

AGENDA

Wednesday

April 8, 2015

**TOWN OF EASTHAM
BOARD OF SELECTMEN
WORK SESSION AGENDA
Wednesday, April 8, 2015
2:30 PM**

REVISED

Location: Timothy Smith Room

2:30PM	1651 Forest Advisory Committee – Request for Re-establishment
2:45PM	Review Green Cleaning Policy – Sheila Vanderhoef
3:00PM	Approve Staff Resolution of Redemption – Glass Bottle Recycling
3:15PM	Consider Bridge Road Request for Naming – Chief Ed Kulhawik
3:30PM	Review Fee Proposals & Seasonal Salary Scale – Jacqui Beebe

Town Administrator's Report

Minutes:	February 25, 2015	One Cape: Designing Solutions for Clean Water
	March 16, 2015	Regular Meeting
	March 18, 2015	Work Meeting
	March 18, 2015	Executive Meeting
	March 30, 2015	Regular Meeting
	March 30, 2015	Executive Meeting

Upcoming Meetings

<i>Monday, April 13, 2015</i>	<i>5:00 p.m.</i>	<i>Board of Water Commissioners - Easements</i>
<i>Wednesday, April 15, 2015</i>	<i>5:00 p.m.</i>	<i>Public Hearings: Capital Improvement Plan, Annual Town Meeting Warrant By-law Changes Proposed in Warrant Joint Meeting in Orleans, w/ Brewster and Orleans to discuss Tri Town Future</i>
<i>Thursday, April 16, 2015</i>	<i>6:30 p.m.</i>	<i>Work Session</i>
<i>Wednesday, April 29, 2015</i>	<i>2:30 p.m.</i>	<i>Annual Town Meeting</i>
<i>Monday, May 4, 2015</i>	<i>7:00 p.m.</i>	

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.*

**If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 5900 x207*

1651 Forest

Advisory

Committee

Friends of the Eastham 1651 Arboretum
Post Office Box 788
Eastham, MA 02642

March 12, 2015

ADMINISTRATION

MAR 19 2015

RECEIVED

Eastham Board of Selectmen
2500 State Highway
Eastham, MA 02642


To the Board of Selectmen:

We would like to advise you that the Friends of the Eastham 1651 Arboretum supports the reinstatement of the Forest Advisory Committee.

At our March 2, 2015 meeting, the Arboretum members in attendance had an extensive discussion about the situation and the possible difficulties that might arise if the FAC was not in place. We are a non-profit group of volunteers that have been tasked, since 2002, with implementing the plan described in the 1651 Forest Handbook. The Friends of the Arboretum at this time is experiencing a period of transition and believe it is important that we continue to have oversight and a cooperative relationship with an official town committee, with members appointed by the Board of Selectmen.

It's our understanding you will be taking up the issue in April. We urge you to restore the Forest Advisory Committee to viability.

Sincerely,


Debbie Abbott, secretary

For the Friends of the Eastham 1651 Arboretum

Cc: Town Administrator Sheila Vanderhoef

March 6, 2015

To: Eastham Board of Selectmen
Sheila Vanderhoef, Town Administrator

From: Steven Gulrich, Forest Advisory Committee

I wish to thank the Board of Selectmen for allowing the time for a conversation and taking a fresh look at the Forest Advisory Committee situation. The BOS has said that it could be expected to make a final determination sometime in April regarding reinstatement of the Committee and I would like to add a few points to the previous discussion.

As I have stated, Steve LaBranche and I believe that the FAC has the responsibility of 1651 Forest Project management under the auspices of the BOS. The 1651 Friend's role is to provide implementation of the plan laid out in the Forest Handbook. This is consistent with the redrafted charge and goals for the Committee approved by the BOS, on June 6, 2005 (attached). This is also in alignment with the Project Organization Chart, which lays out the cooperative relationship between the FAC, Natural Resources, Open Space and Conservation Commission.

In December 2014, Loretta Neilsen retired from the 1651 Friends. She was an exceptional President and leader for the organization. Loretta was passionate about her commitment to the Friends and gave an enormous amount of her time and effort researching, planning and executing everything from plantings, maintenance, fundraising, purchasing, education and Windmill Weekend participation. In short, her dedication is not likely to be replaced easily. This milestone change of leadership is just one of many membership changes that will occur over the 100 year Forest Project making it all the more important to maintain the historical cooperative FAC-Friends relationship.

To this point, on March 2, 2015, the 1651 Friends Board voted in support of reinstatement of the FAC (unanimous for all those in attendance at the meeting).

If the BOS does move ahead with reinstatement, the new 1651 President would be serving on the Forest Advisory Committee and the BOS could return to the previously proposed appointment of the vacant Open Space representative leaving just one at-large member for Search Committee recruitment.

I will be away for the month of March but available by telephone or email. I would appreciate being notified as to when the Board will be finalizing a decision on the FAC.

Thank you once again for your consideration of these issues.

C. Steven Gulrich, FAC Chair

CHARGE TO THE "1651 FOREST ADVISORY COMMITTEE"

In accordance with the provisions of the Eastham Home Rule Charter section 9.5.14, the Board of Selectmen hereby appoints a committee that shall be known as the *1651 Forest Advisory Committee*. The committee shall oversee the continuous implementation and maintenance of the 1651 Forest, an approximation of a primeval forest that blanketed Eastham in 1651. The forest is located within Wiley Park, and is being installed in accordance with the 1651 Handbook accepted by the Board of Selectmen and on file in the following town locations: Town Clerk's Office; Planning Department; Public Library and the Natural Resources Office. The committee shall make decisions concerning the interpretation of specific terms and conditions included in the handbook as it relates to the timing, type, and maintenance of plants, to ensure the continuation of the forest.

The committee shall consist of **five (5) members**, serving three year overlapping terms. *One member shall be a current member of the Conservation Commission, one member shall be a current member of the Open Space Committee, one member shall be the current President of the Friends of the 1651 Forest, and two members shall be at-large. All members shall be Eastham taxpayers/residents.* The committee shall meet a minimum of four (4) times per year, with one such meeting as a *joint* meeting with the Friends of the 1651 Forest. The joint meeting shall be alternately chaired by the Chair of the Advisory Committee and the Chair of the Friends of the 1651 Forest (i.e., Consider "Friends" Chair in even years, and "Advisory" Chair in odd years).

The committee shall annually prepare a report for the Board of Selectmen, to be reviewed by them at a public meeting in December of each year. Said report shall include information concerning the viability of plants in the forest and planned plant additions or replacements, if any, for the upcoming year.

Staff liaison to the committee may be the Natural Resource Officer/Conservation Agent. (The Board of Selectmen shall make an effort, due to the technical nature of this committee, to include a botanist, environmental scientist, landscape architect, or horticulturist in the membership.)

(Adopted June 6, 2005)

Goals for Forest Advisory Board *

I. Create a forest of indigenous species that combines historic accuracy with ecological integrity.

1. Ensure three tiers of flora that would represent a total forest
2. Maintain wildlife habitat at every level, including open fields
3. Eliminate non-native species

II. Provide a longitudinally sustainable gift from the 350th anniversary generation to future Eastham generations.

1. Establish Friends of the Arboretum
2. Design the project for extended stewardship
3. Create a plan that allows for expansion and flexibility

III. Present a wide range, educational resource that will cover history, botany, habitat and ecology.

1. Create zones for specific flora designed as a total habitat
2. Include a zone for some number of specimen trees for additional reference
3. Work with the National sea Shore, Massachusetts Audubon society, Association for the Preservation of Cape Cod and the Department of Environmental Management

* These goals were set forth at the very beginning of the project, in keeping with the original charge. They appear on page 2 of the introduction to the original Horsely and Witten binder.

Suggested Goals for the Friends of 1651 *

I. Raise Capital/Operating Funds

- 1. Maintain dues paying membership**
- 2. Organize periodic fund raising functions**
- 3. Solicit private donations**

II. Provide Logistical Support for Development of Facilities/Grounds

- 1. Purchase equipment and material**
- 2. Purchase plants**
- 3. Participate in planting and maintenance programs**

III. Involve Community

- 1. Keep the general public informed**
- 2. Maintain booths at town events**
- 3. Work with local libraries and schools**

*** Based on National Park Service Guidelines for Friends Groups. Requires close coordination and oversight to ensure that the completed project conforms to NRO design, environmental and accessibility standards.**

Green Cleaning

Policy

Green Cleaning Policy & Program

Property:

Implementation Date: January 1, 20xx

I. Scope:

This Policy and Program addresses environmental best practices for cleaning the interior of the PROPERTY building in LOCATION. Specifically, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems.

'Green cleaning' means that a building is cleaned in such a way as to promote human health and environmental health as much as possible. Green cleaning involves using environmentally responsible chemicals, supplies, equipment and procedures, and it requires thorough and continued training of staff and clear communication of goals and methods. Some of the benefits of green cleaning are improved employee health, improved productivity and quality, safer working conditions for the custodial staff and cleaners, reduced tenant turnover, and the ability to market the company to environmentally conscious customers.

The Green Cleaning Policy and Program is applicable all green cleaning procedures and materials that are within the OWNER and its contracted service provider's (Cleaning Contractor) control.

II. Goals:

- To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely impact air quality, health, building finished, building systems and the environment.
- To continually increase the percentage of purchases (by cost) that meet the individual sustainable requirements as defined within.
- To collect and respond to occupant feedback for continuous improvement.
- To meet the requirements of LEED EBOM v2009 EQ prerequisite 3 and EQ credits 3.1-3.5

III. Responsible Party:

<Name of Responsible Party>, the <Job Title of Responsible Party>, with support from <Name of Supporting Staff Member>, <Job Title of Supporting Staff Member>, is responsible for developing and managing the implementation of the Green Cleaning Policy and Program.

Secondary responsible for the Policy's implementation and reporting are the Cleaning Contractor, maintenance personnel and purchasing departments.

Personnel involved with various elements of the Green Cleaning Policy shall carry out their tasks according to this policy, and report all relevant activities to the aforementioned parties. To ensure an effective and coordinated effort, the building staff responsible for overseeing the Green Cleaning Policy shall review all proposed cleaning activities before implementation.

Green cleaning strategies for the property shall include actions performed by the following contractors:

Function	Company Name	Primary Contact	Phone
Cleaning Contractor			
Secondary Contractor (carpet cleaner, etc)			

The responsible teams and individuals mentioned above are expected to complete the following tasks:

- Evaluate the success of the Green Cleaning Policy & Program annually and provide an annual report to senior management.
- Educate staff about green cleaning policy, plan, and strategies. Education includes development of training requirements for maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.
- Use strategies mentioned within to procure and use green cleaning materials and equipment.
- Track cost of green cleaning purchases to track cost of total cleaning purchases and those that meet the sustainable thresholds addressed in Section V & VI.
- Report relevant material and equipment costs to OWNER on a monthly basis for incorporation into company-wide tracking metrics.
- Collect and report equipment tracking inventory/log to OWNER on a monthly; include plan to transition to low-impact cleaning & maintenance equipment.

