1,473,870	1.70%			1,473,870	1.63%
Bond Authorization	<u>42,355,000</u>	<u>48.91%</u>	<u>1,200,000</u>	<u>29.30%</u>	<u>43,555,000</u>	<u>48.03%</u>
<b>Total Revenues</b>	<b><u>\$ 86,595,577</u></b>	<b><u>100.00%</u></b>	<b><u>\$ 4,095,852</u></b>	<b><u>100.00%</u></b>	<b><u>90,691,429</u></b>	<b><u>100.00%</u></b>

**EXPENDITURES**

<u>Uses</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Operating Budget:						
General Government	\$ 2,038,376	2.35%			2,038,376	2.25%
Public Safety	6,176,644	7.13%			6,176,644	6.81%
Community Development	779,109	0.90%			779,109	0.86%
Natural Resources	1,438,811	1.66%			1,438,811	1.59%
Water Operations	-		1,838,778	44.89%	1,838,778	2.03%
Public Works & Facilities	4,994,786	5.77%			4,994,786	5.51%
Community & Social Services	1,221,031	1.41%			1,221,031	1.35%
Education	9,145,285	10.56%			9,145,285	10.08%
Employee Benefits	5,192,105	6.00%			5,192,105	5.73%
Undistributed Insurance & Reserve Fund	676,125	0.78%			676,125	0.75%
Debt Service	<u>7,492,785</u>	<u>8.65%</u>	<u>877,074</u>	<u>21.41%</u>	<u>8,369,859</u>	<u>9.23%</u>
Total Operating Budget	39,155,057		2,715,852	66.31%	41,870,909	
Capital Budget (non-Bonding)	2,026,500	2.34%	180,000		2,206,500	2.43%
Capital (Bond Authorizations)	42,355,000	48.91%	1,200,000	29.30%	43,555,000	48.03%
Town Meeting Articles/Assessments	2,389,020	2.76%			2,389,020	2.63%
Community Preservation/Land Bank Projects	<u>670,000</u>	<u>0.77%</u>	-		<u>670,000</u>	<u>0.74%</u>
<b>Total Expenditures</b>	<b><u>\$ 86,595,577</u></b>	<b><u>100.00%</u></b>	<b><u>\$ 4,095,852</u></b>	<b><u>95.61%</u></b>	<b><u>90,691,429</u></b>	<b><u>100.00%</u></b>

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## APPENDIX B

### Town Manager's FY2018 Fiscal Summary





*Town of Chatham  
Office of the Selectmen  
Town Manager  
549 Main Street  
Chatham, MA 02633*



Jill R. Goldsmith  
TOWN MANAGER  
[jgoldsmith@chatham-ma.gov](mailto:jgoldsmith@chatham-ma.gov)

Tel: (508) 945-5105  
Fax: (508) 945-3550  
[www.chatham-ma.gov](http://www.chatham-ma.gov)

**M E M O R A N D U M**  
Appendix B

TO: Honorable Chatham Town Meeting Voters

FROM: Jill R. Goldsmith, Town Manager

DATE: March 24, 2017

SUBJECT: Appendix B - Town Manager's Fiscal Year 2018 Budget Summary  
(July 1, 2017 – June 30, 2018)

Attached please find appendices relating to the FY2018 Budget:

- C. Town Operating Budget Detail
- D. Regional School Districts
- E. Debt Amortization Schedule
- F. Water Department Operating Budget Detail
- G. Five Year Capital Plan Detail

The information presented below is a summary and snap shot of the information contained in the Town Manager's FY2018 Budget Narrative presented on January 24, 2017, as updated through the progressive review process with Town officials at televised public meetings. The full version of the Town Manager's Budget Message and Budget Book with Department budget narratives is available on the Town's website via the *Budget Central* <http://www.chatham-ma.gov/budget-central>. *Budget Central* is a resource for budget news, documents, presentations, and provides timely information about the Town's budget process and ongoing budget planning. Here you will find communications from the Town's Financial Administration and links useful to public as well as historical budget and financial documents.

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Our Budget Book has been further refined to provide for a better and succinct presentation with expanded narratives for each budget division to include a program description, budget statement, and prior year accomplishments. It includes expenditure history, personnel costs by position and revenues providing for a balanced budget. I have also worked to have a more visual presentation of operating and capital budget recommendations using charts/graphs for ease of review. Capital Plan requests presentations generally include a picture of the item or requested equipment and include historical expenditure data related to the replacement.

I also recommend that the public visit the Town Manager's Department page on the Town website to review Monthly Reports provided to the BOS since 2012. It contains up-to-date information and insight on Town operations by Department and Division, benchmarking operations for performance management. <http://www.chatham-ma.gov/town-manager/pages/town-managers-reports-board-selectmen>. This history and context has assisted in establishing funding priorities and providing for informed policy decisions in recent years.

### **Reflections on Fiscal Year 2017 (Calendar Year 2016)**

In addition to our multi-year financial forecasts, it is important to recognize substantial achievements or events that occurred following the 2016 Town Meeting acceptance of our budget philosophy and strategy in preparation for FY2017 and beyond.

- ✓ Bond Rating - The Town's bond rating of AAA was re-affirmed by *Standard and Poor's* in August 2016. S&P Global Ratings assigned its 'AAA' long-term rating to the Town's general obligation (GO) refunding bonds and also affirmed its 'AAA' long-term rating to the Town's GO debt outstanding. Such rating means *extremely strong capacity to meet financial commitments; Highest Rating*. Attributing to its affirmation, the rating agency noted the Town's commitment to sound fiscal policies, strong financial management and reserves, and trust in the officials and professional staff. We initiated the review as part of the bond refunding (same duration/term) of 2005 and 2008 bonds in the amount of \$7.365M, for an estimated \$725,900 in net present value savings over the existing duration.
- ✓ SRAC Annual Town Meeting - The Summer Residents Advisory Committee (SRAC), appointed by the Board of Selectmen, held its annual Town Meeting on August 2, 2016. The financial presentations and scorecard results demonstrated cohesion and shared Town vision for financial matters by SRAC, Town officials, and our Finance Team, which is a significant collaboration since 2012. The Town's Operating Budget at \$30,009,772 for FY2018 is with the target recommended by the Summer Residents Advisory Committee (\$29M + new growth).
- ✓ Budget Summits – The first series of Budget Summits were held in the summer of 2012. The FY2018 Budget Summit was held on October 11, 2016. Multi-year financial forecasts and assumptions were reviewed and updated for the 2018 fiscal year and

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beyond, as well as an examination of financial indicators for revenues and cost controls. Participants included the Board of Selectmen, Finance Committee, Monomoy Regional School District (MRSD) Committee/Administration, and Department Heads. At the Budget Summits, we discussed financial trends, prior recommendations by the Finance Committee and SRAC, and discussed funding priorities. Discussion at the recent Summit focused on the Town's liability for "Other Post-Employment Benefits" (OPEB) as it relates to health insurance for retired Town employees, staffing and operation needs for continued and expanded services desired by Town officials, and a broad ranging revenue discussion. Affirmation for maintenance of existing Town facilities, attention to wastewater expansion, and water production/consumption, as well as priority for improving waterfront infrastructure and public access thereto, was identified as well.

- ✓ Senior Tax Work-off Program – established by Town Meeting in 2012, we embarked on Year 4 of the program. The program provides senior taxpayers with property tax relief – through an opportunity to receive a tax abatement of up to \$500 annually by sharing intellectual and lifetime experiences by working with Town staff. The program is flourishing and many projects were undertaken utilizing our Chatham talent. In 2016, eighteen participants worked 1012 hours and volunteered an additional 74 hours in 9 different departments/divisions, completing projects not achievable with Town staffing. Similar to last year, a total of \$10,000 has been earmarked for this program.
- ✓ Grants - Town Departments continue to be very successful in obtaining grants and such is noted in the budget book by department. Notable in 2016 was a FEMA grant awarded to the Chatham Fire Department, under the leadership of retiring Fire Chief Ambriscoe, in the amount of \$475,000 for an additional Fire Pumper Truck. Also of note is the \$1.4M Seaport Economic Council grant for the OMBY Project. The Town had applied for both grants for many years and persistence paid off!
- ✓ The Muddy Creek Restoration Bridge Project, a joint effort of Chatham and Harwich along with State and Federal agencies, was completed in 2016 resulting in the re-opening of Muddy Creek to full tidal flow for the first time in approximately 100 years. Preliminary water quality data from summer 2016 saw significant improvement in salinity and dissolved oxygen levels indicating the increased tidal flow is having a positive effect. The Project was completed on time and on budget. The Project Team was successful in obtaining grants totaling \$4.6M toward the overall project cost of \$6.47M.
- ✓ Annual Setting of the Board of Selectmen (BOS) Goals - BOS goals, with implementation objectives for the Town Manager, is an important component to the budget process. Since 2012, and annually thereafter, following the Fall Budget Summit, the BOS embarks on a collaborative approach to communicate its mission, directives, and resultant goals.

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We initiated the same process in November, which provided for streamlined funding priorities and continued the theme of fiscal responsibility and infrastructure planning.

*The culmination of these efforts resulted in unanimous (5:0) Board of Selectmen approval of the FY2018 Town Manager Budget submission, with a favorable recommendation by the Finance Committee.*

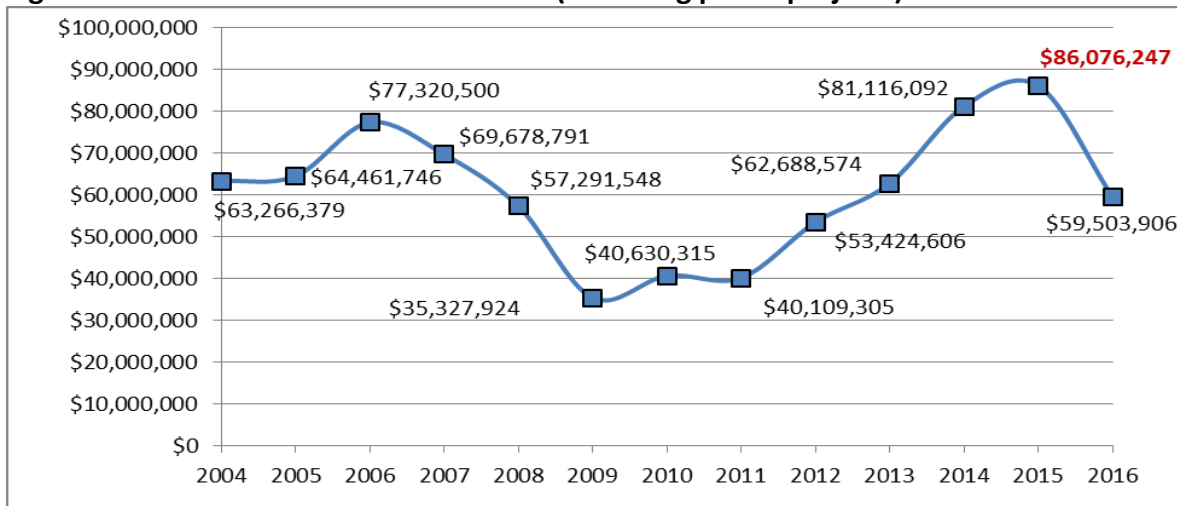
**Economic Conditions Summary - Building Activity**

The full version of the Economic Conditions Summary is included in the Town Manager’s Budget Message on *Budget Central* as well as in the Monthly Reports to the Board of Selectmen for current month-to-date data. For the fifth year in a row, residential development and redevelopment continued to be very strong in 2016, with 37 permits issued for construction of new dwellings and 755 permits issued for renovations and additions to existing dwellings. In addition, several major projects which broke ground in 2015 were completed in 2016, including:

- Cumberland Farms convenience store and gas station at 678-686 Main Street, a property that had been vacant since 2010; and
- Fire Station on Depot Road.

One notable change is the value of permitted construction activity. Including public projects such as the new fire station, the recorded value of permits in 2016 was \$61,699,700 (excluding public projects = \$59,503,906), thirty-three (33%) percent less than last year’s high of \$92,687,474 (excluding public project = \$86,076,247). Yet, the number of permits issued remains on par with prior years, with 882 permits issued in 2016 as compared to 838 permits issued in 2015. Figure 1 provides a graphic illustration of the annual dollar value of permitted construction, exclusive of public projects, over the past decade plus.

**Figure 1: 2004-2016 Construction Values (excluding public projects)**



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There are a number of factors that can affect construction value, some of which may have impacted construction values in Chatham during 2016 include:

- The November 2014 imposition by National Grid of a moratorium on new connections to the natural gas system in Chatham (also imposed other Lower Cape communities).
- The 2014 changes to the flood plain and the zoning changes adopted at the 2016 Annual Town Meeting, which affect development activity along the Route 28 Corridor and in the flood plain.

It also warrants mention that the increase in the average home value in Chatham since 2000, from \$249,975 in 2000 to \$872,614 in 2017 (as reported by the MA Division of Local Services), has increased (1) the economic viability of upgrading existing homes throughout Town, rather than just in the coastal higher value areas of the community; and (2) value of infill development on previously vacant parcels. While some of this increase in housing values can be attributed to inflation and increases in the cost of construction materials, this increase is indicative of a strong market demand for housing in Chatham and the type of homes being constructed.

While historically ninety-five percent or more of the construction in Town is residential building activity, in 2016 this dropped to ninety-two percent. Also of note, the average construction value of a new dwelling (as reported on building permits) dropped from \$771,574 in 2015 to 647,797 in 2016. Previously, this value had increased from less than \$375,000 in 2004 to a high of \$930,068 per dwelling in 2014. Finally, as has been the trend in prior years, the number of renovations and additions (755 in 2016 compared to 706 in 2015) far out paces the number of new dwellings (24) permitted during the past year.

#### **FY 2018 Budget Executive Summary – A Balanced Budget**

The formula for a successful budget review is the generation of operational and financial plans, program review, and establishment of goals and objectives that will serve the citizens of the community in this and future years. In consideration of the above planning efforts, the budget directive communicated to Departments, Boards and Commissions was for a level service budget; level-funded expenditures as much as possible within current service levels, and within the allowable limits of MA Proposition 2½. Revenue projections were accordingly conservative, yet realistic considering prior year actual receipts/revenues providing for a balanced budget recommendation.

The Town's Operating Budget, (Article 7) as presented, without the education assessments, totals \$30,009,772, as compared to \$29,070,415 in FY2017 – an increase of 3.23%. The increases in the budget are seen in the Public Safety category with a projected 4.57% increase (\$270,104) and Public Works (DPW) at 6.0% (\$285,293). Also, an additional \$13,000 is funded under Economic Development/Community Development to augment staffing at the Chamber of Commerce information booth and enhance Town branding efforts. Two centralized budget

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categories also are presented with increases - Employee Benefits at 9.53% (\$451,715) and Town Property Insurance 10.95% (\$66,750).

The budget includes the additional costs associated with an increase in staff - specifically two 'shared' skilled DPW equipment operators and one Parks/Grounds Foreman. The Town relies heavily on our seasonal skilled labor workforce in the DPW budget category year-round to augment the hiring of full-time employees, but that has been very challenging and has impacted our ability to maintain the current level of services. Filling those temporary positions/recruitment is difficult due to competition with the private sector, seasonality of the part-time positions, the available workforce Cape-wide, and our existing seasonal workforce group is approaching retirement in the near future. As the Town has been successful with a shared skilled labor "floater" funded in FY2016, we are seeking an addition of 2.5 Full-time Equivalent (FTE) in total for - the Highway and fleet/mechanic (currently 5 equipment operators), Transfer Station (currently 3 equipment operators) to assist with work assignment rotations, and one FTE will be designated to the Parks and Grounds division as a working foreman. This will allow us better cross-training, more in-house capacity, and greater efficiencies of work assignments. The goal of the increase in staff is to improve service to the public as well as reduce overtime costs.

An addition .5 FTE funding for Natural Resources is requested for the current part-time Assistant Conservation Agent position to provide enhanced conservation land management and North Beach monitoring efforts – amounting to a full time position. Additional seasonal staff is also sought under Natural Resources/Harbormaster.

There are also contractual obligations and some fixed cost increases. However, we continue to seek competitive pricing where possible and also review departmental fees/revenues in relation to the cost of service delivery.

Since the transmittal of the FY2018 Budget on January 24, 2017 to the Board of Selectmen, the budget has been further refined to reflect the estimated State Aid Cherry Sheet figures, reductions in the MRSD Assessment and other adjustments, including impact of warrant articles.

The Budget as presented provides for a balanced budget without the use of one-time revenues, well below the allowable growth of MA Proposition 2½; and provides for unused/excess tax levy capacity. FY2017 general fund free cash was certified in December in amount of \$3,014,245. While substantial, it is less than what was certified in FY2016. Such achieves the goal of building our reserves as recommended by our Bonding Agency and yet we remain cognizant of how our local receipt revenue projections affect this certification and the tax rate. Free Cash is used for one-time Capital projects/equipment in compliance with the Fiscal Policies of the Town.



The Capital Budget/Improvement Plan (Article 11) reflects recommendations consistent with the Town's fiscal policies for items in the Capital Budget to fall within the \$5,000-\$250,000 cost range (includes a Town Ambulance replacement). The Capital Plan is presented at 6.75% of the Operating Budget, also consistent with the percentage range as established in the Town's Fiscal Policies. Capital Projects (infrastructure/maintenance) outside of the Plan parameters or ones that have an alternative funding source are presented as separate articles (Articles 18-22).

The Town has also continued to fund its Other Post-Employment Benefits (OPEB) Trust without an impact to the tax rate (Article 13) – another practice recommended by our Bonding Agency.

The figures as presented in the foregoing Appendix A and attached Appendix C- Budget Detail provide a complete financial picture of revenue forecasts and expenses, including funding set aside for warrant articles which is described in this document. No one-time revenues or funding from the Town's Stabilization Fund is used for the operating budget. Free Cash is designated to one-time capital plan budget expenses so that there is no impact to the tax rate. The Budget as presented provides for a balanced budget well within the allowable growth of MA Proposition 2½; and provides for excess tax levy capacity.

The tax rate increased by a modest amount from FY2015 to FY2016 – \$4.99 to \$5.02 per thousand (originally projected at \$5.11). At the same time, previously approved borrowing costs affected the FY2016 budget/tax rate - the first year of the Monomoy Regional High School debt and the first year of debt service for the Fire Station. The tax rate increased by a one penny per thousand dollars of assessed value from FY2016 to FY2017, \$5.02 to \$5.03 per thousand respectively during which time the Town-wide property valuation increased by approximately 4%. The valuation of the Town has increased over the past three years and is at its highest level since FY2010. It is important to note that separate capital articles approved at the 2016 Town Meeting had a forecasted tax impact to the FY2017 tax rate but this impact was offset by the property valuation. For FY2018, there is one non-reoccurring capital project infrastructure/maintenance warrant article, the Cemetery Expansion (Article 19) and that will impact the tax rate. This article increases the tax rate for FY2018 only, and is included in the projected increase to the levy of 0.98%. As mentioned previously, the amount raised through the levy is below the limit allowed by law - with excess levy capacity of over \$1 million i.e. funds available for appropriation within the tax levy, but which we are not proposing to allocate.

At this time, the projected tax rate is \$5.08 (0.98%) considering all warrant articles but not including Town valuation. We will report the projected impact on the tax rate when the final recommended Budget and Town Meeting warrant is presented to Town Meeting.

## **REVENUE**

As part of our annual fiscal planning, the Town determines how much revenue is available within the limits of Proposition 2½ in order to balance its operating costs. Per State law, the amount the Town is able to raise through property taxation is allowed to grow each year by 2½

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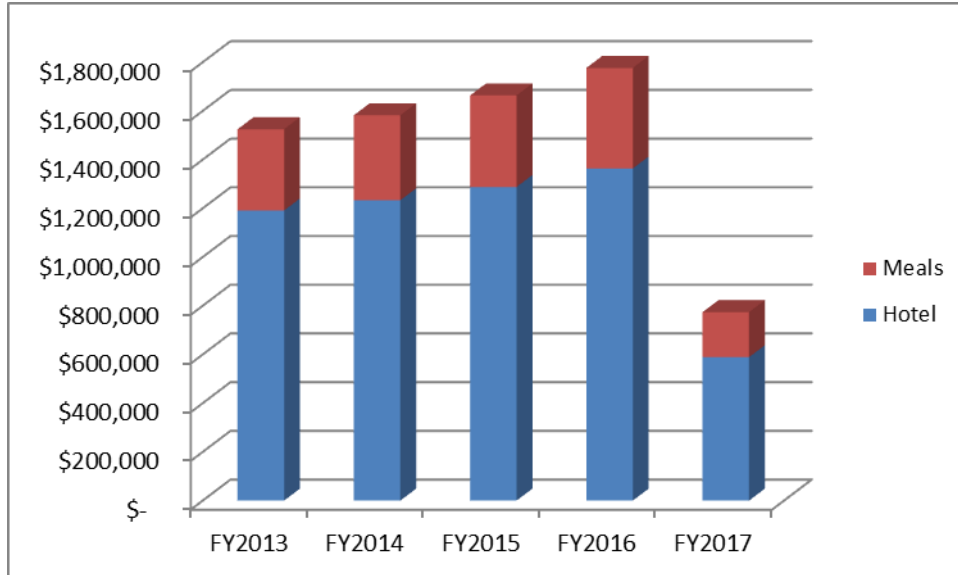


percent of the prior year's levy limit plus new growth and any overrides or exclusions. In FY2018, the amount the Town may raise through the property tax increases is \$34,207,441; however, the recommendation is not to tax/raise to the limit/ceiling leaving 'excess' levy capacity. Another component of revenues is "Local Receipts" as defined as excise tax, user fees, charges, and other revenues. Some are dictated by statute (i.e., motor vehicle excise, hunting license and firearms permits) while others may be negotiated (i.e., investment income and in-lieu-of-tax payments). Other local receipts are established through the adoption of a regulation or bylaw (i.e., recreation fees, transfer station/beach stickers).

Local Receipts for Meals and Room Occupancy Tax Revenues

These two local option taxes have remained high in the past several years for a combined total of \$1.7M in FY2016. The amount for FY2017 (Figure 2 below) is through December 31, 2016.

**Figure 2: Hotel & Meals Tax Receipts**



The FY2018 revenue forecast reflects the following:

- New Growth is projected at \$250,000; this is lower than the actual in FY2016 & FY2017 but is a conservative estimate.
- Debt Schedule/Structure - FY2018 reflects a drop in the amount for General Fund principal and interest (decrease of \$344,622), which includes the refunding results of October 2016. Projected short-term debt will cover any borrowing previously approved, but not bonded at the time of this transmittal. We have a multi-year debt schedule for financial planning purposes as well as investment and reserve policies. The FY2017-2049 Debt Schedule is enclosed and posted in *Budget Central*.

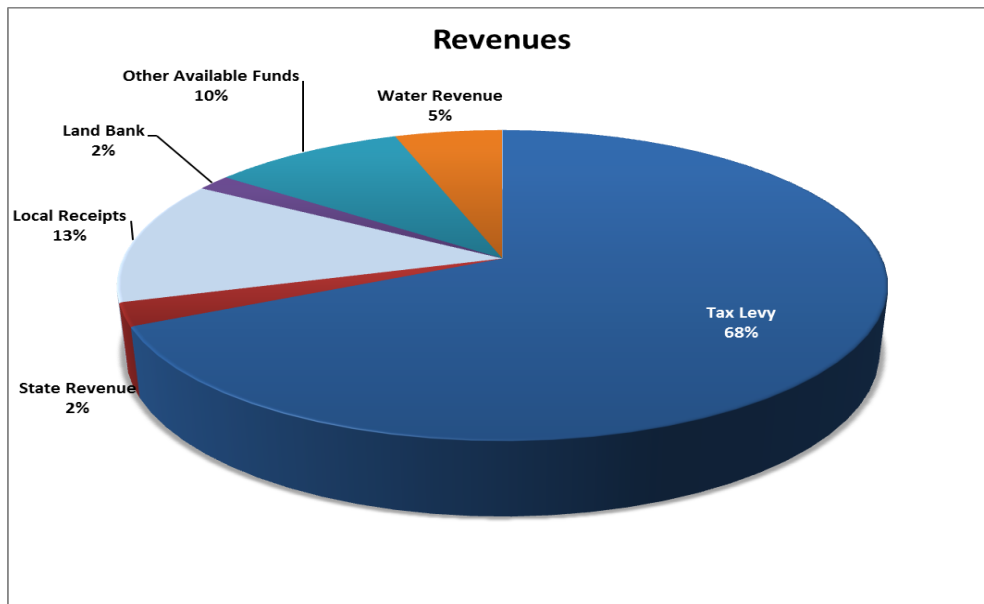
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- Local receipts are estimated at the same level as the projections for FY2017, as these were increased for that year. We remain conservative in our FY2018 projections as review of year-to-date revenue shows a decrease in Licenses & Permits, and Boat Excise is dedicated to the new Waterways Improvement Fund for FY2018. We continue to monitor the receipts for the Room Occupancy Local Option Tax to see if conversions (reduction) of rooms will have an impact. The amount raised through Local Receipts offsets the amount raised through the Tax Levy. Any one-time revenue receipt is not included in subsequent forecasts.
- Cherry Sheet (State Aid) Assessments show a projected increase of 4.7%; and a level amount in funding as we await release of the State legislative budget review.
- Free Cash (Unreserved/Undesignated Fund Balance) is used to fund non-recurring expenses, such as a land purchase or capital items. Free Cash was certified at \$3,014,245, a decrease from the previous year but still a healthy amount at 7.6% of the proposed FY2018 operating budget.

Figure 3: Revenues



### EXPENDITURES

Similar to prior budgets, the FY2018 Proposed Budget for expenditures relies on projections regarding available revenue, thereby accepting the limits of the Town's financial resources when reviewing operational expenditure budgets.

When presented on January 24, 2017 the projected increase to the budget was 3.89% over FY2017 without Educational Assessments. As forecasts became actuals and working further through the budget refinements and BOS recommendations, such is now an increase of 3.23%. With Educational Assessments the increase is 3.20% over FY2017.

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**Figure 4: General Operating Budget**

SUMMARY	FY16 ACTUAL	FY17 VOTED	FY18 DEPT. REQUEST	PROPOSED FY18	% TO FY17
<b>Operating Budgets - Expenses</b>					
General Government	\$1,965,181	1,993,476	2,062,807	2,038,376	2.25%
Public Safety	5,734,743	5,906,540	6,204,931	6,176,644	4.57%
Community Development	789,010	769,491	824,159	779,109	1.25%
Natural Resources	1,240,772	1,358,928	1,438,811	1,438,811	5.88%
Public Works & Facilities	4,527,167	4,709,493	5,220,585	4,994,786	6.06%
Community & Social Services	988,301	1,148,097	1,222,031	1,221,031	6.35%
Education (Draft Budgets) *	8,517,054	8,870,661	9,285,630	9,145,285	3.10%
Employee Benefits	4,203,785	4,740,390	5,271,200	5,192,105	9.53%
Undistributed Insurance. & FinCom Reserve Fund	533,998	609,375	676,125	676,125	10.95%
Debt Service	<u>7,722,079</u>	<u>7,834,625</u>	<u>7,492,775</u>	<u>7,492,785</u>	-4.36%
<b>Operating Budget Total</b>	<u>\$ 36,222,089</u>	<u>\$ 37,941,076</u>	<u>\$ 39,699,054</u>	<u>\$ 39,155,057</u>	<b>3.20%</b>
* <b>Minus Education Assessments</b>	<u>\$27,705,035</u>	<u>\$29,070,415</u>	<u>\$30,412,424</u>	<u>\$30,009,772</u>	<b>3.23%</b>

**Non-discretionary (Fixed) Costs/Undistributed Expenses and Other Budgets**

While some departments generate revenue, the costs of retirement/pensions/health benefits/liability insurance are presented in Centralized Budgets (below) as undistributed expenses encompassing all Departments/Employees/Buildings. As done for the FY2017 budget deliberations with the Finance Committee, we presented personnel “cost-centers” per Department for discussion purposes to illustrate total compensation.

Each year there are cost increases resulting from newly mandated requirements, previous commitments voted by Town Meeting, or cost of providing the same level of service. In the past these were referred to as “budget busters” but we move away from that phrase as we prepare a balanced budget which includes fixed cost increases mitigated by offsets.

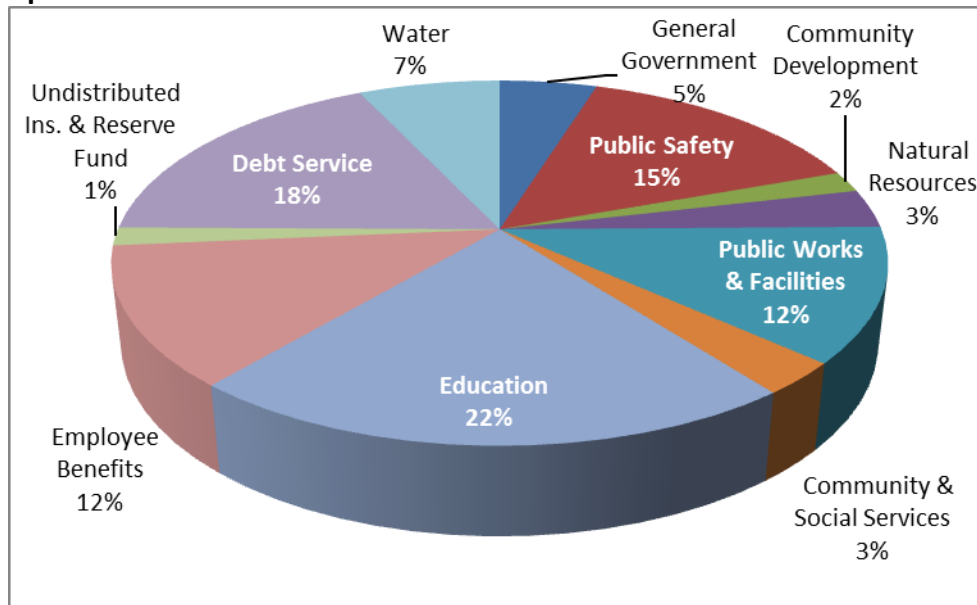
- Chatham employees self pay/contribute a range of 9% to 11% of their salaries for retirement to the Barnstable County Retirement Board/System in partnership with the Town, and neither contribute to Social Security. Overall retirements/pensions continue to impact Town expenses. This line item includes an increase of \$99,335 or 5.4% for FY2018. The calculation is based on the overall salary of the Town as reported on October 1<sup>st</sup> of the prior year.

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- The Town is a member of the Cape Cod Municipal Health Group (CCMHG) – a regional joint purchase group/trust for health benefits/plan premiums. The figures presented in the Budget summary represent an increase of 9.5% in the Employee Benefits budget with the increase in Health Care Premiums. The Town manages this expense item through plan design review, adoption of Municipal Health Care Reforms in 2013, and increases in employee premium contributions for employees hired after 2013.
- Property liability insurance increased by 10% for FY2018 with the completion of the Fire Station, combined with an increase in rates. Such provides coverage for Town owned buildings and structures including the Library, as well as public officials’ liability coverage. We continue to review risk control measures, and our Insurer offers periodic employee training to reduce risk and exposure.
- Worker’s Compensation insurance shows an increase as this is also premium based. We continually monitor this and seek quotations to ensure the lowest rate for the Town and take advantage of training opportunities.
- Debt Structure (financing schedule for previously Town Meeting/Voter approved projects) is included as Appendix E. The Town successfully refinanced GO Bonds of 2005 & 2008, saving over \$780,000 in interest costs over the life of the loans. The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective in the past and we continue this for future debt.

**Figure 5: Expenses**



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Wage/Salary Overview

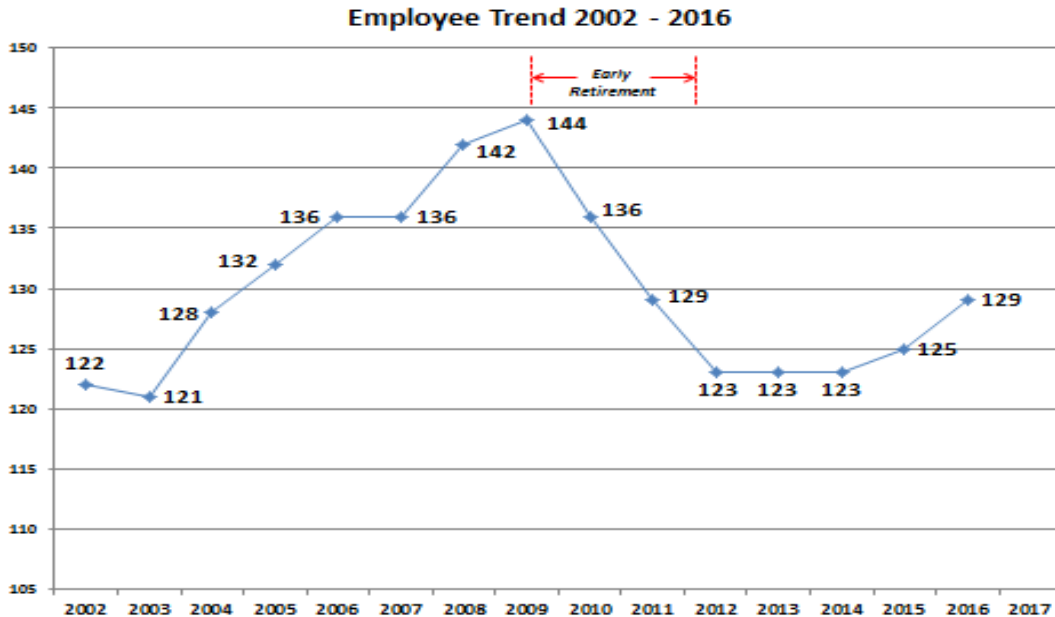
The net increase in salaries from FY2017 to FY2018 is \$357,149, a 3.34% increase; not including additional funds (\$170,000) in overtime for Police & Fire (included the total is \$527,149). This includes additional staffing in the Natural Resources and DPW Departments. Below is a chart listing the changes in salary line items by category. Increases or decreases are due to changes in staff turnover and contractual step increases. Cost of Living increases are also included in the chart below for three of the four Unions.

SALARY ONLY	VOTED FY2017	TM REC. FY2018	\$ INCR./ (DECR.)	%
I. General Government	\$1,351,516	\$1,379,976	\$28,460	2.11%
II. Public Safety	\$5,292,991	\$5,531,345	\$238,354	4.50%
III. Community Development	\$637,391	\$623,609	(\$13,782)	-2.16%
IV. Natural Resources	\$1,082,427	\$1,153,918	\$71,491	6.60%
V. Public Works	\$2,074,283	\$2,259,596	\$185,313	8.93%
VI. Human & Public Services	\$248,848	\$266,161	\$17,313	6.96%
Subtotal, I-VI	\$10,687,455	\$11,214,605	\$527,149	4.93%

As has been the practice in Chatham, each year we determine the appropriate staffing levels for the services provided. As the economy continues to recover, we have seen an accompanying increase in activity and service requests in several departments. We continue to review service delivery and the most efficient manner in which to deliver those services; whether it is through a regional partnership, increase (or decrease by attrition) in staff, or reassignment of current personnel.

Personnel wages and benefits represent approximately 49.8% of the Town’s operating budget (excluding debt service) and remain relatively stable. Although health insurance has increased annually, the Town has been able to mitigate these increases since FY2013 through negotiated plan changes in collaboration with employees. As vacancies occur, every effort is made to re-examine positions with a view toward restructuring when possible to better serve the community. The Town relies on part-time seasonal, and intermittent staffing throughout the year - almost 40% of the workforce - to address the seasonality of Town operations, for which the workload is becoming less seasonal. As previously mentioned, such positions had been difficult to fill the last two seasons while work load and service needs have increased. Funding for additional seasonal positions or seasonal wage adjustments is included for Natural Resources, Permit Office, and Public Works.

Figure 6: Number of Full Time Employees (FTE)



At the recent Budget Summit, information was presented on succession planning which is an ongoing priority as almost 50% of our employees have longevity ranging from 11 to 40 years of service.

Cost of Living Adjustment/Collective Bargaining Agreements – Article 12 [Placeholder]

Prior to FY2011, any cost of living wage adjustment for both union and non-union municipal employees was funded in warrant articles separate from the operating budget. However, since 2010, the majority of Town employees have been covered by an Employee Association/Union Collective Bargaining Agreement (CBA), making a cost of living adjustment a contractual obligation rather than one subject to annual appropriation by an article, per State law. Only the first year of the three year CBA is presented in a separate Collective Bargaining Warrant Article, if funding is required - thus Article 12. Compensation is reflected in the respective Department budgets for the CBA duration.

A cost of living adjustment is not the same as step increases in the Town’s compensation schedules/plan or CBA. That plan is “adjusted” by a local economic indicator which is formulaic for three Unions and a straight percentage for the other. From FY2010 - FY2013 there were no (0%) cost of living adjustments for any Town employee, with the exception of the Fire Union in FY2011. For FY2014, the cost of living adjustment was 0.5% for all four Unions, and 1% in FY2015. FY2016 and FY2017 provided for a 3% for Fire, Police, and Police Dispatchers/Animal Control unions based on an agreed upon formula. FY2018 provides for a 3% increase to those unions. The Chatham Municipal Employees Association (CMEA) Units are currently in negotiations.

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All Unions have agreed to a tiered benefit schedule for new employees hired in 2013 or later, which provides for increased employee contributions to health insurance premiums (from 30% to 35%), reduced longevity pay, elimination of sick leave buy back at separation, and other negotiated cost item offsets.

Three of the four Unions will have contract expirations on June 30, 2018. The Units of the Chatham Municipal Employee Association continue to negotiate, and if settled by the 2017 Annual Town Meeting, will have any funding for successor agreements presented as a separate Article as noted above.

**Other Post-Employment Benefits (OPEB) – Article 13**

Other Post-Employment Benefits (OPEB) are benefits, other than retiree pensions, offered to municipal and school retirees and their dependents. These benefits mainly consist of medical insurance. OPEB liability is the present value of benefits for retired and vested employees. An unfunded liability reflects an incurred obligation, payable in the future, for which no reserves have been set aside. While the Town funds retiree benefits on a pay-as-you-go funding strategy in the annual budget, the Town is required to comply with a Federal mandate, GASB 45 (GASB 75 in FY2017), to account via an actuarial study for the Town’s future unfunded liability. We are rapidly approaching a point where the number of Town retirees exceeds the number of active employees. Bond rating companies look favorably on municipalities that have established and funded OPEB trust funds, and we established such in 2013, with a funding appropriation of \$150,000 from Overlay Surplus funds. As previously noted, this is an identified priority item for FY2018. The OPEB Trustees include the BOS Chairman Dykens, Selectman Nicastro, Finance Committee Chairman Daniels, Treasurer/Collector Menesale, and Finance Director Heilala. They have met in the last few months to review funding strategies and the Town’s investment policy for the Trust.

The Town is part of a Barnstable County joint purchase group to contract for required actuarial studies. The Town’s overall unfunded liability as of June 2015 is \$16,668,879 and the balance in the OPEB Trust Fund is \$589,966 as of December 31, 2016. The next study will be completed in June 2017. We again propose to use the Overlay Surplus, a fund balance remaining after the payment of property tax abatements, as a funding source to transfer into the OPEB Trust Fund. A transfer amount not to exceed \$150,000 from Overlay Surplus is presented as Article 13.

**Debt Schedule**

The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective, and will continue. With approval of the new Fire Station at a Special Town Meeting in October 2013 and bonding of the project in June 2015, the Town has essentially completed renovation of all major buildings in the original Plan. With bond refunding and debt drop-off, the FY2018 budget has a reduction in debt of approximately \$400,000 compared to the FY2017 budget. At this time, the BOS is in the initial stage of discussions regarding the Council on Aging building, and recent land acquisitions through borrowing may affect this budget in future years.

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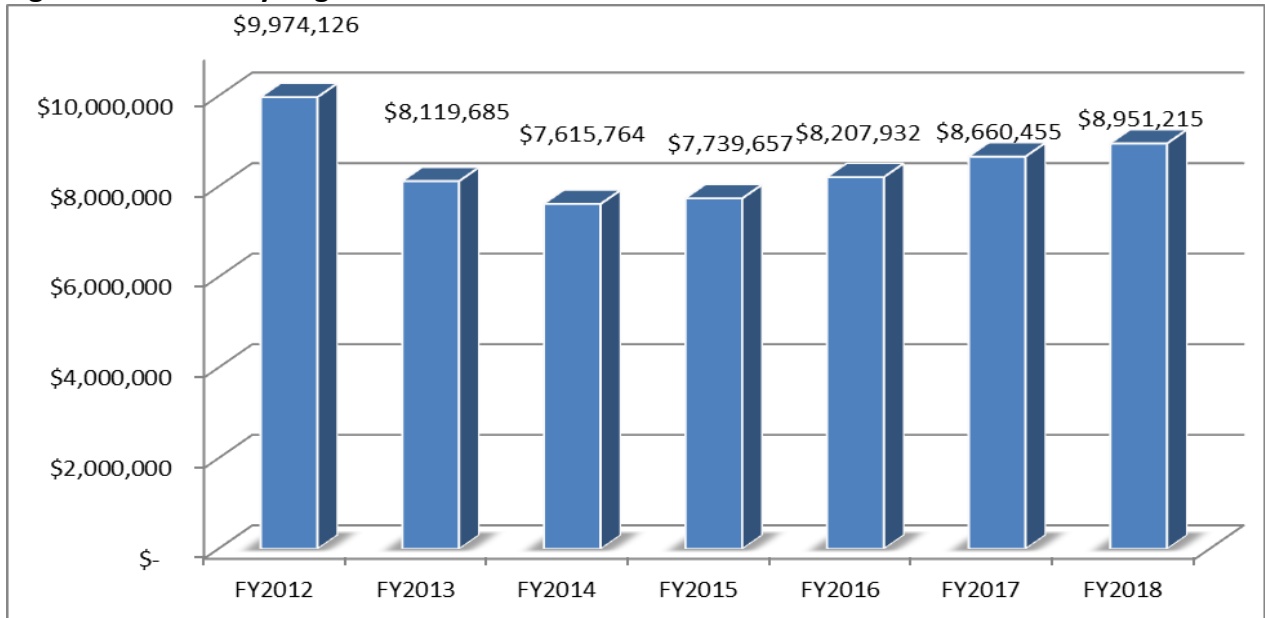
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As previously noted, a multi-year debt schedule is presented so that decisions impacting future years can be known at the time of Town Meeting presentment.