IV. Quality Assurance Procedures & Strategies:

Standard Operating Procedures (SOPs) and guidelines for cleaning chemical handling and storage for OWNER facilities will be put in place and spot checked by the Cleaning Contractor's Area Manager and OWNER at

random, but no less than 2 times per year. SOPs and chemical handling and storage guidelines will be re-evaluated every year by the OWNER building engineer and assistant property manager to ensure OWNER continues to use best industry practices.

All SOPs must meet the requirements of LEED EBOM v2009 Green Cleaning Requirements.

V. Cleaning Products:

The practices listed below shall be implemented, to the extent practicable, with a target goal of 30% of the products complying, based on cost. The primary Responsible Party shall assign staff to track purchase rates of both compliant and noncompliant products.

Cleaning products and hard-floor and carpet-care products used at PROPERTY shall, when possible, meet the requirements of IEQc3.4-3.6: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials and shall meet the following criteria:

- a. **Green Cleaning Products** are those that meet one or more of the following standards:
 - i. [Green Seal GS-37](#): for general-purpose, bathroom, glass, and carpet cleaners
 - ii. [Environmental Choice CCD-110](#): for cleaning and degreasing compounds
 - iii. [Environmental Choice CCD-146](#): for hard surface cleaners
 - iv. [Environmental Choice CCD-148](#): for carpet and upholstery care
- b. **Green disinfectants, metal polish, floor finishes, floor strippers**, or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall are those that meet one or more of the following standards:
 - i. [Green Seal GS-40](#): for industrial and institutional floor care products
 - ii. [Environmental Choice CCD-112](#): for digestion additives for cleaning and odor control
 - iii. [Environmental Choice CCD-113](#): for drain or grease traps additives
 - iv. [Environmental Choice CCD-115](#): for odor control additives
 - v. [Environmental Choice CCD-147](#): for hard floor care
 - vi. California Code of Regulations maximum allowable VOC levels for the product category
- c. **Green disposable janitorial paper products and trash bags** are those that meet at least the minimum requirements of one or more of the following programs:
 - i. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners

- ii. [Green Seal GS-09](#): for paper towels and napkins
 - iii. [Green Seal GS-01](#): for tissue paper
 - iv. [Environmental Choice CCD-082](#): for toilet tissue
 - v. [Environmental Choice CCD-086](#): for hand towels
 - vi. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers
- d. **Green hand soaps** are those that meet one or more of the following:
- i. [Green Seal GS-41](#): for industrial and institutional hand cleaners
 - ii. [Environmental Choice CCD-104](#): for hand cleaners and hand soaps
 - iii. No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations

VI. **Cleaning Equipment:**

Wherever possible, it is important for cleaning and maintenance staff to use equipment that is energy-efficient, durable, and quiet. All newly acquired cleaning equipment used by OWNER or the Cleaning Contractor shall comply with the criteria listed below, with a target of using 20% or greater compliant equipment. The primary Responsible Party shall assign staff to track purchase rates of both compliant and noncompliant products.

The products listed below are approved for use. Products beyond those listed here must be submitted prior to use.

- a. Vacuum Cleaners operate with a sound level of less than 70 dBA and are certified by the Carpet and Rug Institute "[Green Label](#)" testing program for vacuum cleaners.
- b. Equipment used for restorative deep cleaning (i.e. carpet extraction equipment) is certified by the Carpet and Rug Institute's "[Seal of Approval](#)" testing program for deep-cleaning extractors.
- c. Powered floor maintenance equipment, including electric and battery-powered floor buffers, is equipped with vacuums, guards, and/or other devices for capturing fine particulates and operates with a sound level of less than 70 dBA.
- d. Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or EPA standards for the specific engine size and operate with a sound level of less than 90 dBA.
- e. Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids.
- f. Battery-powered equipment is equipped with gel batteries (better for environment).

- g. Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue.
- h. Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

VII. Hard-Floor & Carpet Maintenance:

Floor-care maintenance shall consistently be performed according to written protocols (see Schedule A Attachment 1 of Cleaning Contract Scope of Work), without exception. QC checks will be used to ensure 100% adoption.

The floor and carpet maintenance program at PROPERTY is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.

To minimize chemical use, PROPERTY has reduced the frequency of stripping or removing coatings to three times per year and is able to maximize the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' exposure to harmful chemicals.

A written floor maintenance plan and log shall be maintained, which details the number of coats of floor finish being applied as the base and other applications (top coat), along with all relevant maintenance/restoration practices and the dates and duration of these activities.

VIII. Entryway System:

Protocols promoting effective use of entryway systems shall be wholly adopted. Quality control checks shall be used to ensure 100% adoption.

Place entryway mats or ensure entry grills exist at every outside door that are at least five steps (10 feet) long in the primary direction of travel to proactively reduce contaminant infiltration at the source.

Entryway mats shall be thoroughly vacuumed onsite on a daily basis (as outlined in Schedule A Attachment 1 of Cleaning Contract Scope of Work). The flooring beneath the mats shall be vacuumed and mopped on a weekly basis as well.

IX. Hand Hygiene:

Proper hand washing is an important tool in protecting the health of building occupants. Restrooms shall be equipped with foaming soap dispensers. The soaps used should meet the requirements listed in Section V d. No soaps with antimicrobial agents (other than as a preservative) shall be used except where required by health

codes. Waterless alcohol-based hand sanitizer stations shall be in place during the flu & cold season and/or during times of height public health concerns. OWNER staff and tenants will be educated about the importance of hand hygiene during times of heightened risk through building wide emails.

X. Handling & Storage of Cleaning Chemicals:

Protocols governing safe handling and storage of cleaning chemicals shall be wholly adopted. QC checks will be used to ensure 100% adoption.

Cleaning chemicals are stored in a single-locked janitorial closet on the ground floor. Workers access chemicals at the beginning of their shift and as needed.

The chemical supplier is required to provide accurate MSDSs for all chemicals delivered to the building.

MSDSs are filed, in duplicate, in the chemical storage room and the manager's office in clearly labeled binders.

XI. Use of Chemical Concentrates & Dilution Systems:

The cleaning and maintenance staff will use chemical concentrates with appropriate dilution systems by following manufacturer's dilution directions. The staff will minimize chemical use due to under-dilution and will prevent insufficient cleaning by over-dilution of products. All secondary containers used to store chemicals must have appropriate labels including name of product, dilution ratio, and warnings if applicable.

The cleaning and maintenance staff will experiment with altering the frequency and intensity of cleaning compared to the strength, and toxicity, of cleaning products used to determine the best mix to achieve a healthy, clean work environment. High use areas such as bathrooms, dining areas and kitchens, and entryways may have more frequent cleaning scheduled as opposed to infrequently used areas.

XII. SECTION 13: VULNERABLE BUILDING OCCUPANTS

PROVIDE A DESCRIPTION OF CLEANING PRACTICES ADDRESSING VULNERABLE BUILDING OCCUPANTS. SAMPLE LANGUAGE PROVIDED BELOW.>

To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, cleaning staff from <Building Name and/or or Contractor Name> shall, to the greatest extent possible use only low/no VOC cleaning products; they shall perform routine cleaning and floor restoration activities after working hours when the majority of occupants have left the building; the staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence of irritants.

XIII. Staff Training:

All cleaning personnel shall receive regular training. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal.

A log shall be kept of all formal staff/contractor trainings including the date and time, who was in attendance, and green cleaning topics covered. All staff/contractors will attend training within 1 week of hire and are required to attend at least 12 follow-up trainings every calendar year. If OWNER makes changes to its Standard Operating Procedures, chemical handling guidelines, etc; all relevant cleaning and maintenance staff/contractors must attend training within 1 month after the change is in place.

Attach staff training plan and logs.

XIV. Occupant Feedback:

All guests, employees and tenants shall have a mechanism by which to provide feedback on cleaning practices.

OWNER will gather occupant feedback on a regular basis to ensure that the green cleaning policy is effective and meets the needs of OWNER employees and to make improvements to the policy where necessary. OWNER will educate building occupants on the green cleaning policy and goals of the company and will provide contact names, phone numbers, and email addresses for where occupants can register comments and/or complaints.

XV. Performance Metric:

OWNER performance on this policy will be measured in a variety of ways depending on the specific strategy in question.

1. Sustainable Cleaning Products and Materials: To measure performance in Purchasing, OWNER will use the cost of materials purchased for the building(s) and associated grounds as compared to the total cost of both sustainable and non-sustainable purchases. The following formula will be used for calculating the percent achievement, where applicable:

$$\% \text{ Sustainable Cleaning Purchases} = \frac{\text{Cumulative Cost of Sustainable Cleaning Purchases (\$)}}{\text{Total Cleaning Product Purchases (\$)}}$$

Performance will be measured at the facility level. Each facility shall strive to meet company-wide sustainable cleaning products purchasing goals, in addition to aiming to improve performance over time. Purchasing metrics will also be aggregated portfolio-wide to measure OWNER's overall performance.

The Sustainable Cleaning Products and Materials Purchasing Policy will be re-evaluated every year by the OWNER to redefine goals and areas of focus.

2. Sustainable Cleaning Equipment : To measure performance in Sustainable Cleaning Equipment Use, OWNER will keep an inventory and log of all powered cleaning and maintenance equipment used at its facilities, will track the date of equipment purchase and all repair and maintenance activities, and will include vendor specification sheets where possible for each type of equipment. OWNER will develop a plan, including a

timeline, for upgrading any equipment that does not reduce building contaminants and minimize environmental impact.

XVI. **Time Period:** This policy shall take effect on **January 1, 2010** and shall continue indefinitely or until amended and/or replaced by a subsequent green cleaning policy.

XVII. **Resources and Implementation**

The following resources may be utilized:

- The U.S. Environmental Protection Agency created a [Green Cleaning Calculator](#) to quantify the environmental benefits of using sustainable cleaning products and services. In addition, the Calculator helps users identify which green cleaning strategies will have the biggest impact.
- [Green Seal](#) is an independent third party that certifies products and services that are safe, healthy, and environmentally friendly. Green Seal has developed several standards and award qualified products with the Green Seal label. The Green Seal website provides a list of certified products as well as the Green Seal Standards, which outline the requirements for products and services to become certified.
- EcoLogic provides the [EcoLogo Program](#) to certify products and services that are environmentally preferable from a life-cycle perspective. Products that meet or exceed the rigorous sustainability criteria are labeled with the Environmental Choice label. The EcoLogic website offers a database of EcoLogo certified products – a great resource for locating products and materials that meet the High Performance Green Cleaning Program requirements.
- [INFORM](#) is an organization that provides resources for sustainable practices and products specifically on housekeeping issues.
- The Commonwealth of Pennsylvania has developed a [Green Building Operations and Maintenance Manual](#) that is a great resource for sustainable building maintenance techniques including green cleaning products & procedures.



The Green Engineer, Inc.

Sustainable Design Consulting

Eastham Public Library LEED-NC v09 Handout March 24, 2015

General LEED Status

The project is pursuing certification under the LEED for New Construction v3 rating system. The LEED rating system has a number of mandatory prerequisites that all projects must satisfy to pursue certification. Projects can choose which specific credits are appropriate to pursue for LEED Certification. Certification level is based on the number of points earned by the project. A project must earn between 50-59 points for Silver certification, 60-79 for Gold.

The Eastham Public Library project is currently tracking 53 points as 'Yes', 8 as 'Maybe +' 10 as 'Maybe -' and 39 as 'No'.

While the project seeks to achieve LEED certification, our approach is not one of "point chasing" to maximize a LEED score. Rather we will use LEED as a validation tool, to check our performance, but in general, will not base design decisions strictly on achieving LEED certification. The Eastham Library team has continually been exploring options to improve the LEED rating, wherever appropriate.

Renewables

It is our understanding that 1) the town is considering the installation of photovoltaic (PV) panels on the library, and 2) the town has already engaged in a Power Purchase Agreement and has PV installed on the Eastham Elementary School, DPW building, and the landfill.

Following we have broken down the LEED implications, and estimated costs for the two options. We have provided situational analysis for each option and the cost benefits are weighed against one another.

LEED Implications for Situations Where SRECs are Sold or Abandoned:

First, let's discuss the LEED implication of selling or abandoning SRECs. LEED projects that have renewables where the SRECs are sold or abandoned (as part of a private sale or retained by the PPA developer) must take additional steps to claim the electricity generated is from a renewable source to be eligible for LEED points. This additional step is required because in these situations the environmental benefit of the electricity (SRECs) is removed from the renewable source.

To be eligible for LEED points a project where SRECs are sold/abandoned a project must purchase 'replacement' Green E certified RECs equal to 100% of the amount of previously claimed SRECs as part of the LEED project for 10 years. These RECs can be from nationally blended sources; they do not have to be SRECs. The specific implications are outlined in more detail below.



Option 1 – On-site rooftop PV array:

The project currently includes a “PV-ready” roof structure, sized to fit about 3,600 sf of photovoltaic panels. If a photovoltaic array were installed as indicated on drawing A1.4 from the Bid Set of documents, approx. 36 kW of panels could be installed. Using the PV Watts software program we estimate that this system would generate approximately 47,048 kWh per year.

The value of the electricity generated would be approximately \$6,582 per year, at a utility rate of \$0.14/kWh. If the SRECs for the generated electricity were sold at the current market rate (~\$0.274/kWh), they would generate an additional \$12,891 of revenue per year. The total value of the generated electricity would be \$19,478 per year. The estimated installed cost for this entire system would be around \$180,000. These estimates result in a simple payback of 10.3 years.

	System Area (sf)	Peak Capacity (kW)	Azimuth (deg)	Tilt (deg)	Estimated Annual Production (kW)	Estimated Value Generated (\$)	SREC Value Generated (\$)	Total Value Generated (\$)	Estimated Installed Cost (\$)	Simple Payback (yrs)
Roof Mounted	3,600	36	141.71	42.0	47,048	\$ 6,586.72	\$ 12,891	\$ 19,478	\$ 180,000	10.3

LEED Impact

LEED points for PV systems are awarded under credit *EAc2 On-Site Renewable Energy* based on the percentage of the predicted annual building energy cost offset by renewable energy generated (excluding SRECs).

% Renewable Energy	EAc2 Points
1%	1
3%	2
5%	3
7%	4
9%	5
11%	6
13%	7

The preliminary energy model currently shows a predicted annual consumption of 134,719kWh/year, which at \$0.14/kWh is \$18,860.66/yr.

The 36kW on-site PV system would offset 34.9% of the predicted annual building energy use and, if replacement RECs were purchased, make the project eligible for all 7 points within EAc2. By exceeding 15% the project would also be eligible for an Exemplary Performance point within IDc1.

Additionally, any renewable contribution can be added to the efficiency strategies captured in credit *EAc1 Optimize Energy Performance*. Adding the 36kW system to the efficiency measures already captured in the energy model would add an additional 12 points in EAc1, and possibly another exemplary performance point for exceeding a combined reduction in energy use of 50% against the ASHRAE 90.1-2007 baseline.



We recommend, and have assumed all Solar RECs (SRECs) are being sold. Therefore to claim the renewables for the LEED project and be eligible for additional points the project must re-buy RECs to cover a 10 year period. The purchase of national blended RECs is relatively affordable at this time, with rates around \$0.0019/kWh±. It would cost approximately \$894 to purchase RECs for 10 years for 100% of the assumed PV panel production.

System size	Estimated Production (kWh/yr)	REC cost 10yr
36kW	47,048	\$893.91

Conclusion

Adding on-site PV has the potential to add an additional 20 LEED points for the project putting it comfortably within the Gold certification range at 73 points.

Option 2 – Existing Off-Site Renewable Energy Assignment:

The Town of Eastham has multiple existing renewable energy installations, which we understand currently generate a surplus of electricity. The Town could apportion a set amount of the renewable energy generated at the Municipal PV systems to the Library project. This is an allowable alternative compliance path as long as the project can show that the community renewable energy system has a contract for a period of at least 10 years.

To follow this path the Town of Eastham would have to provide a letter confirming that a defined percentage of the energy generated by the installations is allocated specifically to the Library project. This portion of the generated electricity could not be used by another LEED project in town.

LEED Impact

We are unsure of the specific quantity of electricity available for the library, but any portion of the electricity produced assigned to the library could be eligible for LEED points based on the percentage of the predicted building energy cost offset. (See table in Option 1 LEED implications.)

Additionally, any renewable contribution can be added to the efficiency strategies captured in credit *EAc1 Optimize Energy Performance* as mentioned above.

Under the current PPA, assuming all Solar RECs (SRECs) are retained by the developer, the project would have to buy replacement RECs based on the portion of PV production assigned to the library.



Eastham Assumptions	
kWh/yr	134,719
Elec Rate	\$ 0.14
\$/yr	18860.66
REC rate*	\$ 0.0019

from prelim energy model

*cost from recent proposal

Approximate costs to purchase RECs to take credit for PPA

EAc2	kWh offset/yr	REC cost 10yr	points
1%	1,347.19	\$ 25.60	1
3%	4,041.57	\$ 76.79	2
5%	6,735.95	\$ 127.98	3
7%	9,430.33	\$ 179.18	4
9%	12,124.71	\$ 230.37	5
11%	14,819.09	\$ 281.56	6
13%	17,513.47	\$ 332.76	7

additional offsets (FYI)

50%	67,359.50	\$ 1,279.83
100%	134,719.00	\$ 2,559.66

Conclusion:

To be eligible for all 7 available credit points under EAc2, the cost of a 10-year commitment would be approximately \$332. The town would have to allocate 17,513.47 kWh per year of the total generated, for use solely at Eastham Public Library.

Additionally, the project would gain an additional 8 points within EAc1 by adding the renewable system to the efficiency measures already captured in the energy model.

This could result in an additional 15 points for the project, landing us comfortably within the Gold certification range at 69 points.

LEED Review Fees:

When the LEED application is submitted for review the project owner pays the LEED Certification application review fee directly to the USGBC/GBCI. There is a fixed fee for projects <50,000sf. The design phase fee is \$2,000. The construction phase fee is \$500. Once the application is submitted the GBCI issues an invoice for payment.



LEED v3 for New Construction and Major Renovations Project Scorecard

Project: Eastham Public Library

Address: 190 Samoset Rd 02642

Date of Review: March 26, 2015

General Project Data

LEED Goal:	2.18.14: As high as possible within budget tolerance
Bldg area:	17,934sf (per model calcs)
Parking:	51 spaces
Site Area:	82,000sf Assume LEED boundary will include entire parcel.
FTE:	9 total (5 staff & 4 Volunteers/day) based on 7 staff & 57 volunteer total
Visitors:	35,340 annual users - TGE assumes 100/day average

Color Legend

COMPLETE Design Phase Items
OUTSTANDING Design Phase Items
Construction Phase Items - No Design Phase Action Required
Credits not attempted by project

TOTALS

Yes	M+	M-	No
56	5	11	38

Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points

GENERAL PROJECT DOCUMENTATION

Responsible

Notes & Status

Y	PI form 1	Minimum Program Requirements	Required	Eastham	Need to confirm Energy Star Portfolio Manager will be used by Eastham. See 3.19.15 email. 2.18.14 Eastham committed to share energy & water use data w/ USGBC for the first 5 years. TGE distributed MPR package.
Y	PI form 2	Project Summary Details	Required	Team	Posted: 17,934sf total; 336sf existing; 60,965sf site; 51 parking spaces. NEED: hardscape area & project budget
Y	PI form 3	Occupant Usage Data	Required	Team	Posted: 9 FTE; 100 avg visitors, 80 peak. NEED: Space usage table completed per EAp2/EQp1
Y	PI form 4	Schedule and Overview Documents	Required	Team	Posted: Int/ext renderings; Elevations & Sections; HVAC plans & Schedule; Site plan; rep fl plans. NEED architectural narrative & schedule

Yes	M+	M-	No
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15	1	0	10
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SUSTAINABLE SITES

26

Responsible

Notes & Status

Y	Prereq 1	Construction Activity Pollution Prevention	Required	Nauset	REQUIRED: ESC plan shown on C1.1 within Bid set (6.16.14), current spec includes 312500 Sedimentation and Erosion Control requirements. CM must implement and provide photo documentation indicating compliance.
	Credit 1	Site Selection	1	n.a.	3.12.15: Will attempt alt compliance explaining development has been pulled further from wetland 3.14.14: Moved to 'No'. Building within 100ft of wetland area
	Credit 2	Development Density and Community Connectivity	5	n.a.	Internet survey appears to show that site area does not meet density or connectivity requirements
	Credit 3	Brownfield Redevelopment	1	n.a.	3.12.15: Nauset confirmed no significant remediation required on site.
6	Credit 4.1	Alternative Transportation - Public Transportation Access	6	Owner/TGE	COMPLETE: Documented "Flex" line of the Cape Cod RTA (www.capecodcta.org) & P&B bus (4x daily) stops 1265' from building entrance.
	Credit 4.2	Alternative Transportation - Bicycle Storage and Changing Rooms	1	n.a.	Project does not comply. No shower or bike storage shown in set. 2.18.14 Limited interest in shower in project. Bike storage will be provided.
3	Credit 4.3	Alternative Transportation - Low-Emitting and Fuel-Efficient Vehicles	3	Nitsch/Eastham	COMPLETE: 3 preferred LEFE parking spaces provided in L1.0 for 5.8%. 2.18.14: Library Cmte approved providing preferred parking spaces.
2	Credit 4.4	Alternative Transportation - Parking Capacity	2	Nitsch/Eastham	COMPLETE: 3 carpool parking spaces provided in L1.0 with signage detail.
1	Credit 5.1	Site Development - Protect or Restore Habitat	1	CBA	Compliant field grass & existing tree areas = ~25,000sf > footprint (11,685sf) or 20% of site (16,400sf)
1	Credit 5.2	Site Development - Maximize Open Space	1	CBA/TGE/Eastham	Posted: The project has provided 26,342.83 sf of vegetated open space, 43% of site. This is enough for EP. NEED: Owner to sign off on preserving open space for life of building.
1	Credit 6.1	Stormwater Design - Quantity Control	1	Nitsch	3.18.15: Reached out to Nitsch. 3.14.14: Moved to 'Yes'. Nitsch confirming that runoff quantity will be reduced by 100%
1	Credit 6.2	Stormwater Design - Quality Control	1	Nitsch	3.18.15: Reached out to Nitsch. 3.14.14: Moved to 'Yes'. Nitsch confirming that 100% of the water will be treated with BMPs on-site.
	Credit 7.1	Heat Island Effect - Nonroof	1	n.a.	3.14.14: Permeable pavers and concrete no longer in project. Moved to 'No'
	Credit 7.2	Heat Island Effect - Roof	1	n.a.	6.24.14: Moved to 'No'. OEA suggested forgoing credit to select products that fit within the project color palette.
1	Credit 8	Light Pollution Reduction	1	LAM/TMP	Analyzing final lighting design against requirements