**Education Budgets - Voted as Separate Town Meeting Articles (Articles 8 and 9)**

Article 8 Monomoy Regional School Budget Assessment - The Monomoy Regional School District Committee voted to adopt the District Revenue and Expenditure Budget for the fiscal year ending June 30, 2018. The assessment to Chatham is \$8,951,215; a decrease of \$113,699 since first presented in January. It must be noted that Chatham’s percentage increased slightly from 26.32% to 26.52% based on the three year rolling enrollment average. The net effect is a projected 3.36% increase to the Education Budget, voted as a separate Town Meeting Article.

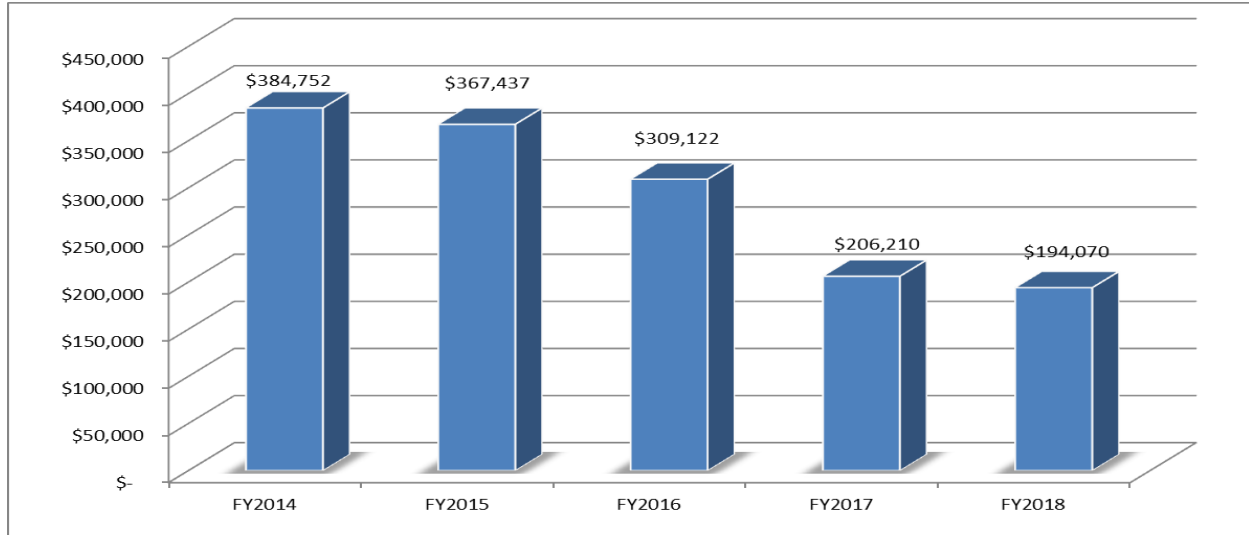
**Figure 7: Monomoy Regional School District**





Article 9 - Cape Cod Regional Technical High School Budget Assessment - The FY2018 assessment for the CCRTHS is \$194,070; a decrease of \$16,136 attributed to a decrease of one Chatham student for a total of 10 attending that facility.

**Figure 8: Cape Cod Regional Technical High School Budget**



Five-Year Capital Plan (FY2018-FY2021) – Article 11

In FY2018 we continue to direct our focus on capital improvement and infrastructure needs, as well as fleet replacement schedules. In evaluating Departments’ requests, jurisdictional priorities affecting department needs are considered. During informal review meetings, Departments provide the Town Manager with information relative to the request, such as vehicle maintenance costs and life expectancies for equipment requests. Each request is assessed on its own merit and categorized according to that assessment, taking into consideration our standard best practices with the development of a Plan, such as:

- ✓ Safety;
- ✓ Legal mandates - consequences of noncompliance/ cost of compliance;
- ✓ Conformity to Town plans and goals; productivity - return on investment;
- ✓ Future operating budget impact; and
- ✓ Cost effectiveness

For available funding considerations, we reviewed potential funding sources, balances remaining from previously approved articles, opportunities for grants or CPA funds, and expanded opportunities for shared resources. The end result of the FY2018 Capital Plan is a balanced funding approach to cross-departmental requests.

The Financial Policies adopted by the Board of Selectmen in consultation with Finance Committee in December 2012 established a range for the Capital Improvement Budget to allow for “an expenditure amount equal to between 3% and 7% of the Operating Budget”. This allocation policy has provided a range for adequate future funding of the Capital Plan since 2012, prior to that Capital spending historically corresponded to the balance of limited available funds (Free Cash). For FY2018 the Capital Plan is recommended at \$2,026,500 or 6.75% of the Operating Budget, and is funded through free cash and other available funds. The FY2018 Capital Budget proposes no use of the tax levy as illustrated in the chart below.

The FY2018 Capital funding recommendations are included in detail under Appendix G and the Five Year Capital Plan section in the Budget Book, with a listing of FY2018 Recommendations. Requests are detailed by Department, with summaries highlighted below including proposed funding sources:

**Table 9: FY2018 Capital Program Budget Summary and Funding Sources**

CAPITAL PROGRAM & BUDGET SUMMARY FY2018 – Article 11	FY2017	FY2018	FY2018
	Actual	Dept. Request	Recommendation
General Government	230,000	185,000	185,000
Public Safety	199,500	332,500	240,500
Community Development	12,500	0	0
Natural Resources	374,000	3,209,000	198,000
Public Works (without Water)	788,500	1,380,000	615,000
Equipment	413,750	1,025,000	788,000
Total Town Funded Capital Budget	2,018,250	6,144,000	2,026,500
<b>Funding Sources:</b>			
Free Cash	1,400,000		1,960,500
Waterways Improvement Funds	40,000		55,000
PEG Access Funds	10,000		10,000
Cemetery Sale of Lots	10,000		1,000
Shellfish Revolving			0
Prior Articles			0
Raise & Appropriate (available Tax Levy)	558,250		0
Total Funding Sources	\$2,018,250		\$2,026,500

**Capital Projects - Articles 19-21**

There are several large capital items that have been separated from the Capital Budget for further consideration as stand-alone articles as they exceed the cost or funding thresholds in the Capital Plan; however such is included in our overall financial tracking efforts. These include

a Fish Pier & Waterfront Infrastructure Capital Bond at \$11,355,000 and a Cemeteries Expansion Article for \$650,000.

We continue to explore the lease funding mechanism for vehicles. Municipal leases are different from consumer automobile leases in that the lease term is 3-5 years with a \$1 buy out at the end. The State has dealerships on its “bid list” and there are other approved regional purchasing collaboratives. Such action was taken in FY2013 for the Quint Fire Apparatus (delivered in late 2015) via a separate capital article, and has also been used to fund a police motorcycle and Harbormaster truck. Funding for year two and beyond of an annual lease is included in the Department operating budget (as illustrated in the Fire Department capital outlay line item for annual lease payment of the pumper following the pay-off of the Quint in 2017). A fleet listing is included in *Budget Central*. As noted in previous years, we continue to investigate opportunities for energy efficient or hybrid vehicles, price permitting.

Water Department Operating Budget – Article 10

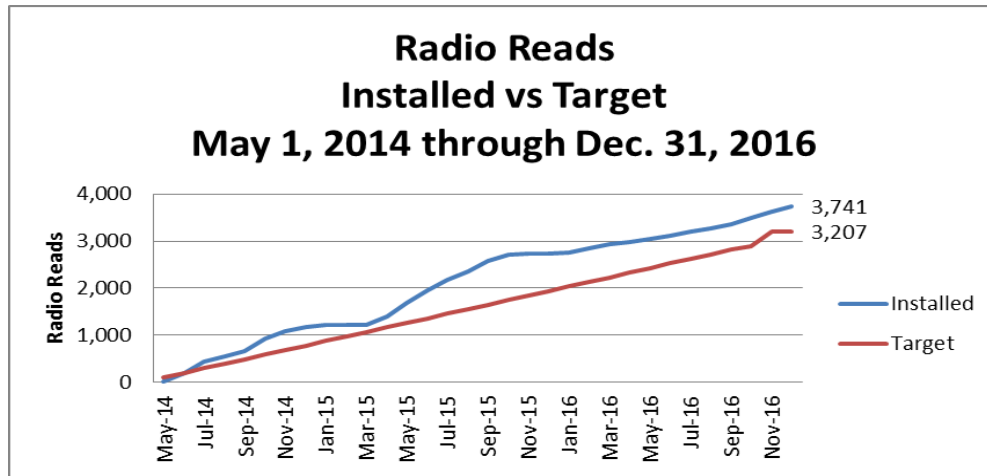
The Water Department Operating Budget, funded by revenue generated from water receipts (rate-payers), continues to have a healthy revenue stream. For FY2018, there is an increase in the overall Water Department budget compared to FY2017. The increase is due to the acceleration of the replacement program for water meters (\$350,000) in the operating budget.

450 WATER OPERATING FUND	FY2016 ACTUAL	FY2017 VOTED	TM FY2018 RECOMMENDATION	
Water Fund Salary	\$ 134,567	\$ 188,775	\$ 172,588	
Water Fund Expenses	\$ 1,296,973	\$ 1,309,320	\$ 1,666,190	
Overhead	\$ 238,967	\$ 244,941	\$ 251,065	
Prepaid Non-Betterment	\$ 37,870	\$ 35,963	\$ 0	
Debt Service	<u>\$ 961,221</u>	<u>\$ 958,809</u>	<u>\$ 877,074</u>	
<b>TOTAL COSTS</b>	<b>\$ 2,669,598</b>	<b>\$2,737,808</b>	<b>\$2,966,917</b>	<b>8.37%</b>

Water Meter Replacement – (Included in Water Operating Budget)

Another part of managing water consumption is to more accurately, and efficiently, meter the water and collect consumption data in a timely manner to better understand water demand trends. Implementing the Automatic Meter Reading Device (AMR) Capital Program allows not only more efficient data collection using radio frequency transmission, but it replaces outdated meters that have exceeded their useful life. In an effort to accelerate installation of the devices, we are proposing funding from the water reserve fund in the amount \$350,000, to purchase additional AMR devices. This funding is in addition to funding sought at the January Special Town Meeting for additional personnel services to accelerate the installation of devices purchased. These appropriations will complete the Program ahead of the original schedule. Below, please note the meters installed to date.

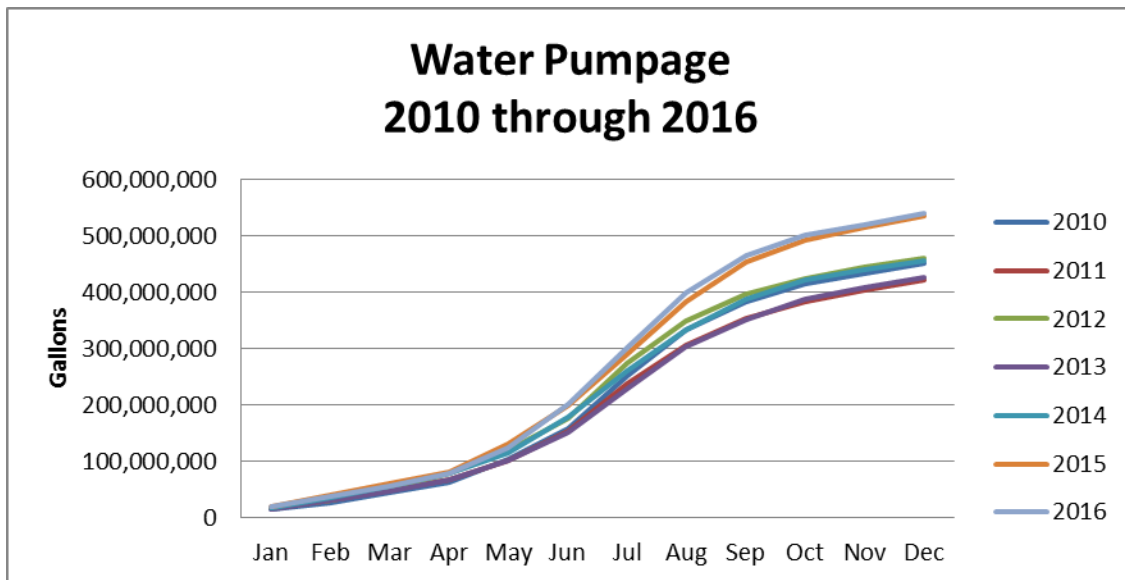
There is a sufficient fund balance within the water fund to pay for the increase in the water operating budget, and three capital articles.



Water Department Five-Year Capital Plan - Articles 15-17

The Water Department has a separate capital budget, funded by revenue from water usage charges. The Town has been aggressive in this capital plan in order to ensure its water infrastructure provides sufficient quality and quantity of water throughout the year.

Historically, the Town has experienced a growing demand for water. This increased demand is likely based on several factors such as; permanent/longer duration seasonal occupancy, an increase in the number of visitors during the summer period, and selected years of limited rainfall resulting in additional irrigation for lawns and gardens. The following graph illustrates increase in total demand over the last 5 years, up 28% since 2011.



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This increased demand from our wells may result in degradation of water quality and pumping equipment, which we have experienced to some degree in recent years. While we have excellent water quality, naturally occurring subsurface minerals, such as Iron and Manganese, may increase, requiring treatment and/or filtration to maintain the quality consumers expect. Please note that these elements are not contaminants and pose no threat to human health. Because of good long-term planning, we began preparing for this situation several years ago by initiating testing and design of facilities to provide adequate, high quality water. The highest priority construction project is the water treatment plant (WTP) that will allow full use of Town wells 6, 7, and 9. Together these wells can produce approximately 3 million gallons per day, but are currently limited in use due to excessive mineral content. The WTP has been designed and approved by MassDEP, and funding has been appropriated. The anticipated completion of the WTP is Spring 2018.

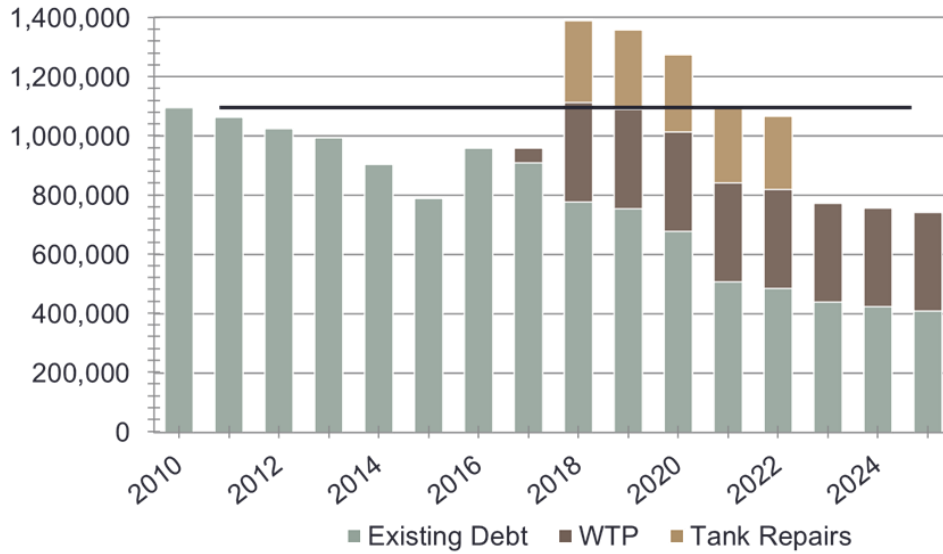
In addition to completing Wells 10 & 11, the Town is proposing a feasibility study, along with a hydraulic modeling/study, be performed to size and site a supplemental water storage tank. The anticipated cost to perform both studies is \$80,000. This proposed storage tank will help to maintain adequate pressure throughout the Town and ease the burden of maintaining existing tank levels. This supplemental storage tank will only be used during the summer months and drained prior to the winter.

The Water Department Five-year Capital Plan (FY2019-2024), in summary, includes an enhanced water meter reading system, painting and repair of the water tanks; prolonged pumping test for wells 10 & 11, construction of pump houses, and chemical feed building; water main replacements; feasibility study and hydraulic modeling, and construction of new water storage tank. Any borrowing associated with a water capital article will be paid for by water revenue and reserves (i.e. by users) anticipated for this purpose.

**Water Dept. Five Year Capital Plan**

PRIORITY	PROJECT TITLE AND DESCRIPTION	TOTAL 5 YR CAPITAL REQUEST
18-1	1.35 MG Water Storage Tank Repairs & Painting	\$1,200,000
18-2	Supplemental Storage Tank Evaluation	\$80,000
18-3	Prolong Pumping Test Wells # 10 & #11	\$100,000
19-1	Mill Hill Wells # 10 & #11	\$4,550,000
19-2	Construction of Supplemental Storage Tank	\$3,000,000
20-1	Supervisory Control and Data Acquisition (SCADA) Study & Modifications	\$225,000
21-1	Water Main Replacement	\$1,000,000
22-1	1.25 MG Water Storage Tank Repairs & Painting	\$1,300,000

**Figure 10: Projected Water Debt – 2% State Revolving Fund (SRF) for 25 Years**



Wastewater/Sewer Project –Status and Next Phase (Article 18 and Ballot Question)

Progress continues on the multi-year, multi-contract Phase 1C, funded at the 2013 and 2014 Annual Town Meetings. Phase 1C targets the restoration of Oyster Pond and Little Mill Pond watersheds, water bodies which are highly impacted by excessive nutrients. Additional benefits will result as improved water quality in Oyster Pond and Little Mill Pond propagates throughout the Stage Harbor System. The first contract, 1C-1, was completed in 2015 and during 2016 homeowners began connecting to the new sewer.

In 2016 the Board of Health (BOH) issued 152 mandatory connection orders for Phases 1B and 1C-1 providing property owners one year to connect to the municipal sewer. Mandatory connection is required by BOH Regulation; however, the Board may grant limited time extensions for good reason. During 2016 the Board granted 10 time extensions and rescinded one connection order. Seventy-four (74) properties were connected to the sewer system in 2016, with a further 20 permits issued and awaiting final connection. In addition, 66 applications were in various stages of processing at the end of 2016. From January 1, 2013 through December 31, 2016 259 properties have been connected.

Design and permitting work continued on the remaining contracts in Phase 1C. A large number of roadways in the remaining contracts are private roads which means the Town has to acquire easements to install the sewers. The easements will be for the road layout only; Town work would not extend onto individual properties. However, this process requires determination of ownership of the road layout, preparation of easement plans, preparation of an appraisal, and the Board of Selectmen formally obtaining the easement. In addition, there are multiple notifications to the property owners involved. Completion of this multi-step process has delayed issuance of further contracts until 2017. The State has granted an extension of the

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Revolving Fund (SRF) loan for these projects. As with previous contracts it is expected these contracts will qualify for 0% SRF funding from the State.

Chatham and Harwich continued work on an Intermunicipal Agreement (IMA) for Harwich's use of the Chatham wastewater treatment facility to address wastewater nitrogen for the East Harwich area, within the jointly shared watersheds of Muddy Creek and Pleasant Bay. This joint venture would provide an opportunity for some Chatham taxpayer costs to be offset by Harwich. As of March 2017, a subcommittee representing the two towns BOS and Town Administration presented an agreement currently under review by both Boards with public meetings anticipated. The goal is to bring an agreement to each towns Town Meeting in 2017.

A portion of the costs estimated for Phase 1D would be offset by the Town of Harwich through the Chatham-Harwich Intermunicipal Agreement when implemented. Anticipating successful negotiations, included in the 2017 Town Meeting warrant will be a request for sewer design/engineering funds for the Route 137/Morton Road/Middle Road/Commerce Park/portion of Old Queen Anne Road areas. Installation of infrastructure in these areas would be concurrent with installation of infrastructure in Harwich necessary to bring Harwich flow to the Chatham treatment plant. It is expected that Chatham and Harwich will submit a joint SRF Project Evaluation Form (PEF) in August 2017 for State loan funding (0%).

Construction of Phases 1A, 1B, and 1C-1 has been completed, and construction of Phases 1C-2-5 is expected to begin in fall 2017 with completion anticipated in 2019. Design engineering, permitting, and bidding of Phase 1D, beginning in 2017, would take approximately 2 years so construction is not anticipated to begin until 2019.

Phase 1D will extend sewers along Route 137 (Meetinghouse Rd), Morton Rd (north of Twinefield Dr.), Middle Road (between Rte. 137 and the treatment plant entrance), Commerce Park, Old Queen Anne Road from the Harwich Line to Muddy Creek, and the Tirrells Way, Eben's Way, Stage Coach Dr., Mill Hill Road, and Tanglewood Dr. neighborhood's and associated side streets.

Article 18 in the warrant describes in detail the areas to be sewerred with the requested \$31M bond authorization.

Waterfront Infrastructure Projects Status and Next Phase (Article 21 and Ballot Question)

The Town moved forward on upgrades at 90 Bridge Street, a small parcel located adjacent to the Mitchell River Bridge. Purchased by the Town in 2014, this property provides multiple waterfront access opportunities. Replacement of the existing Chapter 91 licensed pier, completed in early 2016, allows water access while more substantial plans for the property are developed. The consulting/engineering firm was engaged by the Town to work with water related committees, public, and staff to determine what other uses can be accommodated on the site. A joint scoping session of the Waterways Advisory, Shellfish Advisory, and South

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Coastal Harbor Management Plan Committees was held in November to discuss various uses. Re-location of the shellfish upweller facility from Old Mill Boatyard (OMBY) to 90 Bridge Street is considered a priority. Other uses may include dinghy docks, public restrooms, float space, and public observation areas. The consultant is developing conceptual site layouts, cost estimates, permitting requirement, etc. that will be available for review in Spring 2017. Concurrently the Shellfish and Coastal Resources Divisions of the Natural Resources Department submitted an application to the Saltonstall-Kennedy Grant Program at NOAA to fund the design and engineering of a new shellfish upweller facility.