Yes	M+	M-	No
-----	----	----	----

8	0	0	2
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WATER EFFICIENCY

10

Responsible

Notes & Status

Y	Prereq 1	Water Use Reduction - 20% minimum	Required	TMP	COMPLETE. Final water use reduction = 41.15%. Fixtures include: WC: 1.28 gpf; U: 0.125 gpf; Lav: 0.07gpc; kitchen: 0.5 gpm
4	Credit 1	Water Efficient Landscaping - Reduce by 50%, No Irrigation	4	CBA	COMPLETE: Confirmed no permanent irrigation and appropriate fixture selection
	Credit 2	Innovative Wastewater Technologies	2	n.a.	3.18.15: Reached out to Nitsch. Option 2: 3.14.14: Remains 'M-' pending Nitsch review of nutrient removal reqs of zoning. Treating to tertiary standards involves extra filtration or biological activity to remove nutrient pollutant and it may also involve disinfection
4	Credit 3	Water Use Reduction - 30% (2), 35% (3), 40% (4)	4	TMP	See WEP1 - Eligible for all four points.

Yes	M+	M-	No
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12	0	9	14
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ENERGY & ATMOSPHERE

35

Responsible

Notes & Status

Y	Prereq 1	Fundamental Commissioning of Building Energy Systems	Required	SBS	REQUIRED: Frank Baldino @ Strategic Building Solutions is CxA. Scope includes both fundamental & enhanced Cx services. SBS to follow up with team with OPR sample language per 9.30 meeting. 12.17.14 - TGE has received final OPR doc from OEA. Ready for use.
Y	Prereq 2	Minimum Energy Performance	Required	TMP/OEA	COMPLETE: Project will demonstrate compliance using an energy model computer simulation. Baseline is ASHRAE 90.1-2007
Y	Prereq 3	Fundamental Refrigerant Management	Required	TMP	COMPLETE: Compliant refrigerants have been specified
9	Credit 1	Optimize Energy Performance	19	TGE	COMPLETE: Model shows 2809% energy cost savings = 8 points. Additional points possible if renewable are included
	Credit 2	On-Site Renewable Energy	7	Eastham	Team could assign already installed PV on school, DPW & landfill to library project. Since PPA Eastham would have to buy back REC's for 10years to be eligible.
2	Credit 3	Enhanced Commissioning	2	SBS	6.5.14: SBS conducted design review. Design team responded. 5.13.14
	Credit 4	Enhanced Refrigerant Management	2	TMP	Experience has shown that VRF systems do not meet credit requirements due to relatively high refrigerant charge per ton cooling capacity.
1	Credit 5	Measurement and Verification	3	Eastham	Carried 1 point as 'Yes' for ENERGYSTAR Portfolio Manager sharing to satisfy MPR. No current interest in full M&V plan.
	Credit 6	Green Power, 35% for 2 years	2	Eastham	Not a design decision. Eastham could purchase REC's to be eligible for credit. Assume ~\$200 total @ \$0.0019 (134,719kWh/yr total)

Yes	M+	M-	No
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4	1	1	8
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MATERIALS & RESOURCES

14

Responsible

Notes & Status

Y	Prereq 1	Storage and Collection of Recyclables	Required	TGE/OEA	COMPLETE: TGE documented recycling collection bins distributed throughout project space. All recyclables are collected daily and picked up by town. Town has a recycling program.
	Credit 1.1	Building Reuse - Maintain Existing Walls, Floors & Roof	3	n.a.	

			1	Credit 1.2 Building Reuse - Maintain Interior Non-Structural Elements	1	n.a	
2				Credit 2 Construction Waste Management - Divert 50% (1), 75% (2)	2	Nauset	3.10.15: Moved second point to 'Yes'. Compliant CWM plan is in place; Tracking progress is ongoing Nauset working to get facility avgs to support hauler reports
			2	Credit 3 Materials Reuse	2	n.a	
1	1			Credit 4 Recycled Content - 10%, 20%	1-2	Nauset	Pending tracking performance in CA. Preliminary tracking sheets sent 3.10.15. Need additional data to determine whether second point is attainable.
1		1		Credit 5 Regional Materials - 10%, 20%	1-2	Nauset	Pending tracking performance in CA. Preliminary tracking sheets sent 3.10.15. Need additional data to determine whether second point is attainable.
			1	Credit 6 Rapidly Renewable Materials	1	n.a	
			1	Credit 7 Certified Wood	1	n.a	2.18.14: Moved to 'No'. Significant amount of interior and exterior wood shown in design. Using >50% wood may prove cost prohibitive.

10	1	0	4	INDOOR ENVIROMENTAL QUALITY		15	Responsible	Notes & Status
Y				Prereq 1	Minimum Indoor Air Quality Performance	Required	TMP	COMPLETE: TMP confirmed ASHRAE 62.1-2007 criteria are satisfied.
Y				Prereq 2	Environmental Tobacco Smoke (ETS) Control	Required	Eastham/OEA	Eastham must decide if ext smoking will be banned on site or just 25' from building. Need signage to match approach. Building is non-smoking.
		1		Credit 1	Outdoor Air Delivery Monitoring	1	TMP	3.18.15: Emailed TMP. 3.14.14: OA Monitoring: Will have no BAS system, so nothing to report alarm to. Could use alt compliance. ECM motors know the amount of OA delivered. CO2 Sensors included in Conference Room, Eastham Room, (2x) Assembly Room, and Program Room
			1	Credit 2	Increased Ventilation	1	n.a	3.14.14: Moved to 'No'. Project will not exceed ASHRAE-62 by 30%.
1				Credit 3.1	Construction Indoor Air Quality Management Plan - During Const.	1	Nauset	3.10.15 - TGE has reviewed IAQM plan; Will need to ensure photo documentation is done during construction.
1				Credit 3.2	Construction Indoor Air Quality Management Plan - Before Occupancy	1	Nauset	3.10.15: Nauset & OEA to determine appropriate path. Winter turnover will extend flush out duration so project may attempt IAQ testing path
1				Credit 4.1	Low-Emitting Materials - Adhesives & Sealants	1	Nauset	Nauset tracking products used within building envelope.
1				Credit 4.2	Low-Emitting Materials -Paints & Coatings	1	Nauset	Nauset tracking products used within building envelope.
1				Credit 4.3	Low-Emitting Materials - Floor Systems	1	Nauset	Nauset tracking products used within building envelope.
1				Credit 4.4	Low-Emitting Materials - Composite Wood	1	Nauset	Nauset tracking products used within building envelope.
			1	Credit 5	Indoor Chemical and Pollutant Source Control	1	n.a	3.14.14: Moved to 'No'. Project will have larger copier that will not be isolated.
			1	Credit 6.1	Controllability of Systems - Lighting	1	n.a	All individual workstations, including computer stations and study carrels are considered private areas that would require control (task lights)
1				Credit 6.2	Controllability of Systems - Thermal Comfort	1	TMP	COMPLETE: TGE documented compliance through a combination of tsats and operable windows
1				Credit 7.1	Thermal Comfort - Design	1	TMP	COMPLETE: complies with ASHRAE 55 requirements.M0.1 lists temp & humidity design conditions.
1				Credit 7.2	Thermal Comfort - Verification	1	Eastham	3.9.15: Moved to 'Yes'. Library agreed to conduct thermal comfort survey.
			1	Credit 8.1	Daylight and Views - Daylight - 75%	1	OEA	11.04.14 - Moved to "No" per requirements for glare control not being met on the project. 7.21.14: Daylight calculations show that the 75% threshold is a possibility, only if the project provides views-preserving automated shades for the larger full-height window bays in the Adult Stacks and Children's Reading Room, for example.
1				Credit 8.2	Daylight and Views - Views 90%	1	OEA	COMPLETE: TGE documented views for >90%.

4	2	0	0	INNOVATION IN DESIGN	6	Responsible	Notes & Status
1				Credit 1.1 Innovation in Design: EP for SSc5.2	1	Team	See SSc5.2
1				Credit 1.2 Innovation in Design: Green Cleaning Policy	1	Team	3.256.15: Sample policy sent. 3.18.15: OEA passed through information that Eastham is looking to implement a Green Cleaning program. TGE sent compliance memo.
1				Credit 1.3 Innovation in Design: Building as an Educational Tool	1	Team	2.18.14: Town interested in Building as an Educational Tool path. TGE to send memo.
	1			Credit 1.4 Innovation in Design: To be determined	1	Team	Options include Exemplary Performance in base point, participation in Pilot credit, low-mercury lighting, building as Edu, other Eastham Policy, etc
	1			Credit 1.5 Innovation in Design: To be determined	1	Team	Carried as 'Maybe' pending selection of ID option
1				Credit 2 LEED® Accredited Professional	1	Team	Various team members are LEED AP accredited.

3	0	1	0	REGIONAL PRIORITY - 02642	4	Responsible	Notes & Status
1				Credit 1.1 RP for 02642: SSc1, SSc2, SSc5.1, SSc6.2, WEc3 (40%), EAc2	1	-	Tracking SSc5.1 as 'Yes'
1				Credit 1.2 RP for 02642: SSc1, SSc2, SSc5.1, SSc6.2, WEc3 (40%), EAc2	1	-	Tracking SSc6.2 as 'Yes'
1				Credit 1.3 RP for 02642: SSc1, SSc2, SSc5.1, SSc6.2, WEc3 (40%), EAc2	1	-	Tracking WEc3 (40%) as 'M+'
		1		Credit 1.4 RP for 02642: SSc1, SSc2, SSc5.1, SSc6.2, WEc3 (40%), EAc2	1	-	Tracking EAc2 as 'M-'

56	5	11	38	PROJECT TOTALS (Certification Estimates)	110
Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points					

Glass Bottle

Recycling

Town of Eastham
Recreation & Beach Department
2500 State Highway
Eastham, MA 02642
(508) 240-5974

February 11, 2015

To: Sheila Vanderhoef, Town Administrator
From: Mark Powers, Recreation & Beach Director
Re: Redemption of Glass Bottles

The Recreation and Beach Department has reached out to the Eastham Elementary School Parents Group (who we share the plastics and cans responsibility with) and they are unable to takeover the responsibility of recycling glass due to the volume and workload.