Work began on the bulkhead replacement project at OMBY following award of the contract to BTT Marine Construction Co. of East Boston. This project is funded by a \$1.1M grant from the State's Seaport Economic Council and \$550K in Town matching funds. The project includes replacement of the bulkhead along the parking lot and Harbormaster Building with new FRP (fiberglass reinforced plastic) sheeting that will resist marine borers and rusting- unlike wood or metal sheeting respectively - construction of concrete boat wash down pad, installation of new concrete float system, and improvements to the upweller water intake and discharge lines. At the end of 2016 the project was on time and on budget for completion in spring 2017.

The Town is moving forward with initial planning for the Eldredge Pier next to OMBY. Purchased in 2016 the pier will continued to be utilized by the Eldredge's for commercial fishing under a lease. Similar to 90 Bridge Street, the Town will engage a consultant to work with staff, interested committees, and the public on future needs at this property. The overall concept for the property is to support the commercial fishing fleet as an alternative to the Fish Pier. The Town will also be working with the Stage Harbor Yacht Club who owns the pier/property immediately to the west.

Projects continue at the Fish Pier; PARE Corporation, consultants/engineers, completed the overall assessment of the facility in 2016. This comprehensive study looked at all facets, including building, utilities, life-safety, site features, and marine infrastructure (i.e. bulkheads, floats, etc.). The report is being reviewed by relevant Committees, Aunt Lydia's Cove, Selectmen, Finance as short- and long-term needs are budgeted. Two projects are moving forward in the short-term. The firm of CLE Engineering, Marion, MA, has been hired to design and oversee replacement of the Fish Pier Observation Deck. Due to a weather and element exposed location, heavy usage, interference with fish offloading operations, and lack of handicapped accessibility the deck is in need of replacement. Replacement will also allow issues related to the decks connection to the Fish Packing Building to be properly addressed. Replacement is anticipated in 2017. The Town will be moving forward in 2017 to engage an engineering firm to design and permit replacement/modification of the South Jog bulkhead.

The Town is also moving forward on engineering/permitting for replacement of the Ryder's Cove Landing bulkhead and infrastructure. Dredging projects are anticipated at several

**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**  
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locations in 2017, including Pleasant Bay and Aunt Lydia’s Cove, pending availability of the County Dredge.

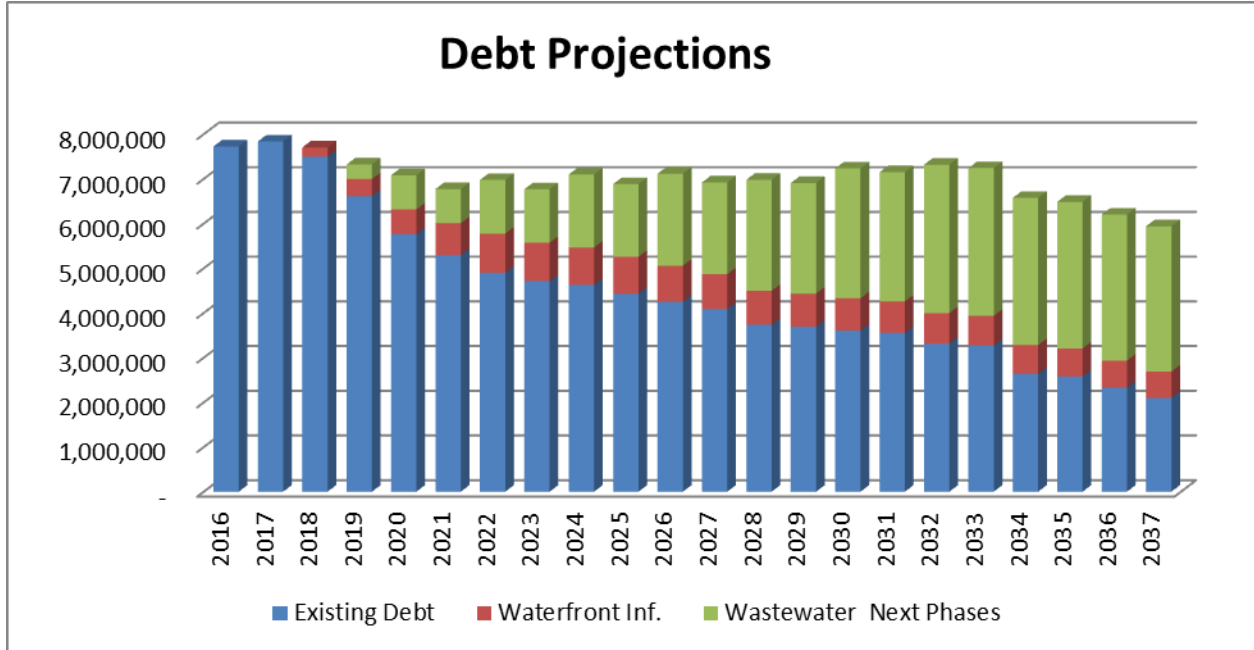
Article 21 in the warrant describes in detail the waterfront infrastructure projects and scheduling of the requested \$11,355,000 bond authorization.

Maintaining and upgrading waterfront facilities so they serve current and future needs is a constant funding challenge. As part of the yearly budget process staff develops a 5 year Capital Plan. The waterfront Capital Plan developed for the FY18 Budget identified \$11,355,000 for waterfront infrastructure projects for the period FY2018-2022. Projects range from replacement of bulkheads at the Fish Pier and Ryder’s Cove, resiliency projects at the Fish Pier in response to rising sea levels, relocation of the shellfish upweller to the 90 Bridge St. property, reconstruction of the Eldredge Pier to maintain its usability for the commercial fishing fleet, replacement of the Little Mill Pond Pier deck, and replacement of the Crow’s Pond boat ramp to improve functionality.

These projects are referenced in the Five-year Capital Plan (Appendix G), however will be removed upon approval of this Article and Ballot Question. The estimated costs per project/location per year are:

	Fish Pier	Fish Pier SJ Floats	Fish Pier CG Float	Ryder's Cove	90 Bridge St.	Eldredge Pier	OMBY	Little Mill Pond Pier	Barn Hill Ramp Walkway	Crows Pond Ramp	
2018	2,400,000			100,000	90,000						2,590,000
2019	1,075,000	200,000		600,000		2,000,000		75,000			3,950,000
2020	1,000,000			100,000	2,000,000		85,000				3,185,000
2021	400,000		80,000				150,000		25,000		655,000
2022	400,000						75,000			500,000	975,000
											-
	5,275,000	200,000	80,000	800,000	2,090,000	2,000,000	310,000	75,000	25,000	500,000	
											<b>\$11,355,000</b>

The Chart on the following page shows the impact on the debt service budget if both Capital Articles (Article 18 and Article 21) are approved by Town Meeting. The goal is to maintain the debt budget no higher than the current level.



**NEXT STEPS**

We remain committed to looking outside the box for cost saving strategies or ways to expand management capacity. Departments are also examining revenue sources such as reviewing fees and charges, and market conditions, as well as bi-lateral partnerships which we plan to continue and expand.

Renewable Energy

The four renewable solar energy photovoltaic [PV] installations, fully operational for a second calendar year in 2016, continue to be a cornerstone of the Town’s movement towards generating 100% of the electrical energy consumed at municipal facilities. The PV systems at the capped former landfill, Water Pollution Control Facility, Police Department and Town Office Annex generated over 2,500,000 kWh in calendar year 2016 to further offset Chatham’s total electrical demand. This total PV system performance from both ground mounted and rooftop panel installations realized generation of 86% of total energy demand at municipal facilities in 2016 with net benefits from the PV projects of over \$221,000 in FY2016 and is on target to meet the projection of over \$3.6 million in cumulative financial benefit by the end of the power purchase agreements at year 20.

In 2016, the Town continued to participate in other renewable energy initiatives offered through Cape and Vineyard Electric Cooperative (CVEC) such as “off-taker” agreements to receive net metering credits. A total of three “off-taker” agreements add to Chatham’s renewable energy portfolio including CVEC Phase I solar projects in other member towns, a wind generation project in Plymouth, and a new ground mounted solar array project in Dartmouth. When the new wind and solar “off-taker” projects start generating power (both

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expected to be fully operational in 2017), total annual generation from all “off-taker” sources will add a total of over 437,500 kWh of renewable energy per year to further offset the Town’s electrical demand. The total “off-taker” project generation is projected to bring the Town’s percentage of renewable energy used to meet municipal demand to approximately 93% in 2018. When fully operational in 2017, these “off-taker” agreements have a projected cumulative annual value in net metering credits of almost \$13,400 per year and a \$268,000 total value over the life of the agreements.

Additional efforts to save energy and operational costs have been incorporated in the design of the new Fire Station Headquarters project which was occupied in mid-2016. These measures include high efficiency LED lighting, water boilers and heating and cooling systems. Upon completion of the project the Town received incentive payments of over \$11,000 from National Grid for installing high efficiency equipment. An audit and retrofit at the Chatham Airport, coordinated by the Cape Light Compact, was completed in 2016. Over \$17,000 in retrofits (bulbs, fixtures etc.) were provided by the CLC with a projected annual savings of approximately 26,000 kWh of energy resulting in projected annual savings of over \$4,700. Additionally, the Town’s participation in CLC’s municipal power supply RFP resulted in a level rate for electric charges of 9.614 cents per kWh for the period July 2017 through July 2019 meter reads (FY2015 contract rate was 10.064 cents/kWh). Staff will also be seeking demand management audit assistance from the CLC to explore additional opportunities to fund and install high efficiency equipment in existing facilities in 2017 to help further reduce overall energy use. The Town will also continue to evaluate energy efficient options for new vehicle purchases to help reduce our carbon footprint.

### Technology

The Town’s Technology department is looking forward to continuing its productivity into FY2018. With Capital Funds from FY2016, the department successfully completed the migration of all phones and email to the County. This was possible by using the Open Cape Network. A Capital request in FY2017 completed the final three Fiber Optic Connections around the Town (Skate Park, Transfer Station, and WPCF). We continue to search for joint regional services with the County and nearby towns to control costs and allow for redundant/backup services.

The utilization of on-line forms has increased and in FY2017 we will complete the Health Department, Shellfish, and Sticker Department software implementation, as well as an on-line employee application and tracking program. We continue work to increase the number of applications available on-line as well as expand the acceptance of credit/debit card payments. Please visit this link for a full menu of on-line payment opportunities - <http://www.chatham-ma.gov/home/pages/online-services>.

In the beginning of 2017 the Town migrated the current webpage over to a new Drupal version offered by the same host – Virtual Town Hall. An important upgrade provides compliance with accessibility for the visual/hearing impaired as well as improved navigation from smart phone

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and tablet devices – including improved search functions. Some new features like Email and Text notifications will be developed in the near future.

Geographic Information System (GIS), led by our GIS Planner, has allowed for greater information sharing and expansion of tracking services among Town departments, notably mapping and routes for snow plowing. It has also been applied to coordinate local emergency planning and response efforts. One development is a shared tracking system and GIS map layer for residences on the Town's Reassurance and Special Assistance Lists for use by emergency response personnel in locating exterior vents.

*See-Click-Fix* (report a problem) was initiated in May 2016 and had 34 issues reported through year end using the app or <http://www.chatham-ma.gov/home/pages/seeclickfix>.

#### E-Permitting

Chatham was one of six Cape & Islands communities participating in a pilot program to automate-municipal permitting processes. Chatham's initial goal is to make building permit and inspections accessible 24 hours a day, seven days a week, effectively increasing the Town's hours of operation. Transactions that are more complex may require staff interaction to complete the process and staff remain available to assist citizens during regular work hours. As reported last year, the project, as with any canned software program that requires customization, required staff time from various departments to ensure historical data conversion and ease of use by customers. The software is working well for documenting and tracking permitting activity and will be available soon for applicants and the public to access.

#### Performance Management

The Town of Chatham participated in a pilot program of 18 communities conducted by the Collins Center at the University of Massachusetts funded through a Community Innovation Grant (CIG). This program provides assistance to Massachusetts municipalities looking to tune up or establish a performance management program (*CitiStat* or similar program) or to improve their usage of data in management and policy-making. *CitiStat* is a national leadership strategy that involves regular meetings between the Town Manager and Department Heads utilizing data to analyze performance, follow-up on previous appropriations and management directives, establish goals, and examine the effectiveness of such strategies. Last year the Finance Committee was presented with the Fire Department budget in a preliminary *CitiStat* format, which was well-received. The next step in the program is to compare Chatham-*Stat* with other municipalities in Barnstable County, and other communities statewide. The County received State grant funding to initiate this broader review known as the *OpenGov* project for national comparatives of similar communities. We continue to move in this direction to provide quantified information that supports management recommendations for allocation of resources and funding/staffing assignments.

## **FINAL NOTES**

Strategic budget planning efforts since 2012 and expense reductions for benefits have placed the Town in a much better financial position than many other towns in the Commonwealth. The challenge will be to maintain service level expectations within the desired funding parameters and retain our excellent AAA Bond Rating in accordance with the municipal guidelines used by rating agencies. We are also working to make the Budget document and presentations more visual and accessible in order to engage even more of our active constituency.

I remain committed to continue with our collaborative approach to financial management, in partnership with the BOS, Finance Committee, and Monomoy Regional School Committee, as we continue discussions of the core services our community desires and needs, with transparency of government operations. Town staff has been very successful with grant awards, regional partnerships, and we will continue to seek innovative funding and partnerships for programs and services.

As always, I want to acknowledge and express my sincere appreciation to Town Departments and Town Officials for their time, cooperation, and dedication in my effort to craft the sixth Town Manager Budget message, and for the great effort to achieve BOS budget directives. I want to further recognize employees across all departments for their dedication to the Town and their creative approach to problem-solving and operational improvements which enable us to implement new technologies, new programs, and new processes to refine and enhance our operations and delivery of critical services to the community. The level of professionalism and sense of teamwork exhibited by all during the seemingly year-long budget review process is remarkable.

I also appreciate the knowledge, historical perspective, feedback, and support from the many taxpayers passionate about our beautiful community. I am very privileged to serve as your Town Manager.

Thank you in advance for your thoughtful consideration. As always, I welcome your continued comments and input on how to make the Budget Summary and presentation more user-friendly.

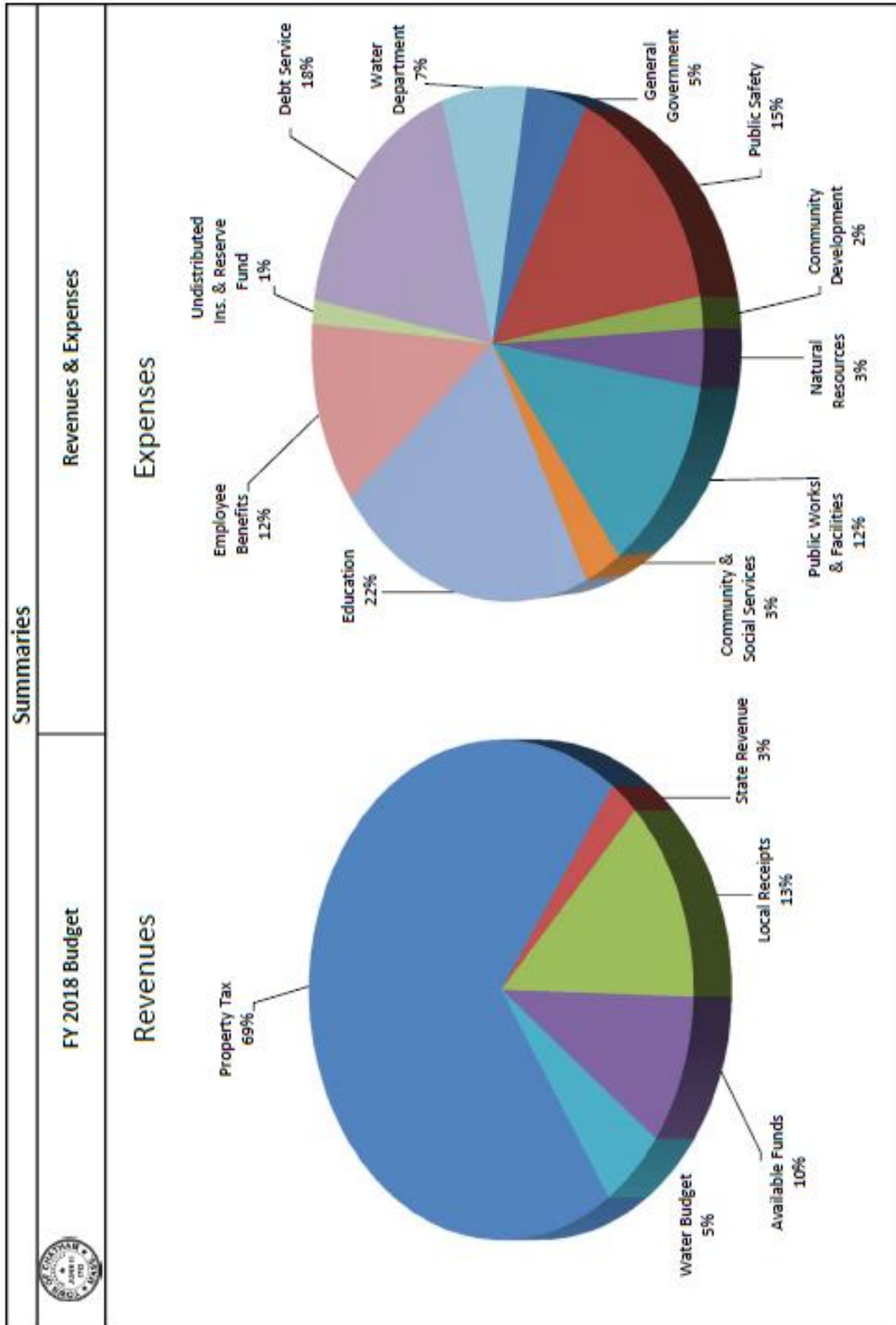
Respectfully submitted,  
Jill R. Goldsmith, Chatham Town Manager

*Attachments - Appendices*

## APPENDIX C

### Town Operating Budget Detail





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Annual Town Meeting Warrant with Suggested Motions – May 8, 2017

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FY 2018 Budget		Summaries					Sources of Funding/Revenues				
		FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Req	FY 2018 Town Manager	% Difference FY2017 - Town Manager	FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Req	FY 2018 Town Manager	% Difference FY2017 - Town Manager
<b>Sources of Funding (Summary)</b>											
Property Tax	31,140,649	32,444,747	34,207,262	32,764,262	0.96%	31,140,649	32,444,747	34,207,262	32,764,262	0.96%	
State Revenue	1,143,639	1,143,771	1,143,771	1,154,593	0.95%	1,143,639	1,143,771	1,143,771	1,154,593	0.95%	
Local Receipts	7,552,083	6,407,525	6,221,742	6,221,742	-2.90%	7,552,083	6,407,525	6,221,742	6,221,742	-2.90%	
Available Funds	3,287,744	5,737,856	4,561,682	4,586,682	-20.06%	3,287,744	5,737,856	4,561,682	4,586,682	-20.06%	
<b>Sub-Total Sources of Funding</b>	<b>43,124,115</b>	<b>45,733,899</b>	<b>46,134,457</b>	<b>44,727,279</b>	<b>-2.20%</b>	<b>43,124,115</b>	<b>45,733,899</b>	<b>46,134,457</b>	<b>44,727,279</b>	<b>-2.20%</b>	
<b>Other Funds</b>											
Bonding (w/o Water)	0	0	0	44,855,000		0	0	0	44,855,000		
Water Revenue, Direct	2,325,577	2,337,808	2,216,917	2,566,917	9.80%	2,325,577	2,337,808	2,216,917	2,566,917	9.80%	
Water Bonding/Surplus	0	3,850,000	2,130,000	2,130,000	-80.75%	0	3,850,000	2,130,000	2,130,000	-80.75%	
<b>Sub-Total</b>	<b>2,325,577</b>	<b>6,187,808</b>	<b>49,201,917</b>	<b>49,551,917</b>	<b>700.80%</b>	<b>2,325,577</b>	<b>6,187,808</b>	<b>49,201,917</b>	<b>49,551,917</b>	<b>700.80%</b>	
<b>Total Revenue</b>	<b>45,449,692</b>	<b>51,921,707</b>	<b>95,336,374</b>	<b>94,279,196</b>	<b>81.58%</b>	<b>45,449,692</b>	<b>51,921,707</b>	<b>95,336,374</b>	<b>94,279,196</b>	<b>81.58%</b>	
<b>Tax Levy</b>											
Base	25,719,013	26,663,870	27,855,046	27,855,046	4.47%	25,719,013	26,663,870	27,855,046	27,855,046	4.47%	
x2.5%	642,975	666,597	696,376	696,376	4.47%	642,975	666,597	696,376	696,376	4.47%	
Growth	301,881	524,580	250,000	250,000	-52.34%	301,881	524,580	250,000	250,000	-52.34%	
Overrides	0	0	0	0		0	0	0	0		
Capital Exclusions	0	0	0	0		0	0	0	0		
Debt Exclusions - Form DE-1	7,312,357	7,424,645	6,338,507	6,338,507	-14.63%	7,312,357	7,424,645	6,338,507	6,338,507	-14.63%	
Less: MSBA - School Debt	-951,612	-951,612	-951,612	-951,612	0.00%	-951,612	-951,612	-951,612	-951,612	0.00%	
Estimated exempt short term interest	-158,351	-195,676	-254,514	-254,514	30.07%	-158,351	-195,676	-254,514	-254,514	30.07%	
Barnstable County Tax	260,281	266,788	273,458	273,458	2.50%	260,281	266,788	273,458	273,458	2.50%	
Excess Levy Capacity - Not Used	-1,985,896	-1,954,444	0	-1,443,000	-26.17%	-1,985,896	-1,954,444	0	-1,443,000	-26.17%	
<b>Total Est. Tax Levy</b>	<b>31,140,649</b>	<b>32,444,747</b>	<b>34,207,262</b>	<b>32,764,262</b>	<b>0.98%</b>	<b>31,140,649</b>	<b>32,444,747</b>	<b>34,207,262</b>	<b>32,764,262</b>	<b>0.98%</b>	