Having been involved with the recycling over the past 17 years:

- the weight and volume has increased tremendously
- the packaging and/or redemption requirements have changed

Also, the redemption companies who we have used for pick ups over the years have either gone out of business or no longer accept bottles in bulk pick-ups for payout. Therefore bottles have to be individually redeemed in machines and would have to be transported by the redeeming group.

Based on the above, the Recreation & Beach Department recommends the following for the months of July and August

- A. Set-up a bin and offer glass bottles to Taxpayers. This works on the premise of "leave a penny, take a penny" where Taxpayers could put in and take out as they wanted. At any time if the bin was too full, bottles would be emptied into regular glass recyclable bin. **OR...**
- B. Allow The Champ House (the non-profit organization we are currently working with for pick-ups) to pick them up and keep the profit.

Thank you.

January 6, 2015

ADMINISTRATION

JAN 07 2015

RECEIVED

Dear Ms. Vanderhoef,

After our discussion regarding EFFI's difficulty managing the increase in recyclable glass deposit bottles at the Transfer Station, we investigated the alternatives. In a meeting with Mark Powers, he suggested that we yield the refundable glass collections for the summer months. We also looked at alternative pickup companies with no success.

Between the increase in volume and the impact of having limited help to facilitate this job, we believe that it would be best to yield the glass redemption bottles for the months of July and August to another non-profit organization. During July and August, we are willing to leave all of our collection bins at the Transfer Station for use by other non-profits. If no one is willing to take this task for these months, we are willing to share the task of redeeming these glass bottles by collecting on specific days only.

Please let us know how you will proceed with this situation. A decision by March 15, 2015 is needed to help us to prepare for the summer and also report to our membership at our annual meeting. . If you believe that we need further discussion on this topic, contact me at 508-240-0612 or dobs-fd@comcat.net.

Sincerely,



Frank Dobek, EFFI Vice President

cc. Eastham Board of Selectmen

Carol Burton, EFFI President

Bridge Road

Request for

Naming

Fee Proposal



TOWN OF EASTHAM

2500 Stare Highway, Eastham, MA 02642-2544
All departments 508-240-5900 • Fax 508-240-1291
www.eastham-ma.gov

TO: Board of Selectmen
FROM: Jacqui Beebe
RE: 2015 Fee Requests
DATE: April 3, 2015

For your review and discussion are recommendations from various Departments regarding changes to the schedule of fees. For each town department I have attached is a summary of revenue and expense. On each sheet you will find the new fees and proposed fee increases highlighted, along with any narrative detail, comparative data with other towns, or current fee schedules. Below is a brief summary of the combined recommendations by Department.

Beach & Recreation: No change in Fees for this season, but recommending changes for FY17 (summer of 2016). The following increases are proposed:

- *Resident Beach Stickers* to \$30.00. The last increase was in FY11 to \$25.00, and the average in the lower cape is \$28.00 with some towns at \$25 and some already at \$30. (Replacement Sticker fee would be raised to \$7)
- *Daily Pass*- Both Wellfleet and the CCNS are currently at \$20
 - All Daily Parking to \$20 (from \$15 weekday and \$18 weekend)
 - Labor Day Pass- From \$40 to \$50
- *Visitor Stickers*- Have not been raised for 3 summers:
 - Weekly stickers- Increase \$5 to \$70
 - Two-week stickers- From \$100 to \$110
 - Seasonal stickers-From \$180 to \$200

The DPW is recommending an increase in two areas:

- *Landfill Gate Fees*- Neil is making a request to add a category to the existing Construction & Demolition Fee schedule. The schedule provides specific fees for all kinds of household items, but does not include wood or wood furniture. We are recommending adding this category, as currently the town is charged a per ton cost for disposal, and is only recouping 44% of those expenses via the current fees. This change would simply add a fee (between \$5 and \$20 per item) for wood furniture/wood items.
- *Commercial Tip Fee for private haulers*- Neil is proposing a fee increase

from \$95 to \$100 per ton. Tip fees vary widely from town to town and it is vital to stay current with this fee to avoid excess expense for the town. Currently rates vary from a low in Orleans of \$80 to a high in Provincetown of \$140. The Town of Wellfleet closed its transfer station to private haulers last year, which had an immediate effect of increasing commercial tipping in Eastham from 450 to 920 tons. The town is paying \$60 per ton plus transportation and handling at SEAMASS and this fee change will ensure that revenue stays ahead of expense, so we are not subsidizing private hauler operations.

- Neil has included both a narrative explanation of the changes, as well as comparative data for your review. It is important to note that both recommended changes are not increases in fees to create new revenue, but simply to keep ahead of rising expenses in the solid waste market.

The Council on Aging: is requesting a change in *Lower Cape Adult Day Center fees* as discussed during the budget planning process. The current Day Center fee is the lowest on the Cape, and has not been raised in many years. The suggested fee for FY16 is \$40 per day, and should be re-assessed annually.

Natural Resources is recommending a fee for this summer for small boat storage. As was approved at the March 30, 2015 board meeting, the regulations have been updated and the department is requesting a *\$50 fee for small boat storage* only in designated areas. There will be a maximum number of stored vessels allowed in each area. All others will be removed and enforcement will need to be stringent to ensure that this program is applied fairly. Shana has provided comparative data from other cape towns that have a similar policy.

Building Department- The Building Department is required to do inspections of establishments in certain categories: motels, movie theatres, restaurants, group living situations, multi-family dwellings. The schedule of what inspections are required under the building code is attached for your review. The number of inspections required is outlined in the code, and varies from every 6 months to one, two, and five year intervals. These inspections are vital to ensure the public safety of these establishments within our town. *Currently the Town does not charge a fee for these required inspections, and Tom is recommending a new fee of \$80 per inspection, with an addition of \$2 per room for motels/group residential/multi-family residential units.* This fee is applied by other towns as you can see by the chart below, but is slightly higher, as Tom is recommending applying fees amounts listed in the current building code.

Windmill Green- we are recommending a change to the policy/fee for the use of the Windmill Green. There are private (non-resident and for-profit) enterprises that are renting the Green for events several times per summer. They are registering as “individuals” and paying the required \$100 fee for use, and then charging rent for spots for commercial craft fairs/other events. It is our estimate that these vendors are paying the town \$100 and collecting several thousand dollars per event from their vendors. It is clear from the policy that the Board does not want this kind of use, but the policy does not ban it, and creates a broad “individual” category that is difficult to enforce. We would recommend either a specific ban on individual for-profit use, or an increased fee for non-resident, “individual” use. I have attached the current policy and rental form for your review.

All-Alcohol & Common Victualer- currently, our all-alcohol license fees are in line with the other towns, and we recommend no changes for this year.

Town	Com Vic	Package Store	Seasonal All Alcohol	Annual All Alcohol	Building Inspections
Provincetown	\$1,238	\$1,040	\$1,634	\$1,238	\$40-\$100
Wellfleet	\$1,275	\$1,450	\$1,550	\$1,450	\$30
Orleans	\$1,500	\$1,750	\$1,400	\$1,500	N/A
					\$80
Eastham	\$1,500	\$1,350	\$1,350	\$1,500	Proposed

All Other: There are no fee changes for any other departments, but I have attached the revenue/expense data sheet for your review.

**TRANSFER STATION
REVENUE/EXPENSE**

	FY2014	#SOLD	PRICE PER	PROPOSED	PROJECTED W/INCREASE	
				INCREASE		
Residential Stickers	435,645.00	891/2925	95/120	0	435,645.00	
2nd Sticker	36,900.00	1230	30		36,900.00	
3rd Sticker	1,815.00	918	95/120		1,815.00	
Landfill Entry Fee	29,540.00		10		29,540.00	
*Landfill Gate Fees	105,341.00		various	\$5-\$20.	132,125.00	26,784.00
Landfill Haulers	23,128.00		95 per ton	100 per ton	67,500.00	44,372.00
Commercial	600.00	6	100		600.00	
Replacement	1,085.00	217	5		1,085.00	
Recycling Program	56,970.00				56,970.00	
					-	
* add fee small wood/ furniture						
						9%
	691,024.00				762,180.00	71,156.00
	FY13	FY14	PROJECTED FY15			
Direct Salaries F/T	213,500.00	199,157.00	197,852.00			
Direct Salaries P/T	8,320.00	22,938.00	22,132.00			
Benefits (34.2%) of \$153,907 in FY14	50,357.00	52,636.19	51,163.61			
\$149,601.20 in FY15						
Benefits (11.2%)	931.84	2,569.06	2,478.78			
Other Expenses (from Budget)	301,833.00	302,833.00	313,332.00			
Administrative Support Services	36,683.08	38,665.59	39,438.91			
Fuel Usage	4,000.00	4,200.00	4,200.00			
Capital	17,250.00	14,000.00				
	632,874.92	636,998.84	630,597.30			
REVENUE TOTAL	626,414.00	626,414.00	626,414.00			
EXPENSE TOTAL	632,874.92	636,998.84	630,597.30			
NET SURPLUS/DEFICIT	(6,460.92)	(10,584.84)	(4,183.30)			

Town of Eastham

Department of Public Works
555 Old Orchard Road
Eastham, MA. 02642



508 240-5973
Fax 508 240-6687

To: Jacqui Beebe, Assistant Town Administrator

From: Neil Andres, Superintendent DPW

Date: March 27, 2015

RE: Fees

I have reviewed the fees and find two that should be considered for adjustment:

The Tip fee Commercial Municipal Solid Waste should be increased from \$95 per ton to \$100 per ton effective July 1, 2015. This recommendation is based on an increase to the Town's disposal fee at SEMASS.

Per unit fees for small wooden items should be considered for implementation effective July 1, 2015. This will allow the Construction and Demolition operation to be self sufficient.

Supporting documentation is attached.

Commercial MSW Tip Fee for private haulers

March 27, 2015

Previous fee: \$85 per ton (when we paid \$37.50 per ton to at SEMASS)

Current fee: \$95 per ton (This fee covered an interim year when TIP went from \$37.50 to \$60)

Proposed fee: \$100 per ton (first full year at \$60 per ton at SEMASS)

The Solid waste market has changed greatly over the last two years. Previously our commercial tons of MSW were stable at approximately 450 tons per year. Last year we did 925 tons. The biggest market change was the Town of Wellfleet implementing a Pay as you throw (PAYT) program. They required private haulers to bring trash to the transfer station in PAYT bags. This effectively closed the Wellfleet Transfer Station to private haulers and is the most likely cause of our recent dramatic increase in Commercial MSW.

The other factor which significantly impacted our volumes was the privatization of the Barnstable/Yarmouth regional Transfer Station. The private operator has reportedly not run the facility as well as the Town of Yarmouth – wait times to dump are reportedly in excess of two hours. There have been management changes which will supposedly reduce lines, but traffic/travel time is still an issue. Tip fees at this location vary by hauler and are not a public record. The published “gate rate” is reportedly \$87.50.

Tip fees are \$140 per ton in Provincetown. Orleans is \$80 per ton but has size limits for trucks so they do not get much business. Chatham is \$80 per ton but the facility is not convenient for haulers from this area. Harwich, a convenient tip option, is also \$80 per ton but is considering a fee increase as they are also in their first complete fiscal year at a higher tip fee. Dennis and Barnstable are not set up to accept commercial haulers. Bourne has long term MSW contracts with Falmouth and SEMASS so it is no longer an option for most private haulers. Improvements in the region’s economy have also resulted in increased of MSW in the marketplace.

In summary, predicting MSW volumes at various Tip fees is not an exact science. The proposed increase to \$100 will probably not impact the small haulers and peak summer business as time is money. Volumes could likely be reduced back to 600-700 tons per year as the large haulers and off season haulers migrate to Harwich and the Yarmouth Regional Transfer Station. The justification for the increase is that our MSW tip fee went up approximately \$10 per ton last year. Setting the new rate at \$100 per ton is estimated to result in no change in net revenue from Commercial MSW operations with tons decreased to 650 tons per year.

Commercial MSW Cost

			revenue	cost/ton (1)	disposal cost	net revenue
2015 actual	925	95	\$ 87,875.00	\$ 80.00	\$ 74,000.00	\$ 13,875.00
2016 estimated	675	100	\$ 67,500.00	\$ 80.00	\$ 54,000.00	\$ 13,500.00
			\$ 20,375.00			

(1) cost per ton This number represents direct components of operating cost

item	\$ per ton
tip fee	\$ 60.00
transport	\$ 15.00
handling	\$ 5.00

C&D fees for Residents

March 27, 2015

Current fee: \$270 per ton – items over scale

Proposed fee: \$5, \$10, \$15, \$20 per wooden item or use scale

Currently the transfer station has fees for items such as stuffed chair or couch (\$20), Mattress (\$20), rug (\$10) – see attached list. There are no fees in place for wooden items such as wooden furniture and small quantities of wood debris. It is not practical to put every small item over a truck scale that reads in 20 pound increments. The disposal cost for all these small items, however, adds up. Last year, fees were charged for only 195 tons of the 443 tons which were shipped out. This is a recovery rate of 44%.

It is proposed that a fee of \$5, 10, \$15, or \$20 be charged for small wooden items. A summary with examples is attached. These fees would be liberal. If a resident chose to have the item weighed on the scale, the fee would be higher.

Implementation of these fees has the potential to generate an additional \$26,000.00 in additional revenue. This would make the C&D operation self sufficient.

Eastham Transfer Station C&D fee comparison

	Weight	scale fee	Fee	lbs	
\$ 0.135	40	\$ 5.40	\$ 5.00	40-80	
\$ 0.135	80	\$ 10.80	\$ 10.00	80-120	
\$ 0.135	120	\$ 16.20	\$ 15.00	120 - 160	
\$ 0.135	160	\$ 21.60	\$ 20.00	160 - 200	
\$ 0.135	200	\$ 27.00		> 200	scale

Example

kitchen chairs 20lb ea., toy chest 50lb, small dresser 75lb, coffee table 75lb
dining table 100lb, small entertainment center 120lb, medium dresser 100lb
armoire 150 lb, large dresser 150lb, highboy chest 125lb, hutch 150lb
large dresser 175 lb, large desk 200lb, large corner cupboard 200lb

	Weight	disposal cost		
\$ 0.064	40	\$ 2.57		40-80
\$ 0.064	80	\$ 5.13		80-120
\$ 0.064	120	\$ 7.70		120 - 160
\$ 0.064	160	\$ 10.26		160 - 200
\$ 0.064	200	\$ 12.83		> 200
				scale

In the calendar year 2014 the c&d numbers were as follows:

Demo Shipped Out	443 tons	\$ 128.50	\$ 56,925.50
Demo Paid For	195 tons	44%	\$40,592
Unbilled tons	248		
Estimated recovery	40%		
Estimated additional revenue	\$ 26,784.00		
Items needed to be billed per day at \$10 to reach estimate			

Specific Item Disposal Charges Current 2015

Town Of Eastham Transfer Station Fees

Item	Cost
C & D	\$270/TON
Stove	\$15
Washer	\$15
Dryer	\$15
Refridgerator	\$20
Freezer	\$20
Furnace	\$25
Water Tank	\$10
Fuel Tank	\$30
Propane Tank(20 lbs)	\$5
Propane Tank(30-40 lbs)	\$10
Propane Tank(100 lbs)	\$25
Passenger Tire(no rim)	\$3
Passenger Tire(with rim)	\$5
Truck Tire(no rim)	\$5
Truck Tire(with rim)	\$7
Batteries	\$5
Gas Grill	\$3
Lawn Mower	\$3
Bicycle	\$3
Dish Washer	\$10
Dehumidifier	\$10
Air Conditioner	\$10
Television	\$15
Computer Monitor	\$15
Microwave	\$10
Toilet	\$10
Sink	\$10
Couch	\$20
Mattress	\$20
Box Spring	\$20
Stuffed Chair	\$20
Rug	\$10

**COUNCIL ON AGING
REVENUE/EXPENSE**

		FY2014	#SOLD	PRICE PER	PROPOSED	PROJECTED W/INCREASE
REVENUES					INCREASE	
	COA Client Fees/Day Center	49,895.00		35/45 daily	40	56,160.00
	COA Transportation	6,154.00		varies		6,154.00
	COA Flu Clinic	90.00	18	5		90.00
	COA Elder Services	11,410.00		35	0	11,410.00
	(Day Center and Ala Carte meals)					
TOTAL REVENUES		67,549.00			8%	73,814.00
					6,265.00	
EXPENSES		FY13	FY14	PROJECTED FY15		
	Direct Salaries F/T	142,718.00	149,755.00	149,514.00		
	Direct Salaries P/T	88,824.00	113,269.00	110,957.00		
	Benefits (34.2%)	48,809.56	51,216.21	51,133.79		
	Benefits (11.2%)	9,948.29	12,686.13	12,427.18		
	Other Expenses (from Budget)	32,004.00	32,454.00	30,332.00		
	Capital	26,000.00	65,000.00			
	Administrative Support Services	52,404.41	55,236.56	56,341.28		
	Fuel Usage	3,000.00	3,500.00	3,500.00		
TOTAL EXPENSES		403,708.25	483,116.90	414,205.25		
	REVENUE TOTAL	52,677.00	52,677.00	52,677.00		
	EXPENSE TOTAL	403,708.25	483,116.90	414,205.25		
	NET SURPLUS/DEFICIT	(351,031.25)	(430,439.90)	(361,528.25)		
	* GROSS ADMIN OVERHEAD	1,676,941.00	1,767,570.00	1,802,921.00		
	TOTAL EMPLOYEES	160	160	160		
	OVERHEAD SHARE PER EMPLOYEES	10,480.88	11,047.31	11,268.26		
	#OF DEPT EMPLOYEES	5	5	5		
	OPERATIONS COST	403,708.25	483,116.90	414,205.25		

**NR-HARBORS
REVENUE/EXPENSE**

		FY2014	#SOLD	PRICE PER	PROPOSED	PROJECTED W/INCREASE
REVENUES					INCREASE	
NEW FEE On Sand Vessel Storage			0	50	50	2,000.00
NEW FEE Wiley Park Seasonal Vessel Storage			0			-
NEW FEE Wiley Park Transient Vessel Storage			0	week		-
Resident Shellfish Permits		21,050.00	842	25		21,050.00
Non-Resident Shellfish		3,535.00	14/35	65/75		3,535.00
Commercial Shellfish		16,400.00	82	200		16,400.00
Commercial Shellfish 70 plus		168.00	14	12		168.00
Senior Shellfish		6,372.00	531	12		6,372.00
One Week Shellfish		7,100.00	289/44	20/30		7,100.00
Marina Rentals Resident		52,035.00		65 per ft		52,035.00
Marina Rentals Non-Resident				85 per ft		-
Marina Rentals Private				250		-
Mooring Permits		18,035.00		50/75/100		18,035.00
Harbor Waiting List		1,980.00	132	15		1,980.00
Transient Docking		1,210.00	48	55 per night		1,210.00
Staging Fee		8,100.00				8,100.00
Shellfish Permits Replacement Sticker				5		
Sand Staging	\$50 per lot per year plus \$50 per calendar					
	week \$100 per day over 30 days					
Rock Staging	\$50 per lot per year plus \$200 per					
	calendar week \$100 per day over 30 days				1%	
TOTAL REVENUES		135,985.00			2,000.00	137,985.00
EXPENSES		FY13	FY14	PROJECTED FY15		
	Direct Salaries F/T	226,983.00	237,193.00	240,051.00		
	Direct Salaries P/T	16,720.00	17,120.00	6,720.00		
	Benefits (34.2%)	77,628.19	81,120.01	82,097.44		
	Benefits (11.2%)	1,872.64	1,917.44	752.64		
	Other Expenses (from Budget)	29,144.00	29,149.00	28,634.00		
	Capital	11,455.00	48,000.00	107,500.00		
	Administrative Support Services	47,163.96	49,712.90	50,707.17		
TOTAL EXPENSES		410,966.79	464,212.35	516,462.25		
	REVENUE TOTAL	145,633.00	145,633.00	145,633.00		
	EXPENSE TOTAL	410,966.79	464,212.35	516,462.25		
	NET SURPLUS/DEFICIT	(265,333.79)	(318,579.35)	(370,829.25)		
* GROSS ADMIN OVERHEAD		1,676,941.00	1,767,570.00	1,802,921.00		
TOTAL EMPLOYEES		160	160	160		
OVERHEAD SHARE PER EMPLOYEES		10,480.88	11,047.31	11,268.26		
#OF DEPT EMPLOYEES		4.5	4.5	4.5		
OPERATIONS COST		410,966.79	464,212.35	516,462.25		

Eastham Natural Resources

555 Old Orchard Road
Eastham, MA 02642



508-240-5972
Fax 508-240-6687

MEMO

To: Sheila Vanderhoef, Town Administrator

From: Shana Brogan, Conservation Agent *SB*
Michael O'Connor, Harbormaster *WTO*

Date: March 11, 2015

Re: Proposed Fee Implementation for Vessel Storage

The Natural Resources Department proposes to implement a fee of \$50.00 for storage of vessels (dinghies, canoes, kayaks, windsurfers) on Town property. Since 2012, the department has issued free permits for vessel storage in designated areas. The demand for such storage has far exceeded the available space. This fee is in an effort to reduce the amount of stored vessels and interest those who will utilize the convenience of vessel storage most. The fee is not proposed to apply to mooring holders with valid commercial shellfish permits who wish to use the storage area for a tender to their mooring. The proposed fee is the same cost as mooring a boat under 16' in length or mooring a swim float. The fee will also off-set additional dedicated time by resource officers issuing permits, monitoring storage areas, enforcement of vessel storage regulations and salvage and retrieval of abandoned and adrift vessels.