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FY 2018 Budget		Summaries				
		Sources of Funding/Revenues				
	FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	% Difference FY2017 - Town Manager	
<b>State Revenue</b>						
<b>Education</b>						
Sch. Const. Reimbursement	951,612	951,612	951,612	951,612	0.00%	
Medicaid Reimbursements	0	0	0	0		
School Lunch	0	0	0	0		
<b>Sub-Total Education</b>	<b>951,612</b>	<b>951,612</b>	<b>951,612</b>	<b>951,612</b>	<b>0.00%</b>	
<b>General Government</b>						
Unrestricted General Government Aid	138,738	144,704	144,704	150,347	3.75%	
Veterans' Benefits	16,377	9,507	9,507	13,290	28.47%	
Exemptions Vets/Blind/Etc.	29,829	30,982	30,982	32,284	4.03%	
Exemptions Elderly						
Public Libraries	7,083	6,966	6,966	7,060	1.33%	
<b>Subtotal General Government</b>	<b>192,027</b>	<b>192,159</b>	<b>192,159</b>	<b>202,981</b>	<b>5.33%</b>	
<b>Total State Revenue</b>	<b>1,143,639</b>	<b>1,143,771</b>	<b>1,143,771</b>	<b>1,154,593</b>	<b>0.94%</b>	

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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FY 2018 Budget		Summaries					
		Sources of Funding/Revenues					
	FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 % Difference	FY 2017 - Town Manager	
<b>Local Revenue</b>							
Motor Vehicle Excise	1,213,339	975,000	975,000	975,000	0.00%	0.00%	
Meals Tax	412,661	350,000	350,000	350,000	0.00%	0.00%	
Hotel/Motel Excise	1,363,774	1,175,000	1,175,000	1,175,000	0.00%	0.00%	
Other Excise: Boat, etc.	33,843	25,000	0	0	-100.00%	-100.00%	
Penalties & Interest	300,547	120,000	120,000	120,000	0.00%	0.00%	
Payments in Lieu	30,178	25,000	25,000	25,000	0.00%	0.00%	
Chg's for Services: Sewer	489,440	400,000	400,000	400,000	0.00%	0.00%	
Chg's for Services: Trash	1,014,225	900,000	900,000	900,000	0.00%	0.00%	
Other Charges - Includes Ambulance	572,226	550,000	550,000	550,000	0.00%	0.00%	
Fees	203,428	175,000	175,000	175,000	0.00%	0.00%	
Rentals	149,026	125,000	125,000	125,000	0.00%	0.00%	
Recreation Revenue	493,225	450,000	450,000	450,000	0.00%	0.00%	
Other Dept'l Revenue	63,162	50,000	50,000	50,000	0.00%	0.00%	
Licenses & Permits	828,824	725,000	725,000	725,000	0.00%	0.00%	
Special Assessments	49,139	40,000	40,000	40,000	0.00%	0.00%	
Fines & Forfeits	61,663	50,000	50,000	50,000	0.00%	0.00%	
Interest Earnings	29,505	20,000	25,000	25,000	25.00%	25.00%	
Misc.	3,003	2,500	2,500	2,500	0.00%	0.00%	
Misc. non-recurring	240,875	250,025	84,242	84,242	-66.31%	-66.31%	
<b>Sub-Total Local Revenue</b>	<b>7,552,083</b>	<b>6,407,525</b>	<b>6,221,742</b>	<b>6,221,742</b>	<b>-2.90%</b>	<b>-2.90%</b>	

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Annual Town Meeting Warrant with Suggested Motions – May 8, 2017

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FY 2018 Budget		Summaries					Sources of Funding/Revenues		
		FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	FY 2017 - Town Manager	% Difference		
<b>Available Funds</b>									
Free Cash	1,035,494	3,091,730	2,210,550	2,210,550	2,210,550	-28.50%			
Overlay Surplus	150,000	150,000	182,198	182,198	182,198	17.67%			
Stabilization Fund	0	0	0	0	0	0.00%			
Retirement Fund	0	0	0	0	0	0.00%			
Enterprise Funds	25,000	25,000	25,000	25,000	25,000	0.00%			
<b>Other :</b>									
Land Bank Receipts Reserved	870,100	837,500	928,870	928,870	928,870	10.91%			
Community Preservation Fund	865,250	1,064,685	670,000	670,000	670,000	-37.07%			
Water Overhead	227,900	244,941	251,065	251,065	251,065	2.50%			
Cemetery Perpetual Care	1,000	1,000	1,000	1,000	1,000	0.00%			
Sale Of Lots & Graves Trust	0	10,000	5,000	5,000	5,000	-50.00%			
Wetland Protection Fund	10,000	10,000	10,000	10,000	10,000	0.00%			
Waterway Imp. Fund	75,000	275,000	250,000	250,000	275,000	0.00%			
Prior Articles	0	0	0	0	0				
Railroad Museum	3,000	3,000	3,000	3,000	3,000	0.00%			
PEG Access Funds	25,000	25,000	25,000	25,000	25,000	0.00%			
<b>Sub-Total Available Funds</b>	<b>3,287,744</b>	<b>5,737,856</b>	<b>4,561,682</b>	<b>4,586,682</b>	<b>4,586,682</b>	<b>-20.06%</b>			

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FY 2018 Budget		Summaries					Uses of Funds/Expenses				
		FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	% Difference FY2017 - Town Manager	FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	% Difference FY2017 - Town Manager
<b>Expenses</b>											
<b>Operating Budgets</b>											
General Government	1,965,181	1,993,476	2,000,260	2,038,376	2.25%	1,965,181	1,993,476	2,000,260	2,038,376	2.25%	
Public Safety	5,734,743	5,906,540	5,959,494	6,176,644	4.57%	5,734,743	5,906,540	5,959,494	6,176,644	4.57%	
Community Development	789,010	769,491	753,259	779,109	1.25%	789,010	769,491	753,259	779,109	1.25%	
Natural Resources (formerly H & E)	1,240,772	1,358,928	1,364,852	1,438,811	5.88%	1,240,772	1,358,928	1,364,852	1,438,811	5.88%	
Public Works & Facilities	4,527,167	4,709,493	4,749,046	4,994,786	6.06%	4,527,167	4,709,493	4,749,046	4,994,786	6.06%	
Community & Social Services	988,301	1,148,097	1,196,433	1,221,031	6.35%	988,301	1,148,097	1,196,433	1,221,031	6.35%	
Education	8,517,054	8,870,661	9,285,630	9,145,285	3.10%	8,517,054	8,870,661	9,285,630	9,145,285	3.10%	
Employee Benefits	4,203,785	4,740,390	5,251,200	5,192,105	9.53%	4,203,785	4,740,390	5,251,200	5,192,105	9.53%	
Undistributed Ins. & Reserve Fund	533,998	609,375	676,125	676,125	10.95%	533,998	609,375	676,125	676,125	10.95%	
Debt Service	7,722,079	7,834,625	7,492,785	7,492,785	-4.36%	7,722,079	7,834,625	7,492,785	7,492,785	-4.36%	
<b>Operating Budget Total</b>	<b>36,222,089</b>	<b>37,941,076</b>	<b>38,729,085</b>	<b>39,155,057</b>	<b>3.20%</b>	<b>36,222,089</b>	<b>37,941,076</b>	<b>38,729,085</b>	<b>39,155,057</b>	<b>3.20%</b>	
<b>Capital Budget</b>											
Town (no water)	1,895,545	2,018,250	6,444,000	2,026,500	0.41%	1,895,545	2,018,250	6,444,000	2,026,500	0.41%	
Water w/ Bonding	310,000	3,500,000	1,755,000	1,755,000	-99.43%	310,000	3,500,000	1,755,000	1,755,000	-99.43%	
Bonding/Other Avail Fds	0	350,000	42,355,000	42,355,000		0	350,000	42,355,000	42,355,000		
<b>Capital Budget Total</b>	<b>2,205,545</b>	<b>5,868,250</b>	<b>50,554,000</b>	<b>46,136,500</b>	<b>686.21%</b>	<b>2,205,545</b>	<b>5,868,250</b>	<b>50,554,000</b>	<b>46,136,500</b>	<b>686.21%</b>	

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Annual Town Meeting Warrant with Suggested Motions – May 8, 2017

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FY 2018 Budget		Summaries					Uses of Funds/Expenses		
		FY 2016 Actual	FY 2017 Budget	FY 2018 Dept Request	FY 2018 Town Manager	% Difference FY2017 - Town Manager	FY 2018 Dept Request	FY 2018 Town Manager	% Difference FY2017 - Town Manager
Water Operating Budget	2,447,911	2,737,808	2,616,917	2,966,917	8.37%				
Articles-Routine at ATM	675,000	1,108,730	992,198	1,135,130	2.38%				
Land Purchase	0	1,500,000	2,625,000	2,625,000					
Community Preservation	865,250	1,064,685	670,000	670,000	-37.07%				
Library Supplemental	0	0	0	0					
Enterprise Fund	25,000	25,000	25,000	25,000	0.00%				
Stabilization Fund/OPEB Trust	150,000	150,000	150,000	150,000	0.00%				
<b>Total Town Meeting Approp</b>	<b>4,163,161</b>	<b>6,586,223</b>	<b>7,079,115</b>	<b>7,572,047</b>	<b>14.97%</b>				
Overlay for Abatements	374,107	295,629	350,000	350,000	18.39%				
Charges: State & County	694,400	716,710	734,628	750,707	4.74%				
Other Articles	303,840	0	300,000	300,000					
Court Judgements & Other Deficits	86,484	103,771	0	7,825	-92.46%				
State Aid - Offsets (Lunch & Libr'y)	8,960	6,996	6,996	7,060	0.91%				
<b>Total Expenses</b>	<b>44,058,586</b>	<b>51,518,654</b>	<b>97,753,824</b>	<b>94,279,196</b>	<b>83.00%</b>				

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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Summaries									
FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 Town Manager	FY 2018 Town Manager	% Difference
<b>GENERAL GOVERNMENT</b>									
<b>Dept - 114 Town Moderator</b>									
Personnel Services	600	600	600	600	600	600	600	600	0.00%
Expenses	20	20	50	20	50	50	50	50	0.00%
<b>Total Town Moderator</b>	<b>620</b>	<b>620</b>	<b>650</b>	<b>620</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>0.00%</b>
<b>Dept - 131 Finance Committee</b>									
Personnel Services	1,701	691	2,000	57	2,000	2,000	2,000	2,000	0.00%
Expenses	176	212	600	176	600	600	600	600	0.00%
<b>Total Finance Committee</b>	<b>1,877</b>	<b>903</b>	<b>2,600</b>	<b>233</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>0.00%</b>
<b>Dept - 122 Board of Selectmen</b>									
Personnel Services	10,500	10,500	10,500	5,250	10,500	10,500	10,500	10,500	0.00%
Expenses	800	1,394	1,000	392	1,000	1,000	1,000	1,000	0.00%
<b>Total Board of Selectmen</b>	<b>11,300</b>	<b>11,894</b>	<b>11,500</b>	<b>5,642</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>0.00%</b>
<b>Dept - 123 Town Manager</b>									
Personnel Services	216,438	225,153	230,866	112,026	240,368	240,368	240,368	240,368	4.12%
Expenses	166,936	159,170	164,200	76,402	164,200	164,200	164,200	164,200	0.00%
<b>Total Town Manager</b>	<b>383,373</b>	<b>384,323</b>	<b>395,066</b>	<b>188,428</b>	<b>404,568</b>	<b>404,568</b>	<b>404,568</b>	<b>404,568</b>	<b>2.41%</b>
<b>Dept - 130 Human Resources</b>									
Personnel Services	86,662	91,889	96,722	50,532	94,313	94,313	94,313	94,313	-2.49%
Expenses	16,627	20,849	12,900	7,702	12,900	12,900	14,900	14,900	15.50%
<b>Total Human Resources</b>	<b>103,288</b>	<b>112,737</b>	<b>109,622</b>	<b>58,235</b>	<b>107,213</b>	<b>107,213</b>	<b>109,213</b>	<b>109,213</b>	<b>-0.37%</b>

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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Summaries									
FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 FY2017 - Town Manager	% Difference	
<b>Dept - 151 Legal</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	132,728	176,075	110,000	119,524	110,000	125,000			13.64%
<b>Total Legal</b>	<b>132,728</b>	<b>176,075</b>	<b>110,000</b>	<b>119,524</b>	<b>110,000</b>	<b>125,000</b>			<b>13.64%</b>
<b>Dept - 148 Audit</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	29,523	32,701	38,000	13,500	38,000	38,000			0.00%
<b>Total Audit</b>	<b>29,523</b>	<b>32,701</b>	<b>38,000</b>	<b>13,500</b>	<b>38,000</b>	<b>38,000</b>			<b>0.00%</b>
<b>Dept - 135 Accounting</b>									
Personnel Services	212,874	224,535	226,560	108,257	233,476	233,476			3.05%
Expenses	2,766	2,704	7,500	1,617	7,500	7,500			0.00%
<b>Total Accounting</b>	<b>215,640</b>	<b>227,239</b>	<b>234,060</b>	<b>109,874</b>	<b>240,976</b>	<b>240,976</b>			<b>2.95%</b>
<b>Dept - 141 Assessing</b>									
Personnel Services	190,523	146,889	162,776	80,168	166,786	166,786			2.46%
Expenses	48,271	32,462	71,600	41,574	71,600	71,600			0.00%
<b>Total Assessing</b>	<b>238,793</b>	<b>179,351</b>	<b>234,376</b>	<b>121,742</b>	<b>238,386</b>	<b>238,386</b>			<b>1.71%</b>
<b>Dept - 146 Treasurer/Collector</b>									
Personnel Services	156,515	193,150	183,958	89,418	167,244	185,820			1.01%
Expenses	20,610	38,294	31,550	11,150	31,550	40,825			29.40%
<b>Total Treasurer/Collector</b>	<b>177,125</b>	<b>231,444</b>	<b>215,508</b>	<b>100,567</b>	<b>198,794</b>	<b>226,645</b>			<b>5.17%</b>

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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 FY 2018 Budget		Summaries						
		FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2017 - Town Manager % Difference
<b>Dept - 155 Information Technologies</b>								
Personnel Services	239,634	260,435	268,025	128,467	273,324	273,324	1.98%	
Expenses	138,303	147,738	141,250	94,785	141,250	141,250	0.00%	
<b>Total Information Technologies</b>	<b>377,937</b>	<b>408,173</b>	<b>409,275</b>	<b>223,251</b>	<b>414,574</b>	<b>414,574</b>	<b>1.29%</b>	
<b>Dept - 161 Town Clerk</b>								
Personnel Services	125,808	126,446	124,964	61,629	125,164	125,164	0.16%	
Expenses	11,483	6,180	13,565	4,575	13,565	13,565	0.00%	
<b>Total Town Clerk</b>	<b>137,291</b>	<b>132,627</b>	<b>138,529</b>	<b>66,204</b>	<b>138,729</b>	<b>138,729</b>	<b>0.14%</b>	
<b>Dept - 162 Elections</b>								
Personnel Services	650	350	1,275	0	1,275	1,275	0.00%	
Expenses	27,536	24,247	41,445	14,910	41,445	33,210	-19.87%	
<b>Total Elections</b>	<b>28,186</b>	<b>24,597</b>	<b>42,720</b>	<b>14,910</b>	<b>42,720</b>	<b>34,485</b>	<b>-19.28%</b>	
<b>Dept - 124 Summer Residents Advisory Committee</b>								
Personnel Services	0	0	0	0	0	0	0.00%	
Expenses	2,264	2,148	2,300	1,164	2,300	2,300	0.00%	
<b>Total Summer Residents Advisory</b>	<b>2,264</b>	<b>2,148</b>	<b>2,300</b>	<b>1,164</b>	<b>2,300</b>	<b>2,300</b>	<b>0.00%</b>	
<b>Dept - 125 Parking Clerk</b>								
Personnel Services	4,000	4,000	6,000	4,000	6,000	6,000	0.00%	
Expenses	1,805	1,671	500	240	500	500	0.00%	
<b>Total Parking Clerk</b>	<b>5,805</b>	<b>5,671</b>	<b>6,500</b>	<b>4,240</b>	<b>6,500</b>	<b>6,500</b>	<b>0.00%</b>	

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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Summaries		Department Expenses								
		FY 2018 Budget	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2017 - Town Manager % Difference	
<b>Dept -165 Sticker (Permit) Office</b>										
	Personnel Services	28,227	31,705	39,270	13,193	40,350	40,350	40,350	2.75%	
	Expenses	4,573	2,973	3,500	677	2,400	3,900	3,900	11.43%	
	<b>Total Sticker (Permit) Office</b>	<b>32,800</b>	<b>34,677</b>	<b>42,770</b>	<b>13,870</b>	<b>42,750</b>	<b>44,250</b>	<b>44,250</b>	<b>3.46%</b>	

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FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 FY2017 - Town Manager	% Difference	
<b>PUBLIC SAFETY</b>									
<b>Dept - 210 Police</b>									
Personnel Services	2,355,858	2,346,214	2,368,239	1,189,375	2,426,204	2,469,204		4.26%	
Expenses	157,598	138,589	162,346	86,372	164,946	174,096		7.24%	
<b>Total Police</b>	<b>2,513,456</b>	<b>2,484,803</b>	<b>2,530,585</b>	<b>1,275,747</b>	<b>2,591,150</b>	<b>2,643,300</b>		<b>4.45%</b>	
<b>Dept - 216 Emergency Management</b>									
Personnel Services	0	0	2,500	0	2,500	2,500		0.00%	
Expenses	2,986	4,375	6,600	115	6,600	6,600		0.00%	
<b>Total Emergency Management</b>	<b>2,986</b>	<b>4,375</b>	<b>9,100</b>	<b>115</b>	<b>9,100</b>	<b>9,100</b>		<b>0.00%</b>	
<b>Dept - 215 Animal Control</b>									
Personnel Services	59,863	31,871	43,623	22,833	46,066	46,066		5.60%	
Expenses	126	475	1,900	633	1,900	1,900		0.00%	
<b>Total Animal Control</b>	<b>59,989</b>	<b>32,346</b>	<b>45,523</b>	<b>23,467</b>	<b>47,966</b>	<b>47,966</b>		<b>5.37%</b>	
<b>Dept - 220 Fire</b>									
Personnel Services	2,868,039	2,775,917	2,878,629	1,537,051	2,868,575	3,013,575		4.69%	
Expenses	504,060	431,123	436,180	328,569	436,180	456,180		4.59%	
<b>Total Fire</b>	<b>3,372,099</b>	<b>3,207,039</b>	<b>3,314,809</b>	<b>1,865,620</b>	<b>3,304,755</b>	<b>3,469,755</b>		<b>4.67%</b>	
<b>Dept - 222 Cape and Islands EMS</b>									
Personnel Services	0	0	0	0	0	0		0.00%	
Expenses	5,492	5,492	5,493	5,492	5,493	5,493		0.00%	
<b>Total Cape and Islands EMS</b>	<b>5,492</b>	<b>5,492</b>	<b>5,493</b>	<b>5,492</b>	<b>5,493</b>	<b>5,493</b>		<b>0.00%</b>	


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Summaries									
FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2017	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018	% Difference
<b>Dept - 224 Oil Pollution Control</b>									
Personnel Services	0	0	0	0	0	0	0	0	
Expenses	1,025	688	1,030	836	836	1,030	1,030	1,030	0.00%
<b>Total Oil Pollution Control</b>	<b>1,025</b>	<b>688</b>	<b>1,030</b>	<b>836</b>	<b>836</b>	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>	<b>0.00%</b>

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 FY 2018 Budget		Summaries						
		Department Expenses						
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2017 - Town Manager	% Difference
<b>COMMUNITY DEVELOPMENT</b>								
Dept - 240 Community Development								
Personnel Services	502,720	636,353	637,391	268,644	620,759	623,609		-2.16%
Expenses	90,999	97,656	70,100	18,677	70,500	80,500		14.84%
<b>Total Community Development</b>	<b>593,719</b>	<b>734,010</b>	<b>707,491</b>	<b>287,321</b>	<b>691,259</b>	<b>704,109</b>		<b>-0.48%</b>
<b>Dept - 182 Economic Development - Chamber of Commerce</b>								
Personnel Services	0	0	0	0	0	0		
Expenses	55,000	55,000	62,000	34,512	62,000	75,000		20.97%
<b>Total Economic Development Chamber of Commerce</b>	<b>55,000</b>	<b>55,000</b>	<b>62,000</b>	<b>34,512</b>	<b>62,000</b>	<b>75,000</b>		<b>20.97%</b>