Town of Eastham
March 18, 2015

Vessel Storage Fee and Information Comparison

Wellfleet

\$100 for storage at Gull Pond

\$50 for storage at Indian Neck and Mayo Beach

Three places available for storage

Did implement a wait list for Gull Pond

Orleans

Does not permit vessel storage

Dinghies/mooring tenders are allowed

Truro

\$90 for kayak rack storage at Pamet Harbor

\$6 daily launch

Chatham

No Fee

There is a proliferation of vessels

Implemented regulations recently that vessels need to be identified
and time of year they are to be removed

A few areas have a lottery system for storage

Brewster

\$25 Annually or \$25 Weekly

Implements a lottery system

Has racks at three places

Provincetown

\$10 Fee Permit

Considering raising fee

**BUILDING INSPECTIONS
REVENUE/EXPENSE**

		FY2014	#SOLD	PRICE PER	PROPOSED	PROJECTED W/INCREASE
REVENUES					INCREASE	
	Building Permits	100,749.00		Sq.Ft.		100,749.00
	Habitable			0.65		
	Uninhabitable			0.35		
	Commercial			0.65		
	Wood Stove/Pellet			50		
	Sign-Residential			50		
	Sign -Commercial	800.00	8	100		800.00
	Gas Permits	21,520.00		varies		21,520.00
	Plumbing Permits	25,675.00		varies		25,675.00
	Electrical Permits	38,040.00		varies		38,040.00
	Reinspections	1,250.00	25	50		1,250.00
	Inspection Certificates	1,290.00		varies		1,290.00
	Mechanical Permits	50.00	1	50		50.00
	Trench Permits	100.00	2	50		100.00
	Sheet Metal Permit	550.00	11	50		550.00
	Solar Panel Permit			150		
	Periodic (6 mos, annual, up to 5 yr)	-	50	80+see sched	80.00	8,000.00
TOTAL REVENUES		190,024.00				198,024.00
					4%	
					8,000.00	
EXPENSES		FY13	FY14	PROJECTED FY15		
	Direct Salaries F/T	126,902.00	130,675.00	130,676.00		
	Direct Salaries P/T	75,130.00	77,733.00	77,733.00		
	Benefits (34.2%)	43,400.48	44,690.85	44,691.19		
	Benefits (11.2%)	8,414.56	8,706.10	8,706.10		
	Other Expenses (from Budget)	3,049.00	3,049.00	3,049.00		
	Administrative Support Services	31,442.64	33,141.94	33,804.77		
TOTAL EXPENSES		288,338.69	297,995.88	298,660.06		
	REVENUE TOTAL	198,849.00	198,849.00	198,849.00		
	EXPENSE TOTAL	288,338.69	297,995.88	298,660.06		
	NET SURPLUS/DEFICIT	(89,489.69)	(99,146.88)	(99,811.06)		
	* GROSS ADMIN OVERHEAD	1,676,941.00	1,767,570.00	1,802,921.00		
	TOTAL EMPLOYEES	160	160	160		
	OVERHEAD SHARE PER EMPLOYEES	10,480.88	11,047.31	11,268.26		
	#OF DEPT EMPLOYEES	3	3	3		
	OPERATIONS COST	288,338.69	297,995.88	298,660.06		



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642
 All Departments 508-240-5900
 www.eastham-ma.gov

March 26, 2015

Board of Selectmen
 Town of Eastham
 2500 State Hwy
 Eastham, MA 02642

RE: Fee Request

In accordance with 780 CMR Sec. 110.7 Periodic Inspection Requirements (see below)

Proposed fee:

- \$80.00 per inspection for all required
- \$80.00 per inspection plus \$2.00 per unit or room in Residential (R) occupancies

110.7 Periodic Inspections. The building official shall inspect periodically existing buildings and structures and parts thereof in accordance with Table 110 entitled Schedule for Periodic Inspections of Existing Buildings. Such buildings shall not be occupied or continue to be occupied without a valid Certificate of Inspection. Periodic inspections required by this section do not apply to residences operated or licensed by the Massachusetts Department of Developmental Services and subject to 780 CMR One- and Two-family Dwellings.

Table 110
 Schedule for Periodic Inspection of Existing Buildings
 (See Chapters 3 and 4 for complete descriptions of use groups.)

Use Group	Use Group	Use Group Description	Minimum Inspections	Maximum Certification Period
A-1	Movie theaters or theaters for performing acts (stage and scenery)	> 400 occupant load ♦ 400 occupant load	Semi - annual Semi - annual	One year One year
A-2	Restaurants, Night Clubs or similar uses	> 400 occupant load ¹ ♦ 400 occupant load ¹	Semi - annual ¹ Annual ¹	One year One year
A-3	Lecture halls, churches and places of religious worship, recreational centers, terminals, etc.	> 400 occupant load ♦ 400 occupant load	Semi - annual Annual	One year One year
A-4	Low density recreation and similar uses.		see note 4.	Five years
A	Special amusement buildings or portions thereof.		see note 4.	One year
E	Educational, day care		see note 4.	One year
I-1	Group home		see note 4.	One year
I-2	Residents incapable of self preservation - hospitals, nursing home, mental hospitals, certain day care facilities.		see note 4.	Two years ³
I-3	Residents restrained - prisons, jails, detention centers, etc.		see note 4.	Two years
I-4	Adult and/or child day care facilities.		see note 4.	One year
R-1	Hotels, motels, boarding houses, etc.		see note 4.	One year
R-1	Detoxification facilities		see note 4.	Two years
R-2 ²	Multi-family		see note 4.	Five years
R-2	Summer Camps for children.		Annual	One year
R-4	Residential care/assisted living facilities		Annual	One year
Any	Facilities licensed by the Alcohol Beverage Control Commission where alcoholic beverages are served and consumed.		Annual as per M.G.L. c. 10, § 74	One year as per M.G.L. c. 10, § 74
Any	House museums (see Chapter 34 for definition)		Annual	One year
Any	Fire escapes, etc. per Chapter 10		Five years	Five years

**BEACH
REVENUE/EXPENSE**

Proposed FY17	FY2014	#SOLD	PRICE PER	PROPOSED INCREASE	PROJECTED W/INCREASE	
Taxpayer's Beach Sticker	174,150.00	6966	25	30	208,980.00	34830.00
One Week Renter	76,895.00	1183	65	70	82,810.00	5915.00
Two Week Renter	25,300.00	253	100	110	27,830.00	2530.00
Seasonal Sticker	10,980.00	61	180	200	12,200.00	1220.00
Replacement	460.00	92	5	7	644.00	184.00
Labor Day Pass	320.00	8	40	50	400.00	80.00
Daily Tickets Mon-Fri	75,765.00	5051	15	20	101,020.00	25255.00
Daily Tickets Sat-Sun	42,210.00	2345	18	20	46,900.00	4690.00
	406,080.00				480,784.00	17% \$ 74,704.00
	FY13	FY14	PROJECTED FY15			
Direct Salaries F/T	130,136.00	139,692.00	139,967.00			
Direct Salaries P/T	128,892.00	131,020.00	131,020.00			
Benefits (34.2%)	44,506.51	47,774.66	47,868.71			
Benefits (11.2%)	14,435.90	14,674.24	14,674.24			
Other Expenses (from Budget)	63,643.00	64,652.00	65,382.00			
Administrative Support Services	78,606.60	82,854.83	84,511.95			
Fuel Usage	3,000.00	3,000.00	3,000.00			
Capital	88,223.00	33,223.00				
	551,443.01	516,890.73	486,423.90			
REVENUE TOTAL	435,371.00	435,371.00	435,371.00			
EXPENSE TOTAL	551,443.01	516,890.73	486,423.90			
NET SURPLUS/DEFICIT	(116,072.01)	(81,519.73)	(51,052.90)			
GROSS ADMIN OVERHEAD	1,676,941.00	1,767,570.00	1,802,921.00			
TOTAL EMPLOYEES	160	160	160			
OVERHEAD SHARE PER EMPLOYEES	10,480.88	11,047.31	11,268.26			
#OF DEPT EMPLOYEES	7.5	7.5	7.5			
OPERATIONS COST	551,443.01	516,890.73	486,423.90			

To: Jacqui Beebe
From: Mark Powers
Date: March 18, 2015

- Recreation and Beach Department proposed fee increases are for FY17 – prefer to give taxpayers and visitors a years notice.
- Taxpayer Sticker
 - Last increase was FY11 when it went from \$20.00 to \$25.00. Will have been \$25.00 for six (6) summers.
 - The average on the Cape (for towns that charge) is \$28.00.
- Visitor Stickers have been the same price for the past three (3) summers plus they will be for the upcoming summer also.
- Daily Fee
 - Has been \$15.00/\$18.00 for the past three (3) summers and will be again for this upcoming summer.
 - CCNS and the Town of Wellfleet are increasing this summer to \$20.00/daily.



Town of Eastham
2500 State Highway
Eastham, MA 02642
508.240.5900
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USE OF THE EASTHAM WINDMILL GREEN AND BANDSTAND POLICY

1.0 Authority

The Board of Selectmen hereby adopts a set of guidelines for the use of the Town of Eastham's Windmill Green and the Bandstand.

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make the Windmill Green and Bandstand available to all qualified applicants as per the regulations described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use the Windmill Green and/or the Bandstand for any event and/or program.

4.0 Definition

The Windmill Green and the Bandstand is the area known as the facility across from the Town Hall.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld and that policy guidelines are followed.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Individuals, town sponsored groups and non-profit organizations shall be eligible to apply to use the Windmill Green and/or the Bandstand.

Applications shall not be considered from groups or individuals who discriminate in their membership, programs or philosophy on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status, age or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town property.

6.2 Use of the Windmill Green/Bandstand shall be governed by the following rules and regulations:

- 6.2.1 Events shall be scheduled during daylight hours, and no event shall continue past 8:00 p.m. The applicant may set up for the event after 4:00 p.m. the day previous to the event (when the area is available), and must have the Windmill Green cleaned up by noon of the day following the event. Event shall not exceed more than three (3) days.
- 6.2.2 The applicant is responsible for set up and clean up of the Windmill Green after the event, including the picking up of all litter, taking away of recyclable materials, and the removal of any display material and signage. The applicant is required to provide the necessary containers for recyclable materials. (Check with the town for a full list of recyclable items)
- 6.2.3 Signs, notices or other items may not be attached to any structure, tree, or trash recycling bin on the Windmill Green. (Permits are required for signs)
- 6.2.4 No activity may charge a fee for the event. Items may be sold if permitted by the Board of Selectmen or their designee, and state and local license requirements are met.