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		Department Expenses						
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	YTD 12/31/16	FY 2017 Dept Request	FY 2018 Town Manager	FY 2018 % Difference	
<b>NATURAL RESOURCES</b>								
<b>Dept - 510 Health</b>								
Personnel Services	285,267	270,983	297,125	134,460	297,578	297,578	0.15%	
Expenses	77,167	90,094	98,150	34,200	88,150	89,150	-9.17%	
<b>Total Health</b>	<b>362,434</b>	<b>361,077</b>	<b>395,275</b>	<b>168,659</b>	<b>385,728</b>	<b>386,728</b>	<b>-2.16%</b>	
<b>Dept - 171 Conservation</b>								
Personnel Services	172,038	151,198	168,400	72,740	173,574	229,053	36.02%	
Expenses	21,741	11,286	21,550	4,463	21,550	31,550	46.40%	
<b>Total Conservation</b>	<b>193,779</b>	<b>162,484</b>	<b>189,950</b>	<b>77,202</b>	<b>195,124</b>	<b>260,603</b>	<b>37.20%</b>	
<b>Dept - 280 Pleasant Bay Management</b>								
Personnel Services	0	0	0	0	0	0		
Expenses	32,774	32,900	32,900	0	33,723	33,723	2.44%	
<b>Total Pleasant Bay Management</b>	<b>32,774</b>	<b>32,900</b>	<b>32,900</b>	<b>0</b>	<b>33,723</b>	<b>33,723</b>	<b>2.44%</b>	
<b>Dept - 270 Harbormaster</b>								
Personnel Services	344,678	330,316	351,353	185,318	353,474	356,154	1.37%	
Expenses	93,829	91,625	102,971	39,435	104,740	109,740	6.57%	
<b>Total Harbormaster</b>	<b>438,507</b>	<b>421,941</b>	<b>454,324</b>	<b>224,753</b>	<b>458,214</b>	<b>465,894</b>	<b>2.55%</b>	
<b>Dept - 295 Coastal Resources</b>								
Personnel Services	84,561	95,862	110,693	56,418	111,097	111,097	0.36%	
Expenses	4,663	2,744	5,540	3,299	5,540	5,340	-3.61%	
<b>Total Coastal Resources</b>	<b>89,224</b>	<b>98,606</b>	<b>116,233</b>	<b>59,716</b>	<b>116,637</b>	<b>116,437</b>	<b>0.18%</b>	

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<b>Dept - 247 Shellfish</b>									
Personnel Services	147,251	147,922	153,556	86,024	158,736	158,736	158,736	3.37%	
Expenses	12,087	13,689	13,690	4,938	13,690	13,690	13,690	0.00%	
<b>Total Shellfish</b>	<b>159,338</b>	<b>161,611</b>	<b>167,246</b>	<b>90,962</b>	<b>172,426</b>	<b>172,426</b>	<b>172,426</b>	<b>3.10%</b>	
<b>Dept - 291 South Coast Harbor Plan Committee</b>									
Personnel Services	257	177	500	147	500	500	500	0.00%	
Expenses	500	0	500	0	500	500	500	0.00%	
<b>Total South Coast Harbor Plan Committee</b>	<b>757</b>	<b>177</b>	<b>1,000</b>	<b>147</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	
<b>Dept - 248 Shellfish Advisory Committee</b>									
Personnel Services	679	1,037	800	255	800	800	800	0.00%	
Expenses	0	0	200	0	200	200	200	0.00%	
<b>Total Shellfish Advisory Committee</b>	<b>679</b>	<b>1,037</b>	<b>1,000</b>	<b>255</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	
<b>Dept - 189 Waterways Advisory Committee</b>									
Personnel Services	0	200	200	73	200	200	200	0.00%	
Expenses	652	740	800	431	800	800	800	0.00%	
<b>Total Water Advisory Committee</b>	<b>652</b>	<b>940</b>	<b>1,000</b>	<b>504</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	

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<b>DEPARTMENT OF PUBLIC WORKS</b>									
<b>Dept - 640 Parks and Recreation</b>									
Personnel Services	834,798	797,616	872,348	499,102	868,535	929,860		6.59%	
Expenses	171,586	146,563	168,290	76,849	172,490	180,990		7.55%	
<b>Total Parks and Recreation</b>	<b>1,006,383</b>	<b>944,179</b>	<b>1,040,638</b>	<b>575,951</b>	<b>1,041,025</b>	<b>1,110,850</b>		<b>6.75%</b>	
<b>Dept - 420 Highway</b>									
Personnel Services	331,633	366,844	385,820	191,987	348,953	417,459		8.20%	
Expenses	63,690	72,207	61,200	25,253	61,200	61,200		0.00%	
<b>Total Highway</b>	<b>395,323</b>	<b>439,052</b>	<b>447,020</b>	<b>217,240</b>	<b>410,153</b>	<b>478,659</b>		<b>7.08%</b>	
<b>Dept - 423 Snow and Ice</b>									
Personnel Services	35,526	25,909	16,000	1,988	16,000	16,000		0.00%	
Expenses	224,818	164,392	75,000	4,747	75,000	75,000		0.00%	
<b>Total Snow and Ice</b>	<b>260,344</b>	<b>190,301</b>	<b>91,000</b>	<b>6,736</b>	<b>91,000</b>	<b>91,000</b>		<b>0.00%</b>	
<b>Dept - 424 Street Lighting</b>									
Personnel Services	0	0	0	0	0	0		0.00%	
Expenses	22,375	17,058	20,000	8,389	20,000	20,000		0.00%	
<b>Total Street Lighting</b>	<b>22,375</b>	<b>17,058</b>	<b>20,000</b>	<b>8,389</b>	<b>20,000</b>	<b>20,000</b>		<b>0.00%</b>	
<b>Dept - 430 Transfer Station</b>									
Personnel Services	432,655	301,341	333,567	167,637	361,632	433,541		29.97%	
Expenses	512,504	720,910	624,600	392,391	624,600	630,600		0.96%	
<b>Total Transfer Station</b>	<b>945,158</b>	<b>1,022,251</b>	<b>958,167</b>	<b>560,028</b>	<b>986,232</b>	<b>1,064,141</b>		<b>11.06%</b>	

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<b>Dept - 425 Fuel Depot</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	151,553	109,149	166,000	55,032	206,000	186,000	186,000		12.05%
<b>Total Fuel Depot</b>	<b>151,553</b>	<b>109,149</b>	<b>166,000</b>	<b>55,032</b>	<b>206,000</b>	<b>186,000</b>	<b>186,000</b>		<b>12.05%</b>
<b>Dept - 192 Project Operations &amp; Facilities</b>									
Personnel Services	394,946	355,176	374,995	171,409	370,026	370,026	370,026		-1.33%
Expenses	478,866	387,499	491,350	244,896	491,350	491,350	491,350		0.00%
<b>Total Project Operations &amp; Facilities</b>	<b>873,813</b>	<b>742,676</b>	<b>866,345</b>	<b>416,305</b>	<b>861,376</b>	<b>861,376</b>	<b>861,376</b>		<b>-0.57%</b>
<b>Dept - 443 Sewer</b>									
Personnel Services	22,884	27,021	22,753	10,971	23,910	23,910	23,910		5.09%
Expenses	904,761	908,498	940,390	460,243	950,170	1,000,170	1,000,170		6.36%
<b>Total Sewer</b>	<b>927,645</b>	<b>935,518</b>	<b>963,143</b>	<b>471,214</b>	<b>974,080</b>	<b>1,024,080</b>	<b>1,024,080</b>		<b>6.33%</b>
<b>Dept - 491 Cemetery</b>									
Personnel Services	13,893	13,184	17,800	6,100	17,800	17,800	17,800		0.00%
Expenses	57,832	60,698	74,380	30,003	76,380	75,880	75,880		2.02%
<b>Total Cemetery</b>	<b>71,725</b>	<b>73,882</b>	<b>92,180</b>	<b>36,102</b>	<b>94,180</b>	<b>93,680</b>	<b>93,680</b>		<b>1.63%</b>
<b>Dept - 645 Lighthouse Beach</b>									
Personnel Services	44,482	47,435	51,000	43,350	51,000	51,000	51,000		0.00%
Expenses	9,732	5,666	14,000	4,053	14,000	14,000	14,000		0.00%
<b>Total Lighthouse Beach</b>	<b>54,213</b>	<b>53,101</b>	<b>65,000</b>	<b>47,403</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>		<b>0.00%</b>

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<b>HUMAN SERVICES</b>									
<b>Dept - 541 Council on Aging</b>									
Personnel Services	188,619	202,855	248,848	115,685	266,161	266,161		6.96%	
Expenses	20,085	26,397	24,707	22,176	25,827	39,547		60.06%	
<b>Total Council on Aging</b>	<b>208,704</b>	<b>229,252</b>	<b>273,555</b>	<b>137,861</b>	<b>291,988</b>	<b>305,708</b>		<b>11.75%</b>	
<b>Dept -543 Veterans Services</b>									
Personnel Services	0	0	0	0	0	0			
Expenses	61,339	56,796	73,906	52,401	75,320	75,320		1.91%	
<b>Total Veterans Services</b>	<b>61,339</b>	<b>56,796</b>	<b>73,906</b>	<b>52,401</b>	<b>75,320</b>	<b>75,320</b>		<b>1.91%</b>	
<b>Dept -560 Human Services</b>									
Personnel Services	0	0	0	0	0	0			
Expenses	212,050	208,765	275,025	92,748	275,025	284,903		3.59%	
<b>Total Human Services</b>	<b>212,050</b>	<b>208,765</b>	<b>275,025</b>	<b>92,748</b>	<b>275,025</b>	<b>284,903</b>		<b>3.59%</b>	
<b>Dept - 610 Libraries</b>									
Eldredge Public Library	451,880	462,751	491,511	245,756	520,000	520,000		5.80%	
So. Chatham Public Library	5,100	5,100	5,100	2,550	5,100	5,100		0.00%	
<b>Total Libraries</b>	<b>456,980</b>	<b>467,851</b>	<b>496,611</b>	<b>248,306</b>	<b>525,100</b>	<b>525,100</b>		<b>5.74%</b>	

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<b>Dept - 692 Public Ceremonies</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	16,345	17,094	18,500	17,487	18,500	19,500	0		
<b>Total Public Ceremonies</b>	<b>16,345</b>	<b>17,094</b>	<b>18,500</b>	<b>17,487</b>	<b>18,500</b>	<b>19,500</b>	<b>0</b>	<b>5.41%</b>	
<b>Dept - 699 Other Public Events/Chatham Band</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	7,500	7,500	7,500	7,500	7,500	7,500	7,500		
<b>Total Other Public Events/Chatham Band</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>	
<b>Dept - 670 Railroad Museum</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	3,245	1,043	3,000	200	3,000	3,000	3,000		
<b>Total Railway Museum</b>	<b>3,245</b>	<b>1,043</b>	<b>3,000</b>	<b>200</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>	

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<b>EDUCATION</b>										
Chatham Public Schools/Monomoy RSD.										
Salaries & Expenses	7,403,412	7,556,170	8,025,756	3,711,145	8,448,342	8,334,643		3.85%		
Debt Service	0	0	634,699	0	616,572	616,572		-2.86%		
<b>Total Chatham/Monomoy Schools</b>	<b>7,739,657</b>	<b>8,207,932</b>	<b>8,660,455</b>	<b>3,711,145</b>	<b>9,064,914</b>	<b>8,951,215</b>		<b>3.36%</b>		
CC Tech. Regional High School										
Expenses	367,437	309,122	210,206	126,124	220,716	194,070		-8.31%		
<b>Total</b>	<b>367,437</b>	<b>309,122</b>	<b>210,206</b>	<b>126,124</b>	<b>220,716</b>	<b>194,070</b>		<b>-8.31%</b>		
<b>Total Education</b>	<b>8,107,094</b>	<b>8,517,054</b>	<b>8,870,661</b>	<b>3,837,269</b>	<b>9,285,630</b>	<b>9,145,285</b>		<b>3.10%</b>		

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FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 FY2017 - Town Manager	% Difference	
<b>EMPLOYEE BENEFITS</b>									
<b>Dept - 920 Employee Benefits</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	4,177,371	4,203,785	4,740,390	3,156,814	5,251,200	5,192,105		9.53%	
<b>Total Employee Benefits</b>	<b>4,177,371</b>	<b>4,203,785</b>	<b>4,740,390</b>	<b>3,156,814</b>	<b>5,251,200</b>	<b>5,192,105</b>		<b>9.53%</b>	
<b>UNDISTRIBUTED</b>									
<b>Dept - 945 Insurance</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	449,519	498,998	509,375	569,635	576,125	576,125		11.59%	
<b>Total Insurance</b>	<b>449,519</b>	<b>498,998</b>	<b>509,375</b>	<b>569,635</b>	<b>576,125</b>	<b>576,125</b>		<b>11.59%</b>	
<b>Reserve Fund</b>									
Expenses	0	35,000	100,000	0	100,000	100,000		0.00%	
<b>Total Reserve Fund</b>	<b>0</b>	<b>35,000</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>		<b>0.00%</b>	
<b>DEBT SERVICES</b>									
<b>Dept - 710 Debt Service</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	7,150,548	7,722,079	7,834,625	3,993,753	7,492,785	7,492,785		-4.36%	
<b>Total Debt Service</b>	<b>7,150,548</b>	<b>7,722,079</b>	<b>7,834,625</b>	<b>3,993,753</b>	<b>7,492,785</b>	<b>7,492,785</b>		<b>-4.36%</b>	

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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Summaries									
FY 2018 Budget					Department Expenses				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD 12/31/16	FY 2018 Dept Request	FY 2018 Town Manager	FY 2018 FY2017 - Town Manager	% Difference	
<b>Dept - 450 Water</b>									
Personnel Services	128,094	134,567	188,775	64,875	172,588	172,588	172,588	-8.57%	
Expenses	1,222,466	1,296,973	1,309,320	624,094	1,316,190	1,666,190	1,666,190	27.26%	
<b>Water Operating Expenses</b>	<b>1,350,561</b>	<b>1,431,540</b>	<b>1,498,095</b>	<b>688,969</b>	<b>1,488,778</b>	<b>1,838,778</b>	<b>1,838,778</b>	<b>22.74%</b>	
Total Overhead	233,139	238,967	244,941	0	251,065	251,065	251,065	2.50%	
Prepaid Non Betterment	39,760	37,870	35,963	0	0	0	0	-100.00%	
Total Debt Service	789,469	966,541	958,809	488,993	877,074	877,074	877,074	-8.52%	
<b>Water Grand Total</b>	<b>2,412,929</b>	<b>2,674,919</b>	<b>2,737,808</b>	<b>1,177,963</b>	<b>2,616,917</b>	<b>2,966,917</b>	<b>2,966,917</b>	<b>8.37%</b>	

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## APPENDIX D

### Regional School Districts Assessments

**Monomoy Regional School District**

Dear Chatham Voters,

I'd like to thank you for your support of the Monomoy Regional School District. Monomoy's FY18 budget allows our school district to maintain and strategically enhance its academic program, better support struggling learners, and further expand opportunities for the children of our towns. As in past years, Monomoy's FY18 budget supports personalized learning by providing small class sizes that are on average 18 students or fewer at the elementary level and 20 students or fewer at the middle and high school levels. Beyond the classroom, students further flourish in our vibrant performing arts program, on our growing interscholastic sports teams, and through numerous educational trips, both domestic and abroad.

The quality of our schools can be seen within our performing arts, on our athletic fields, and in the graduates we are producing. From the elementary choir singing at our winter strolls to the middle school production of the play *Makin' It* this fall to the talent in the recent high school musical *Catch Me If You Can*, the performing arts are vibrant at Monomoy and add to the richness of our two towns. Our high school varsity sports program is also hitting their stride, and so far this school year, we have had two Cape and Islands League Championships: Varsity Field Hockey and Boys Varsity Basketball. This year's M.A.S.S. Award of Academic Excellence was presented to Monomoy Regional High School senior Colleen Cronin, who will be attending Brown University in the fall. Colleen excels academically, in field hockey, and the performing arts and exemplifies the increasing number of high achieving students our new high school is producing.

During the 2016-2017 school year, 1,864 students attend Monomoy Regional. This is a decrease of 67 students, but the enrollment of Chatham students within the district decreased by only 7 students. The Town's assessment is determined, in part, by the foundation enrollment, which is the number of Chatham students attending Monomoy Regional and charter schools or other public school districts through school choice. Included in this foundation enrollment calculation are 57 Chatham students attending other school districts through inter-district school choice and 21 Chatham students attending charter schools, each of whom Monomoy Regional is fiscally responsible for funding during the 2015-2016 academic year. The number of Chatham students attending other school districts and charter schools has decreased by 4 students over the prior year (a 7% decrease). Chatham students represent 26.52% of Monomoy's foundation enrollment for FY17 – this is a .3% increase over the prior year.

Monomoy Regional's FY18 budget is a "level staffing" budget. This budget maintains the educational programs the district has put in place in recent years, including our new *Math in Focus* curriculum in Grades K-7, *Measures of Academic Success* progress monitoring across grade levels, interdisciplinary oceanography for all 8<sup>th</sup> graders, physics for all high school

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freshmen, both Latin and Spanish instruction at the middle school level, and Latin, Spanish, French, and Mandarin options for high school students. Within this FY18 budget are also new initiatives, improving the quality of instruction and learning in our schools. We will be adding a new Global Studies program at the high school starting the 2017-2018 school year. This budget also funds an instructional technology initiative of providing a Chromebook for each middle school student, around which our middle school curriculum will be based – a similar, and very successful, initiative started three years ago at the high school level with the opening of the new school.

Monomoy Regional's FY18 General Fund Budget, including debt, is \$38,115,065, a 4.8% increase over FY17. Monomoy will be using \$333,326 from our Excess and Deficiency reserve to offset the FY18 budget. The school district's FY18 debt service is \$2,324,931, and as we pay down the cost of the new high school over the next 23 years, this debt will continually decrease. Chatham's FY18 assessment will be \$8,951,215, a 3.7% increase over the prior year, with ever escalating health insurance costs as the major factor increasing our budget.

At Monomoy Regional, we take pride in the educational program and opportunities we are developing and providing for the children of Chatham and Harwich, and we appreciate your support of our FY18 budget so we can continue to provide a high quality education to the children of our towns. You can learn more about our educational program and Monomoy's schools on our website at [www.monomoy.edu](http://www.monomoy.edu).

Proud to be a Monomoy Shark.

Scott Carpenter  
Superintendent  
Monomoy Regional School District

**Cape Cod Regional Technical High School District**

*Cape Cod Regional Technical High School will provide an opportunity to acquire high quality technical, academic, and social skills which prepare our students for success in our changing world.*

**Our Budget**

The actual budget of **\$14,732,000** is an increase of **1.89%** from FY17 and the assessments for each town varies based on the Education Reform formula and the membership from each community.

**Enrollment**

Cape Cod Tech serves as an educational facility with a student population of **621** as of **October 1, 2016**. A comparison of the enrollments from your community for the last four years shows:

<b>Year</b>	<b>Town Enrollment</b>	<b>Percentage of Total Enrollment</b>
2013	21	3.2%
2014	17	2.6%
2015	11	1.8%
2016	10	1.7%

**Assessments**

A comparison of Chatham assessments for the last four years shows the following:

<b>Fiscal Year</b>	<b>Assessment</b>
FY15	\$367,437
FY16	\$309,122
FY17	\$210,206
FY18	\$194,070

**MSBA Project at Cape Cod Tech**

During the previous module of the project, the Feasibility Study, a preferred solution study was chosen and recommended to the Massachusetts School Building Authority. On November 30, 2016, the School Building Committee of Cape Cod Tech unanimously voted to recommend a new construction project to the MSBA. On February 15, 2017, the MSBA also voted unanimously to recommend the chosen design.

The Cape Cod Regional Technical High School District is currently in Module IVL Schematic Design, with the Massachusetts School Building Authority. In this phase of the Building Project,

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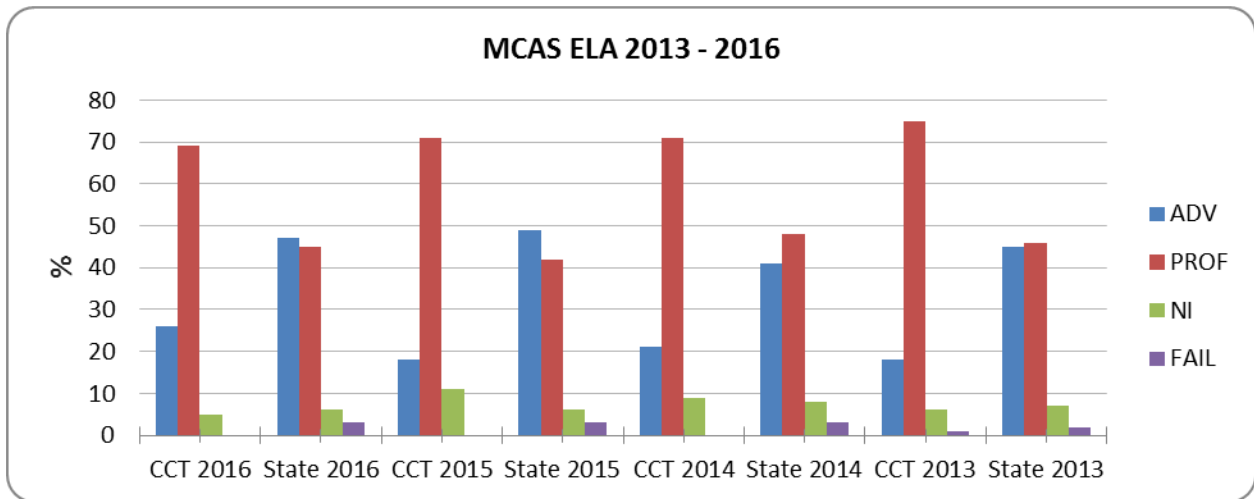
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the District and its team, in collaboration with the MSBA, will develop a robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project. Once completed, the District hopes to be approved to enter Module V.

**Academic and Graduation Successes**

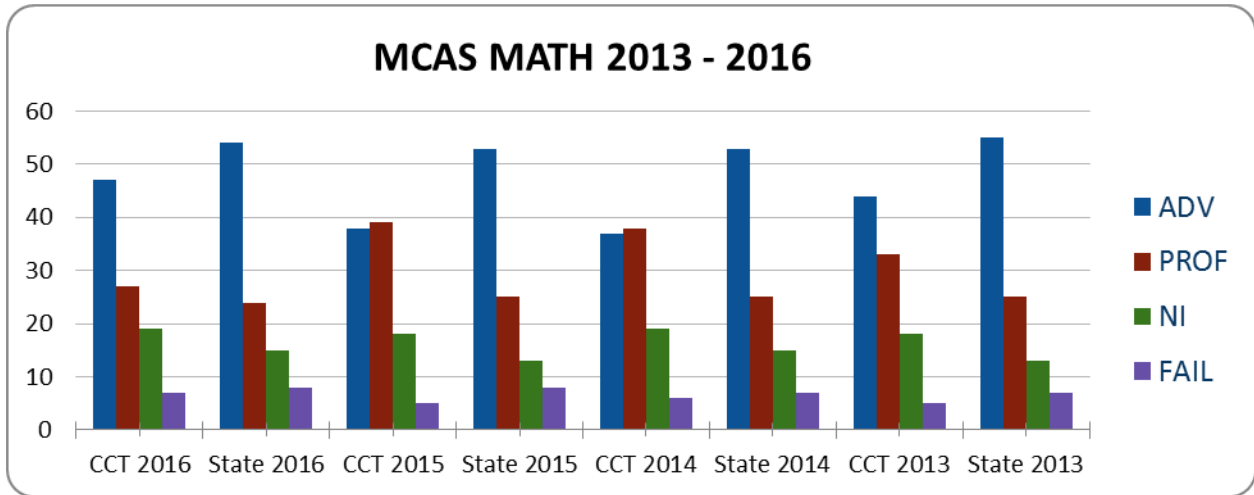
**English Language Arts 2013-2016**



MCAS ELA 2013 - 2016				
	ADV	PROF	NI	FAIL
CCT 2016	26	69	5	0
State 2016	47	45	6	3
CCT 2015	18	71	11	0
State 2015	49	42	6	3
CCT 2014	21	71	9	0
State 2014	41	48	8	3
CCT 2013	18	75	6	1
State 2013	45	46	7	2

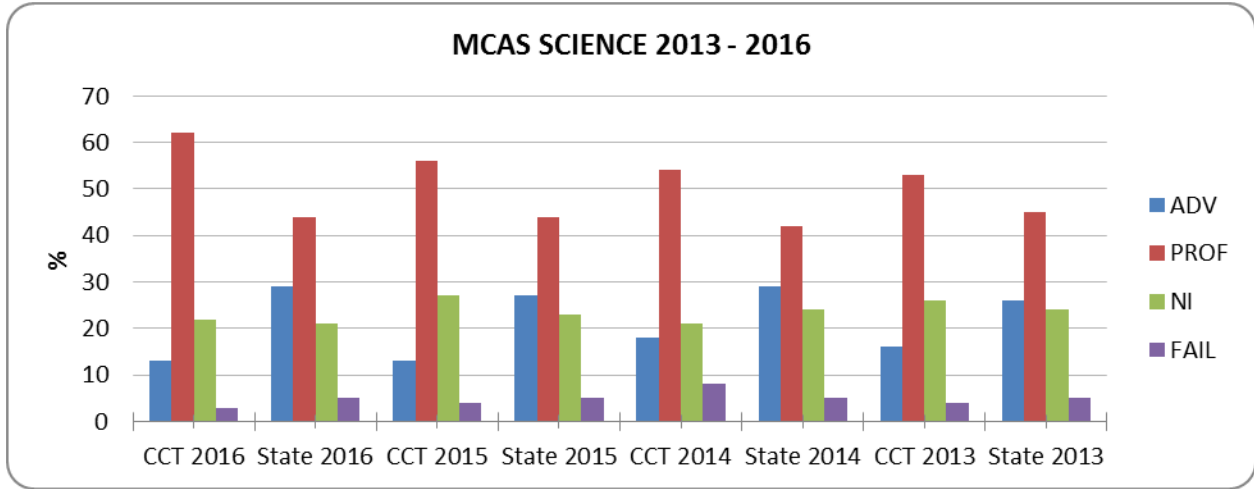


**Mathematics 2013-2016**



<b>MCAS MATH 2013 - 2016</b>				
	ADV	PROF	NI	FAIL
CCT 2016	47	27	19	7
State 2016	54	24	15	8
CCT 2015	38	39	18	5
State 2015	53	25	13	8
CCT 2014	37	38	19	6
State 2014	53	25	15	7
CCT 2013	44	33	18	5
State 2013	55	25	13	7

**Science 2013-2016**



<b>MCAS SCIENCE 2013 - 2016</b>				
	<b>ADV</b>	<b>PROF</b>	<b>NI</b>	<b>FAIL</b>
CCT 2016	13	62	22	3
State 2016	29	44	21	5
CCT 2015	13	56	27	4
State 2015	27	44	23	5
CCT 2014	18	54	21	8
State 2014	29	42	24	5
CCT 2013	16	53	26	4
State 2013	26	45	24	5

## APPENDIX E

### Debt Amortization Schedule

**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**  
 This is a courtesy document; motions may change and are not intended to restrict any action.

Town of Chatham  
 Master Debt Amortization Schedule  
 Outstanding Principal & Interest  
 Debt Schedule September 2016

Fiscal Year	General Fund		General Fund		Water Fund		Water Fund		Water Fund		Total Interest	Grand Total	Cumulative % of Total Debt Service
	Principal	Interest	Total	(w/o Betterments)	Principal	Interest (w/o Betterments)	Total	Interest (w/o Betterments)	Total				
2018	5,394,992.73	1,847,791.86	7,242,784.59	592,500.00	184,573.75	777,073.75	5,987,492.73	2,032,365.61	8,019,858.34	8.13%			
2019	4,966,974.73	1,695,473.55	6,662,448.28	592,500.00	161,635.00	754,135.00	5,559,474.73	1,857,108.55	7,416,583.28	15.65%			
2020	4,223,675.73	1,538,535.59	5,762,211.32	543,000.00	135,126.25	678,126.25	4,766,675.73	1,673,661.84	6,440,337.57	22.17%			
2021	3,880,823.72	1,409,820.13	5,290,643.85	397,500.00	110,128.75	507,628.75	4,278,323.72	1,519,948.88	5,798,272.60	28.05%			
2022	3,596,431.00	1,298,083.64	4,894,514.64	392,500.00	93,210.00	485,710.00	3,988,931.00	1,391,293.64	5,380,224.64	33.50%			
2023	3,514,519.00	1,192,775.63	4,707,294.63	362,500.00	77,085.00	439,585.00	3,877,019.00	1,269,860.63	5,146,879.63	38.72%			
2024	3,526,648.00	1,096,243.62	4,622,891.62	362,500.00	61,653.75	424,153.75	3,889,148.00	1,157,897.37	5,047,045.37	43.84%			
2025	3,420,722.00	1,011,902.00	4,432,624.00	362,500.00	47,122.50	409,622.50	3,783,222.00	1,059,024.50	4,842,246.50	48.74%			
2026	3,317,045.00	935,145.59	4,252,190.59	271,500.00	32,678.75	304,178.75	3,588,545.00	967,824.34	4,556,369.34	53.36%			
2027	3,213,821.00	870,337.58	4,084,158.58	107,500.00	25,910.00	133,410.00	3,321,321.00	896,247.58	4,217,568.58	57.64%			
2028	2,919,957.00	811,928.57	3,731,885.57	104,500.00	22,683.75	127,183.75	3,024,457.00	834,612.32	3,859,069.32	61.55%			
2029	2,929,360.00	758,254.55	3,687,614.55	98,500.00	19,672.50	118,172.50	3,027,860.00	777,927.05	3,805,787.05	65.41%			
2030	2,899,034.00	704,760.54	3,603,794.54	77,500.00	16,881.25	94,381.25	2,976,534.00	721,641.79	3,698,175.79	69.16%			
2031	2,902,982.00	650,844.03	3,553,826.03	77,500.00	14,318.75	91,818.75	2,980,482.00	665,162.78	3,645,644.78	72.85%			
2032	2,715,647.00	595,790.02	3,311,437.02	77,500.00	11,675.00	89,175.00	2,793,147.00	607,465.02	3,400,612.02	76.30%			
2033	2,726,097.00	540,736.00	3,266,833.00	12,500.00	9,031.25	21,531.25	2,738,597.00	549,767.25	3,288,364.25	79.63%			
2034	2,149,596.00	484,231.99	2,633,827.99	12,500.00	8,500.00	21,000.00	2,162,096.00	492,731.99	2,654,827.99	82.32%			
2035	2,150,142.00	427,896.73	2,578,038.73	12,500.00	7,968.75	20,468.75	2,162,642.00	435,865.48	2,598,507.48	84.95%			
2036	1,955,249.00	370,117.72	2,325,366.72	12,500.00	7,437.50	19,937.50	1,967,749.00	377,555.22	2,345,304.22	87.33%			
2037	1,786,055.00	312,338.70	2,098,393.70	12,500.00	6,906.25	18,406.25	1,798,555.00	319,244.95	2,117,799.95	89.48%			
2038	1,021,055.00	254,072.19	1,275,127.19	12,500.00	6,375.00	18,875.00	1,033,555.00	260,447.19	1,294,002.19	90.79%			
2039-2049	7,721,570.00	1,192,154.28	8,913,724.28	137,500.00	35,062.50	172,562.50	7,859,070.00	1,227,216.78	9,086,286.78	100.00%			
	\$ 72,932,396.91	\$ 19,999,234.51	\$ 92,931,631.42	\$ 4,632,500.00	\$ 1,095,636.25	\$ 5,728,136.25	\$ 77,564,896.91	\$ 21,094,870.76	\$ 98,659,767.67				

INCLUDES GO REFLUNDING OF SEPTEMBER 2016

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## APPENDIX F

### Water Department Operating Budget Detail

Annual Town Meeting Warrant with Suggested Motions – May 8, 2017

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FY2018 Water Budget					
FY 2018 Water Fund			Article 10		
Description	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Proposed Budget	FY2017-FY2018 % Difference
<b>Operating</b>					
Salaries	128,094	134,567	188,775	172,588	-3.72%
Expenses	1,223,852	1,296,973	1,309,320	1,666,190	27.26%
<b>Sub-total Operating</b>	<b>1,351,946</b>	<b>1,431,540</b>	<b>1,498,095</b>	<b>1,838,778</b>	<b>22.74%</b>
<b>Debt</b>					
Principal	599,178	719,178	719,178	592,500	-17.61%
Interest - Long-term	190,292	242,043	214,631	184,574	-14.00%
Interest - Short-term	0	0	25,000	100,000	300.00%
<b>Subtotal Debt</b>	<b>789,470</b>	<b>961,221</b>	<b>958,809</b>	<b>877,074</b>	<b>-8.52%</b>
<b>Total Water Direct Costs</b>	<b>2,141,416</b>	<b>2,392,761</b>	<b>2,456,904</b>	<b>2,715,852</b>	<b>10.54%</b>
<b>Overhead - Indirect Costs</b>					
Overhead - GF Loan Repayment	233,139	238,967	244,941	251,065	2.50%
Overhead - Rate payback for Bett	39,760	37,870	35,963	0	-100.00%
Overhead - Deficit payback					
<b>Subtotal Overhead</b>	<b>272,899</b>	<b>276,837</b>	<b>280,904</b>	<b>251,065</b>	<b>-10.62%</b>
<b>Water Operating Budget</b>	<b>2,414,315</b>	<b>2,669,598</b>	<b>2,737,808</b>	<b>2,966,917</b>	<b>8.37%</b>
<b>Water Capital - Cash Basis</b>					
Various Projects - See Capital					
<b>Total Water Costs (no bonds)</b>	<b>2,414,315</b>	<b>2,669,598</b>	<b>2,737,808</b>	<b>2,966,917</b>	<b>8.37%</b>
<b>Water Capital - Bonding Basis</b>					
Various Projects - See Capital			375,000	180,000	
<b>Total Water Costs (with bonds)</b>	<b>2,414,315</b>	<b>2,669,598</b>	<b>3,112,808</b>	<b>4,346,917</b>	<b>39.65%</b>
<b>Water Revenue</b>					
Rate Charges	2,847,911	3,297,011	2,337,808	2,566,917	9.80%
Water Surplus			375,000	180,000	
Water Bonds				1,200,000	
<b>Variance:</b>					
Revenues over(under) Costs	433,596	627,413	-400,000	-400,000	0.00%
Town Subsidy-Fire Protection	-400,000	-400,000	-400,000	-400,000	0.00%
Town Subsidy-Debt Prepay					
Town Subsidy-Additional					
Transfer from Gen.Fund	400,000	400,000	400,000	400,000	0.00%
<b>Surplus (Shortfall)</b>	<b>833,596</b>	<b>1,027,413</b>	<b>0</b>	<b>0</b>	

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## APPENDIX G

### Five Year Capital Detail



**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**  
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<b>FY2018 CAPITAL IMPROVEMENT PROJECT REQUESTS</b>	<b>DEPT.</b>	<b>FY18 REQUEST</b>	<b>FY18 TMGR REC</b>
Land Management, Assessment & GIS	IT/TM	\$50,000	\$50,000
Hardware replacement & upgrade	IT	\$25,000	\$25,000
Channel 18 Equipment	IT	\$10,000	\$10,000
Consulting & Engineering	TM	\$100,000	\$100,000
Radio Console Upgrade 911 System	PD	\$58,000	\$14,000
Video & Recording System	PD	\$35,000	\$35,000
Replacement of Portable Radios	PD	\$43,000	\$29,000
Mobile -Laptops and/or tables	PD	\$34,000	\$34,000
Stretcher/Stair Chairs	FD	\$18,500	\$18,500
Protective Clothing	FD	\$15,000	\$15,000
Radios - mobile & portable	FD	\$5,000	\$5,000
Extrication Equipment (Jaws of Life)	FD	\$35,000	\$35,000
IV Infusion Pumps	FD	\$30,000	\$30,000
Generator(s)	EM/BG	\$25,000	\$25,000
Aids to Navigation*	NR/HBR	\$12,000	\$12,000
<i>*OFFSET \$10,000 transfer from Waterways Improvement Fund</i>			
Mooring Management*	NR/HBR	\$8,000	\$8,000
<i>*OFFSET \$5,000 transfer from Waterways Improvement Fund</i>			
Town Landing Maintenance*	NR/HBR	\$8,000	\$8,000
<i>*OFFSET \$5,000 transfer from Waterways Improvement Fund</i>			
Boat Maintenance & Equipment	NR/HBR	\$5,000	\$5,000
Mitchell River Bridge Maintenance	NR/Fac	\$5,000	\$5,000
Drainage/Storm Water Management	STW	\$50,000	\$50,000
Dredging Program	NR/CR	\$100,000	\$75,000
Aerial Shoreline Condition Photo Survey	NR/CR	\$9,000	\$5,000
Town Landing Infrastructure Improvements*	NR/CR	\$20,000	\$20,000
<i>*OFFSET -\$10,000 from Waterways Improvement Fund</i>			
Shellfish Workshop Addition	NR/CR	\$155,000	\$10,000
New Cardio Equipment for CCC Fitness Room	P&R	\$6,000	\$6,000
Road Resurfacing	HWY	\$250,000	\$150,000
Emergency Road Repair	HWY	\$10,000	\$10,000
Catch Basins	HWY	\$60,000	\$50,000
Road Maintenance Projects	HWY	\$30,000	\$25,000
Sidewalk Construction	HWY	\$100,000	\$75,000
Street Signs	HWY	\$18,000	\$18,000
Bike Trail Maintenance	HWY	\$10,000	\$5,000
Replace Sand/Salt Storage Shed	HWY	\$50,000	\$50,000
Feasibility Study & Design Transfer Station	TS	\$50,000	\$50,000
Property Management/Building Maintenance Projects	TM	\$200,000	\$100,000
Wheeled Boom Lift	BG	\$50,000	\$50,000
Sewer System Repairs	SEW	\$25,000	\$25,000

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**Annual Town Meeting Warrant with Suggested Motions – May 8, 2017**

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<b>FY2018 CAPITAL IMPROVEMENT PROJECT REQUESTS</b>	<b>DEPT.</b>	<b>FY18 REQUEST</b>	<b>FY18 TMGR REC</b>
Cemetery -Clean & Repair Head Stones	CEM	\$1,000	\$1,000
Facilities Custodian Crew Van	BG/TM	\$40,000	\$40,000
Annual PD Cruisers (2) Replacement	PD/TM	\$78,000	\$78,000
Replace Ambulance/Rescue	FD/TM	\$248,000	\$248,000
Replace Staff 4x4 Vehicle	FD/TM	\$35,000	\$35,000
Oil Pollution Trailer Replacement	NR/TM	\$18,000	\$18,000
Harbormaster Flatbed/Boom Truck Replacement	NR/TM	\$52,000	\$52,000
Replace P&R 1-ton Dump Truck	P&R/TM	\$50,000	\$50,000
Replace 2002 Pick-up Truck with Plow	HWY/TM	\$58,000	\$58,000
Container Roll Off Truck	TS/TM	\$151,000	\$151,000
Trailer Yard Tractor	TS/TM	\$58,000	\$58,000
		\$2,503,500	\$2,026,500

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<b>FY2018 Capital and Budget Summary</b>										
<b>FY 2018</b>					<b>Capital Program</b>					
	Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program
		<b>CAPITAL PROGRAM &amp; BUDGET SUMMARY:</b>								
		General Government		230,000	185,000	185,000	170,000	170,000	170,000	170,000
		Public Safety		224,500	332,500	240,500	252,000	281,500	30,000	87,000
		Community Development		12,500	12,500	0	12,500	12,500	12,500	12,500
		Natural Resources		374,000	3,209,000	198,000	2,602,000	3,719,000	857,000	2,409,000
		Public Works (without Water)		763,500	1,380,000	615,000	2,474,250	7,357,233	773,000	773,000
		Equipment		413,750	1,025,000	788,000	1,278,000	972,000	1,025,500	727,000
		<b>Total Town Funded Capital Budget</b>		<b>2,018,250</b>	<b>6,144,000</b>	<b>2,026,500</b>	<b>6,788,750</b>	<b>12,512,233</b>	<b>2,868,000</b>	<b>4,178,500</b>
		<b>Funding Sources:</b>								
		Free Cash		1,400,000		1,960,500				
		Waterways Improvement Funds		40,000		55,000				
		Cemetery Sale of Lots		10,000		1,000				
		Shellfish Revolving								
		PEG Access Fund		10,000		10,000				
		Prior Articles								
		Capital Exclusion								
		Raise & Appropriate		558,250						
		R&A Quint								
		<b>Total Funding Sources</b>		<b>2,018,250</b>	<b>-</b>	<b>2,026,500</b>				

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FY2018 Capital and Budget Summary										
		FY 2018					Capital Program			
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	
<b>General Government</b>										
Annual #1	Land Management, Assessment & GIS	IT	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Annual #2	Hardware replacement & upgrade	IT	15,000	25,000	25,000	15,000	15,000	15,000	15,000	15,000
Annual #3	Ch 18 Equipment	IT	10,000	10,000	10,000	5,000	5,000	5,000	5,000	5,000
17-1	Fiber Optic Upgrade	IT	80,000							
Annual	Consulting & Engineering	TM	75,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total General Government</b>			<b>230,000</b>	<b>185,000</b>	<b>185,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
<b>Public Safety</b>										
<i>Police Department</i>										
17-1, 18-2	Replacement of Portable Radios	PD	24,000	43,000	29,000	14,000	12,000			
18-1	Video & Recording System	PD		35,000	35,000					
18-3	Radio Console Upgrade 911 System	PD	58,000	14,000	14,000					
18-4	Cruiser Digital Recording System	PD		40,000		40,000				
18-5	Mobile - Laptops and/or tablets	PD		34,000	34,000		14,500			
18-6	Cruiser 800 Radios	PD		18,000		18,000				
19-1	Command Post Trailer	PD				75,000				
<b>Subtotal Police</b>			<b>82,000</b>	<b>184,000</b>	<b>112,000.00</b>	<b>147,000</b>	<b>26,500</b>			

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FY2018 Capital and Budget Summary										
FY 2018										
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	Capital Program
<i>Fire/Rescue Department</i>										
17-1	Heart Monitors	FD	95,000							
18-1	Stretcher/Stair Chairs	FD	12,500	18,500	18,500	50,000	10,000	10,000	10,000	
18-3	Radios - mobile & portable	FD		5,000	5,000	5,000	5,000	5,000	5,000	
18-4	Nozzles, Appliances & Adapters	FD		20,000		20,000				
18-5	Extrication Equipment (Jaws of Life)	FD		35,000	35,000					
18-6	IV Infusion Pumps	FD		30,000	30,000					
19-1	Computer/Tablets	FD				15,000			15,000	
22-1	Self Contained Breathing App	FD							32,000	
Annual - 1	Protective Clothing	FD	10,000	15,000	15,000	15,000	15,000	15,000	15,000	
	<b>Subtotal Fire/Rescue</b>		<b>117,500</b>	<b>123,500</b>	<b>103,500</b>	<b>105,000</b>	<b>30,000</b>	<b>30,000</b>	<b>62,000</b>	
<i>Emergency Management</i>										
18-04	Generator for Bridge St. Drawbridge	HWY/EM					200,000			
Annual - 1	Generator(s)	EM/BG	25,000	25,000	25,000		25,000	25,000	25,000	
	<b>Subtotal Other Pub Safety</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>225,000</b>	<b>0</b>	<b>25,000</b>	
	<b>Total Public Safety</b>		<b>224,500</b>	<b>332,500</b>	<b>240,500</b>	<b>252,000</b>	<b>281,500</b>	<b>30,000</b>	<b>87,000</b>	
<i>Community Development</i>										
Annual #1	GIS Flyover	CD	12,500	12,500		12,500	12,500	12,500	12,500	
15-2	Copier	CD								
15-3	Route 28 Corridor Consultant	CD								
	<b>Subtotal Community Development</b>		<b>12,500</b>	<b>12,500</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	
	<b>Total Community Development</b>		<b>12,500</b>	<b>12,500</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	

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FY 2018					Capital Program					
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	
<b>Natural Resources</b>										
<b>Stormwater Management</b>										
Annual #1	Drainage/Stormwater Management	STW	20,000	50,000	50,000	25,000	20,000	20,000	20,000	
18-1	Nutrient Water Quality Data Statistical Ar	NR	-	35,000		35,000				
18-2	Conservation Lands Management/Forest	NR	-	20,000		20,000	20,000	20,000	20,000	
18-3	Trail Guide - Conservation Lands	NR	-	12,000			2,000		2,000	
	<b>Subtotal Stormwater</b>		<b>20,000</b>	<b>117,000</b>	<b>50,000</b>	<b>80,000</b>	<b>42,000</b>	<b>40,000</b>	<b>42,000</b>	
<b>Coastal Resources</b>										
Annual #1	Dredging Program	CR	75,000	100,000	75,000	100,000	150,000	200,000	200,000	
Annual #2	Aerial Shoreline Condition Photo Survey	CR	9,000	9,000	5,000	9,000	9,000	9,000	9,000	
Annual #3	Town Landing Infrastructure Improvement <i>\$10,000 from waterways improvement</i>	CR	10,000	20,000	20,000	20,000	20,000	20,000	20,000	
17-1	OMBY Pier & Float Replacement	CR	200,000							
17-2, 18-1	Ryder's Cove Landing Infrastructure	CR	35,000	100,000		600,000				
18-2	Shellfish Workshop Addition	S		155,000	10,000	155,000				
18-3	Bridge St Property - Site Eng/Design/Perm	CR		90,000			2,000,000			
18-4	Nantucket Sound Beach Nourishment	CR		75,000		350,000			1,200,000	
18-5	Bridge St Landing - Property Acquisition	CR		75,000						
19-1	Town Landing Comprehensive Survey	CR				100,000				
19-2	Little Mill Pond Re-decking	CR				75,000				
20-1	OMBY - Shore Access Platform	CR					80,000			
20-2	Ryder's Cove Restroom	CR					100,000			
21-1	Barn Hill Ramp Walkway	CR						25,000		
21-2	Scatteree Landing Erosion Protection	CR						125,000		
22-1	Crow's Pond Ramp Reconstruction	CR							500,000	
	<b>Subtotal Coastal Resources</b>		<b>329,000</b>	<b>624,000</b>	<b>110,000</b>	<b>1,409,000</b>	<b>2,359,000</b>	<b>379,000</b>	<b>1,929,000</b>	

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<b>FY2018 Capital and Budget Summary</b>									
<b>FY 2018</b>					<b>Capital Program</b>				
<b>Priority</b>	<b>Description</b>	<b>Dept</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Request</b>	<b>FY 2018 Approved</b>	<b>FY 2019 Program</b>	<b>FY 2020 Program</b>	<b>FY 2021 Program</b>	<b>FY 2022 Program</b>
	<i>Natural Resources/Harbor</i>								
Annual -1	Aids to Navigation	HBR	10,000	12,000	12,000	12,000	12,000	12,000	12,000
	<i>\$10,000 per year proposed from Waterways Impr Fund</i>								
Annual -2	Mooring Management	HBR	5,000	8,000	8,000	8,000	8,000	8,000	8,000
	<i>\$5,000 per year proposed from Waterways Impr Fund</i>								
Annual -3	Town Landing Maintenance	HBR	5,000	8,000	8,000	8,000	8,000	8,000	8,000
	<i>\$5,000 in '17 &amp; '18 proposed from Waterways Impr Fund</i>								
Annual-4	Boat Maintenance & Equipment	HBR	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	<i>\$5,000 in '17 &amp; '18 proposed from Waterways Impr Fund</i>								
Annual-5	Mitchell River Bridge Maint & Impr.	HBR		5,000	5,000	5,000	5,000	5,000	5,000
18-1	Fish Pier Facility Renovations	HBR/BG		2,400,000		1,075,000	1,000,000	400,000	400,000
18-2	Fish Pier Bulkhead: Electrolysis Study Alts	HBR/BG							
18-5	Hurricane Tide Gate (analysis)	HBR		30,000					
20-4	OMBY Dighy Dock	HBR							
18-6	On-line Mooring Renewal Program	HBR							
19-3	South Jog - Additional Floats	HBR/BG					200,000		
20-2	Replace US Coast Guard Floats	HBR					80,000		
	<b>Subtotal Harbor/Pier</b>		<b>25,000</b>	<b>2,468,000</b>	<b>38,000</b>	<b>1,113,000</b>	<b>1,318,000</b>	<b>438,000</b>	<b>438,000</b>
	<b>Total Natural Resources</b>		<b>374,000</b>	<b>3,209,000</b>	<b>198,000</b>	<b>2,602,000</b>	<b>3,719,000</b>	<b>857,000</b>	<b>2,409,000</b>

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FY2018 Capital and Budget Summary									
FY 2018					Capital Program				
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program
<i>Department of Public Works (without Water)</i>									
<i>Parks &amp; Recreation &amp; Cemetery</i>									
Annual #1	New Cardio Equipment for CCC Fitness Rc	P&R	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	Subtotal - Park & Recreation		6,000	6,000	6,000	6,000	6,000	6,000	6,000
<i>Highway Department</i>									
Annual #1	Road Resurfacing	HWY	200,000	250,000	150,000	250,000	250,000	250,000	250,000
Annual #2	Emergency Road Repair	HWY	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Annual #3	Catch Basins	HWY	50,000	60,000	50,000	60,000	60,000	60,000	60,000
Annual #4	Road Maintenance Projects	HWY	25,000	30,000	25,000	30,000	30,000	30,000	30,000
Annual #6	Sidewalk Construction	HWY	75,000	100,000	75,000	100,000	100,000	100,000	100,000
Annual #7	Street Signs	HWY	10,000	18,000	18,000	6,000	6,000	6,000	6,000
Annual #8	Bike Trail Maintenance	HWY	5,000	10,000	5,000	10,000	10,000	10,000	10,000
18-09	Replace Sand/Salt Storage Shed	HWY	50,000	50,000	50,000	145,000			
	Subtotal Highway		375,000	528,000	383,000	611,000	466,000	466,000	466,000
18-10	Feasibility Study & Design	TS		50,000	50,000				
19-01	TS/Recycling Improvements - Phase 2	TS				500,000			
20-01	TS/Recycling Improvements - Phase 3	TS					500,000		
	Subtotal Landfill		-	50,000	50,000	500,000	500,000	-	-
<i>Building &amp; Grounds/Facilities</i>									
Annual #1	Property Management/Building Maintens	TM	100,000	200,000	100,000	200,000	200,000	200,000	200,000
17-01	Facilities Baseline Plan/Mgmt Software	BG	15,000						
17-04	Crowell Road Intersection	BG/TM	35,000						
18-01	Wheeled Boom Lift	BG		50,000	50,000				
18-02	Town Office Parking Lot	BG		350,000					

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FY2018 Capital and Budget Summary										
FY 2018										
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	Capital Program
<b>Building &amp; Grounds/Facilities</b>										
18-03	Council on Aging Facility	BG/TM		20,000		105,000	4,500,000			
19-01	West Chatham Roadway Project	TM				250,000				
	<b>Subtotal Building &amp; Grounds Projects</b>		150,000	620,000	150,000	555,000	4,700,000	200,000	200,000	200,000
<b>Cemetery Department</b>										
Annual #1	Clean & Repair Head Stones	CEM	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
17-1, 18-1	Cemetery Expansion - Seaside	CEM	15,000			300,000				
17-2, 18-2	Cemetery Expansion - Union	CEM	16,500			350,000				
	<b>Subtotal Cemetery</b>		32,500	1,000	1,000	651,000	1,000	1,000	1,000	1,000
<b>Sewer Department</b>										
17-01	Sewer Service Connection	SEW	50,000							
17-02	Sewer Inflow & Infiltration Study	SEW	150,000							
Annual #1	Repairs to Sewer System to reduce I/I	SEW		25,000	25,000	40,000	75,000	100,000	100,000	100,000
18-01	SCADA Study & Modifications	SEW		150,000	0					
20-01	Replacement of Belt Filter Press	SEW					1,410,000			
	<b>Subtotal Sewer</b>		200,000	175,000	25,000	40,000	1,485,000	100,000	100,000	100,000
<b>Airport Commission</b>										
17-01	Storage Hangar Structural Rehab	TM/AIR	160,000							
17-02	Green Hangar Door Replacement	TM/AIR	100,000							
17-03	Stormwater Pollution Prevention	TM/AIR	25,000							
17-04	Bucket Loader w/Snow Blower&Broom	TM/AIR	17,000							
19-01	Reconstruct Parallel & Stub Taxiways	TM/AIR				111,250				
20-01	Turf Tie-down Area	TM/AIR								8,333

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FY2018 Capital and Budget Summary										
FY 2018						Capital Program				
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	
20-02	Administration Building	TM/AIR	302,000	0	0	111,250	199,233	0	0	
	Subtotal Airport (Separate Article FY17)									
	<b>Total Public Works</b>		763,500	1,380,000	615,000	2,474,250	7,357,233	773,000	773,000	
	<b>Equipment - All Departments</b>									
17-1	Facilities Truck Ford F250 4x4 w/rack	BG/TM	50,000							
18-1	Facilities Custodian Crew Van	BG/TM		40,000	40,000					
Annual #1	Annual Cruisers (2-3) Replacement	PD/TM	78,000	78,000	78,000	78,000	78,000	117,000	78,000	
18-1, 21-1	Replace Chief's Unmarked Admin. Vehicle	PD/TM	4,000	37,000						35,000
17-3, 18-2	Mountain Bikes - (2) Trek with Gear	PD/TM	39,000							
17-4	Replace 4x4 SUV Response Vehicle	PD/TM	6,250							
17-5	ATV Trailer	PD/TM								
18-2	Replace Animal Control Vehicle	PD/TM				30,000				
18-3	Replace Unmarked Police Detective Vehic	PD/TM				39,000				
19-2	Replace Vehicle - Pick-up Truck/SUV	PD/TM					35,000			
20-2	Replace ATV	PD/TM						8,500		
18-1, 20-1	Replace Ambulance/Rescue	FD/TM		248,000	248,000		250,000		250,000	
18-2	Replace Ambulance Equipment	FD/TM		75,000						
18-2	Fire Boat (replacement)	FD/TM				20,000				
18-3	Replace Chief's Vehicle	FD/TM		35,000						
18-4	Replace Staff Vehicle	FD/TM		35,000	35,000		35,000			
19-1	Refurbish Engine 185 (Pumper)	FD/TM					50,000			
21-1	Replace Fire Engine/Pumper - Purchase	FD/TM						575,000		

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Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	Capital Program				
						FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	
<b>Equipment - All Departments</b>										
18-1	Inspections Vehicle	CD/TM				5,000				
18-7	Oil Pollution Trailer Replacement	NR/TM		18,000	18,000					
16-1, 19-2	Shellfish Suzuki Engine(2003) Replacemer	NR/TM					6,500			14,000
16-7, 18-3	Trailer Replacement (Harbor)	NR/TM				4,500				
21-1	Shellfish Boat Engine 90 hp Replacement	NR/TM						14,000		
17-1, 20-1	Shellfish Boat Engine 50hp Replacement	NR/TM	8,500				8,500			
19-2	Shellfish Boat Engine 25hp Replacement	NR/TM				6,500				
18-2	Truck Replacement (Harbor)	NR/TM	12,000	12,000		12,000				
18-8	Firefighting/Dewatering Pump (Harbor)	NR/TM		8,000						
18-1	Boat Replacement (H-21 & H26) & H-25	NR/TM	75,000					175,000		
18-3	Harbormaster Flatbed Truck Replacement	NR/TM		52,000	52,000	28,000		28,000		
19-5, 20-3	Engine Replacement - Harbormaster (H-1)	NR/TM						28,000		
18-1, 19-1	Truck Replacement (Shellfish)	NR/TM		30,000		30,000				
20-2	Engine Replacement - Harbormaster (H-2)	NR/TM								25,000
21-1	Boat Replacement H-16	NR/TM								
17-2	Lighthouse Beach ATV replacement	P&R/TM	16,000							
17-3	Replace Existing Utility Trailer	P&R/TM								
17-3	Replace Park & Rec 1 Ton Dump Truck 20	P&R/TM		50,000	50,000					
18-1	Replace Park & Rec Dump Truck	P&R/TM					50,000			
20-1	Replace P&R 2009 Pick-up Truck	P&R/TM						42,000		
20-2	Replace 2004 John Deere Beach Tractor	P&R/TM						75,000		
19-1	Replace Front End Loader	HWY/TM						150,000		
18-03	Replace 2002 Pick-up Truck w/Plow	HWY/TM		58,000	58,000					
18-02	Mini-track Paver TP44	HWY/TM		40,000						
17-1, 19-1	Large Dump Truck w/ Plow & Sander 200	HWY/TM	125,000					143,000		

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FY 2018										
Priority	Description	Dept	FY 2017 Actual	FY 2018 Request	FY 2018 Approved	FY 2019 Program	FY 2020 Program	FY 2021 Program	FY 2022 Program	Capital Program
<b>Equipment - All Departments</b>										
18-01	Replace 2009 Johnstn Sweeper	HWY/TM		200,000		200,000				
19-02	Replace 2004 Chevy	HWY/TM				60,000				
19-03	Replace 2005 Chevy Truck	HWY/TM				60,000				
19-04	Woodchipper	HWY/TM				47,000				
19-05	Forklift	HWY/TM				48,000				
20-01	Replace 2005 John Deere 710 Backhoe	HWY/TM					156,000			
20-03	Replace 2008 Chevy Pickup	HWY/TM					62,000			
22-01	Replace 2005 Dump Truck	HWY/TM							160,000	
22-02	Replace 2006 John Deere Tractor/Mower	HWY/TM							80,000	
19-01	Sewer Collection Flushing & Vactor Truck	SEW/TM				550,000				
21-01	Replace 4x4 Utility Truck w/platform bood	SEW/TM						90,000		
22-01	Replace 4x4 Utility Truck w/lift gate	SEW/TM		151,000	151,000					85,000
18-01	Container Roll Off Truck	TS/TM		58,000	58,000					
18-02	Trailer Yard Tractor	TS/TM								
20-02	Replace 2009 Sretco	TS/TM					106,000			
<b>Total Equipment</b>			<b>413,750</b>	<b>1,025,000</b>	<b>788,000</b>	<b>1,278,000</b>	<b>972,000</b>	<b>1,025,500</b>	<b>727,000</b>	
<b>Subtotal Capital (General Fund)</b>			<b>2,018,250</b>	<b>6,144,000</b>	<b>2,026,500</b>	<b>6,788,750</b>	<b>12,512,233</b>	<b>2,868,000</b>	<b>4,178,500</b>	

*Explanations are for informational purposes only.*

*The inclusion of such items cannot be construed as a conclusion as to the binding effect or legality of the same.*

## APPENDIX H

### Terms Used in Municipal Finance

## **TERMS USED IN MUNICIPAL FINANCE**

**APPROPRIATION:** An authorization granted by Town Meeting to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**AVAILABLE FUNDS:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs. Examples of available funds include free cash, stabilization fund, overlay surplus, waterways account, cemetery funds and continued appropriations left in Articles voted at previous Town Meetings.

**BOND RATING (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. State otherwise, a rating help prospective investor determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poor's, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**CHERRY SHEET:** Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to the town of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services.

**ESTIMATED RECEIPTS:** A term that typically refers to anticipated local revenues listed on page three of the Tax Recapitulation Sheet. Projections of local revenues are often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (Also Local Receipts)

**FREE CASH:** Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Town Accountant. Important: free cash is not available for appropriation until certified by the Director of Accounts at the Department of Revenue. Once certified, Town Meeting may appropriate Free Cash for any lawful purpose.

**OVERLAY: (ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS):** The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay

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Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements. Overlay surplus may be appropriated for any lawful purpose.

**RAISE AND APPROPRIATE:** A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.

**RESERVE FUND:** An amount set aside annually within the budget of a town by the voters at an Annual Town Meeting. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for "extraordinary and unforeseen" expenditures.

**STABILIZATION FUND:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund.

**TAX RATE RECAPITULATION SHEET (Recap Sheet):** A document submitted by the Town to the DOR in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

**TRANSFER:** The authorization to use an appropriation for a different purpose; in most cases only the Town meeting may authorize a transfer.

### **PROPOSITION 2 ½ TERMS**

Chapter 59, §21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

**LEVY:** The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions. The levy is the largest source of revenue for the Town.

**LEVY CEILING:** This is the maximum amount of the levy limit. It states that, in any year, the real and personal property taxes imposed may not exceed 2.5% of the total full and fair cash value of all taxable property.

**LEVY LIMIT:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½). It states that the real and personal property tax imposed by a city or town may only grow each year by 2 ½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion or special exclusion. The limit is based on the previous year's levy plus certain allowable increases.

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**NEW GROWTH:** The increase in the levy limit attributable to new construction, renovations and new parcel subdivisions. It does not include value increase caused by normal market forces or by revaluations.

**OVERRIDE:** A community can increase its levy limit by vote on a referendum to exceed the limit. There are three types of overrides; general override, debt exclusion and capital outlay expenditure exclusion.

**GENERAL OVERRIDE:** A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen votes to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

**DEBT EXCLUSION:** The additional amount necessary to pay debt service costs for a particular project is added to the levy limit or levy ceiling for the life of the debt only. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling. Unlike overrides, exclusions do not become part of the base upon which the levy limit is calculated for future years.

**CAPITAL OUTLAY EXPENDITURE EXCLUSION:** A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

## APPENDIX I

### Tax Rate Information

### TAX RATE INFORMATION

Estimated for Fiscal Year 2018

Per tax rate increment		
Tax Rate Increase	Municipal Revenue Raised	Tax Impact on \$872,610 Property
\$ 0.01	\$ 64,386	8.73
\$ 0.05	\$ 321,929	43.63
\$ 0.10	\$ 643,859	87.26
\$ 0.15	\$ 965,788	130.89
\$ 0.20	\$ 1,287,717	174.52
\$ 0.25	\$ 1,609,647	218.15
\$ 0.30	\$ 1,931,576	261.78
\$ 0.35	\$ 2,253,505	305.41
\$ 0.40	\$ 2,575,434	349.05
\$ 0.45	\$ 2,897,364	392.68
\$ 0.50	\$ 3,219,293	436.31
\$ 0.55	\$ 3,541,222	479.94
\$ 0.60	\$ 3,863,152	523.57
\$ 0.65	\$ 4,185,081	567.20
\$ 0.70	\$ 4,507,010	610.83
\$ 0.75	\$ 4,828,940	654.46
\$ 0.80	\$ 5,150,869	698.09
\$ 0.85	\$ 5,472,798	741.72
\$ 0.90	\$ 5,794,728	785.35
\$ 0.95	\$ 6,116,657	828.98
\$ 1.00	\$ 6,438,586	872.61

The above calculations are based on the Town's valuation for Fiscal Year 2017.  
 As valuations change annually these are to be considered estimates only.

Board of Selectmen  
549 Main Street  
Chatham, MA 02633

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ANNUAL TOWN MEETING WARRANT - MAY 8, 2017