**6.2 Use of the Windmill Green/Bandstand shall be governed by the following rules and regulations:
Continued**

- 6.2.5 The use or sale of alcoholic beverages is prohibited on the Windmill Green.
- 6.2.6 Motor Vehicles may be allowed on the Windmill Green if requested on the application and a \$25 per event fee is paid.
- 6.2.7 There shall be no discharge of firearms except for ceremonial purposes and as approved by the Police.
- 6.2.8 There shall be no fires permitted, with the exception of candles which may be held by individuals participating in ceremonies, such as weddings, etc. Candles may not be placed along or attached to any structure on the Windmill Green.
- 6.2.9 For any event utilizing the Bandstand, a single noise complaint shall be sufficient to permit the police to order discontinuance of the noise portion of the event. A second complaint shall be sufficient for the police to order the end of the event and the clearing of the entire Windmill Green.
- 6.2.9.1 Amplified music shall only be allowed by special permission of the Board of Selectmen or their designee.
- 6.2.9.2 No additional lighting may be installed, on either a temporary or permanent basis, without the explicit approval of the Board of Selectmen.
- 6.2.9.3 Dogs are prohibited on the Windmill Green during events.
All other times dogs are allowed on Windmill Green only on a leash.
- 6.2.9.4 The applicant must agree to indemnify and hold the Town of Eastham harmless against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person including the user which may result from the use of said property by the user. The applicant must also furnish proof of general liability insurance naming the Town as additional insured. Liability Limits as follows: **Comprehensive General Liability-Bodily Injury~\$1,000,000 Aggregate**

7.0 Procedure

All applicants shall be required to complete and sign the Application for Use of the Windmill Green and/or Bandstand. Applications and fees must be turned into the Town designee no less than eight weeks prior to the requested event date. A \$200 refundable damage deposit check is required, and must be submitted 3 days before the event.

Should two (2) or more applicants request the same day(s), preference shall be given to events sponsored by the town.

7.1 Fee Schedule

The following must be submitted and paid by the applicant at the time of application submittal:

- 1. A certification of current/valid insurance coverage.
- 2. A peddler's permit if anything is being sold on public property.
- 3. The appropriate use fees as follows:
 - \$100 per day use fee
 - \$25 per event fee if you intend to provide portable toilets.
 - \$25 per event fee for vehicle access for set up and take down only.
(Vehicles not being actively loaded or unloaded may not be parked on the Green.)
 - \$25 per event fee if you intend to use/provide tents.

A \$200 refundable damage deposit check is required, and must be submitted 3 days before the event.

8.0 The Board of Selectmen or their designee reserves the right to reject any and all requests.

9.0 Effective Date

This policy is effective as of September 15, 2008.

This policy was adopted by the Board of Selectmen at a public meeting on September 15, 2008.



Town of Eastham
2500 State Highway
Eastham, MA 02642
508.240.5900
fax 508.240.1291
www.eastham-ma.gov

APPLICATION FOR THE USE OF THE WINDMILL GREEN AND BANDSTAND

Date of Application: _____

Date of Event: _____ Start Time: _____ End Time: _____

Sponsoring Organization: _____

Address: _____

Mailing Address (if different): _____

Contact Person: _____ Phone: _____ Fax: _____

Description of the Event: Include name of event (if any), type of activity, expected number of persons, and any equipment, tables, structures, tents etc., that will be erected.

Do you require a special waiver on any component of the Windmill Green Policy ? No _____ Yes _____

If Yes, please explain _____

Will there be items sold at this event? No _____ Yes _____

If Yes, please describe. _____

Will there be a charge for admission? No _____ Yes _____

If Yes, please describe. _____

The following must be submitted and paid by the applicant at the time of application submittal.

1. A certification of current/valid insurance coverage.
2. A peddler's permit if anything is being sold on public property.
3. The appropriate use fees as follows:
 - ☐ \$100 per day use fee
 - ☐ \$25 per event fee if you intend to provide portable toilets.
 - ☐ \$25 per event fee for vehicle access for set up and take down only
(vehicles not being actively loaded or unloaded may not be parked on the Green)
 - ☐ \$25 per event fee if you intend to use/provide tents.
 - ☐ A \$200 refundable damage deposit check is required, and must be submitted 3 days before the event.

INSURANCE:

Does the organization carry insurance? Yes _____ No _____
If Yes, indicate the amount: _____ and the Agent's name: _____

A copy of the Certificate of Insurance must be provided naming the Town of Eastham as included in the coverage.

INDEMNIFICATION: The applicant must agree to indemnify and hold the Town of Eastham harmless against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person including the user which may result from the said property by the user. The applicant must furnish proof of general liability insurance naming the Town as additional insured. (See the Windmill Green & Bandstand Policy.)

AGREEMENT:

I have carefully read the rules and regulations of the Town of Eastham's Guidelines for the Use of the Windmill Green and Bandstand and fully understand their content. I accept responsibility for the proper use of the facilities and for the actions and conduct of the group using the Town of Eastham facilities for this function. I will assume all responsibility for all fees, charges, and damage claims from such use of the facilities.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____ **Telephone:** _____

Address: _____

Information or Questions: Please call Mark Powers, Recreation & Beach Director-508-240-5974.

Mail or deliver completed applications to: Town of Eastham- 2500 State Highway -Eastham, MA 02642

This section to be completed by the Town of Eastham.

Approval of the following is required before this application is approved:

Fire Dept. _____ **Police Dept.** _____

Health Dept. _____ **Recreation Dept.** _____

Building Dept. _____ **Bldg. Maintenance Dept.** _____

Town Administrator _____

APPROVAL/DENIAL

This application has been ☐ **Approved** ☐ **Denied**

If approved, reservations have been made according to the above information with the understanding that the policies and regulations of the Board of Selectmen will be followed.

Signature: _____ **Date:** _____

This application has been denied because: _____

Seasonal Salary

Scale



TOWN OF EASTHAM

2500 Stare Highway, Eastham, MA 02642-2544
All departments 508-240-5900 • Fax 508-240-1291
www.eastham-ma.gov

TO: Board of Selectmen
FROM: Jacqui Beebe
RE: 2015 Part-time Employee Compensation Schedule
DATE: April 3, 2015

Attached are recommendations from various Departments regarding changes in seasonal and/or part-time wages. Four Departments are recommending adjustments for the 2015 season; all other wages would remain the same.

Recreation is requesting an increase in the *Summer Program Director* wage as they would like to be more competitive with neighboring towns and perhaps encourage employees to return year to year. The position requires more responsibility and maturity than other summer positions, requiring the supervision of program staff and up to 60 children per day.

The Police Department proposes to increase wages in several positions in order to stay competitive with other towns, and maintain staffing levels. The Chief is requesting increases to wages for both *Seasonal and Year-Round Police Officers*, and *Year-Round/On Call Dispatch Clerk*.

The DPW is recommending an increase in the *On-Call Laborer* position as well as *Seasonal Snow Plow Drivers*. Both positions have been challenging to fill, and Neil is hoping that a slight increase will assist the Department in attracting on-call staff for the summer and next snow season. The other option we should consider is contracting out a portion of this service to private vendors. The current rate is \$65 per hour with the vendor using their own equipment. Although the hourly rate is higher, when overtime and vehicle capital, maintenance and fuel costs are added in, it will be a cost saving option for the town and could be piloted next year with private road plowing.

The Council on Aging is recommending an increase in the wage rates for the *On-Call Van Driver Position*, which is far below the wage for all other towns.

Sandy is recommending a small increase, but I am suggesting that we bring that rate to \$15 and be comparable to other towns. We can also streamline the medical ride program to make it more cost effective and still be responsive to resident needs.

Please see the attached spreadsheet for a comparison of wages by towns in the area.

Seasonal Part-Time Wage Comparison by Town

	Brewster	Orleans	Wellfleet	Truro	Eastham	
	Step1-Step2	Step1-Step2	Step1-Step2	Step1-Step2	Current	2015
Recreation						
Summer Program Director	\$15.00-\$20.00	\$15.87	\$14.00-\$16.00	\$16.66-\$19.06	\$15.75-\$16.00	\$16.75-\$17.00
Police						
Seasonal Police Officer	N/A	\$17.37	\$15.70-\$16.71	\$26.23-\$27.17	14.50-\$15.00	\$15.50-\$16.00
YR On-Call Police Officer	N/A	\$21.68-\$22.35	\$15.70-\$16.71	\$26.23-\$27.17	\$14.75-\$15.50	\$16.00-\$16.50
YR On-Call Dispatcher	N/A	\$19.94-\$20.44	15.39-\$15.95	\$22.69-\$23.39	\$15.50	\$16.00-\$16.50
DPW						
On-Call DPW Laborer	N/A	\$13.11-\$14.65	\$11.00 + .50 PY	N/A	\$12.75-\$13.50	\$13.00-\$13.75
On-Call Sand/Snow Driver (Chatham- \$18.00-\$24.00)	N/A	N/A	N/A	N/A	\$20.00	\$22.00
Council on Aging						
Van Driver	\$15.00	N/A	\$15.00	N/A	\$12.75	\$13.00 \$15.00

YEAR ROUND PART TIME EMPLOYEE COMPENSATION SCHEDULE

JOB TITLE	SUMMER 2014 EFFECTIVE MAY 1, 2014		DEPARTMENT HEAD RECOMMENDATIONS SUMMER 2015~EFFECTIVE MAY 1, 2015	
	STEP 1	STEP 2	STEP 1	STEP 2
<u>BEACH/RECREATION DEPARTMENT</u>				
HEAD LIFEGUARD	15.00	15.25	15.00	15.25
SWIM INSTRUCTOR/WSI LIFEGUARD	14.00	14.25	14.00	14.25
LIFEGUARD	14.00	14.25	14.00	14.25
PLAYGROUND PROGRAM DIRECTOR	15.75	16.00	16.75	17.00
PLAYGROUND LEADER	11.00	11.25	11.00	11.25
ASSISTANT BEACH SUPERVISOR	15.00	15.25	15.00	15.25
HEAD STICKER SELLER	14.00	14.25	14.00	14.25
STICKER SELLERS	11.00	11.25	11.00	11.25
BEACH GATE ATTENDANT	11.00	11.25	11.00	11.25
RECYCLER	12.50	12.75	12.50	12.75
HEAD MILLER	11.50		11.50	
ASSISTANT MILLER	11.00		11.00	
ON CALL RECREATION LEADER *	12.50		12.50	
<u>POLICE</u>				
SEASONAL POLICE OFFICER	14.50	15.00	15.50	16.00
YEAR ROUND ON CALL POLICE OFFICER *	14.75	15.50	16.00	16.50
YEAR ROUND ON CALL DISPATCHER/CLERK *	15.50		16.00	16.50
YEAR ROUND ON CALL MATRON *	14.50	15.00	14.50	15.00
<u>NATURAL RESOURCES/DPW</u>				
TRANSFER STATION/DPW LABORER	12.75	13.50	13.00	13.75
WHARFINGER	12.50	12.75	12.50	12.75
ON-CALL SNOW PLOW/SANDING DRIVERS *	20.00	20.00	22.00	22.00
CASUAL ON-CALL DPW LABORER *	14.50	15.00	14.50	15.00
<u>ELECTIONS/TOWN CLERK</u>				
ELECTION TELLERS *	7.75		7.75	
ELECTION/DEPUTY WARDENS *	10.00		10.00	
REGISTRAR OF VOTERS *	8.00		8.00	
<u>LIBRARY</u>				
LIBRARY ASSISTANT	12.75	13.00	12.75	13.00
<u>COUNCIL ON AGING</u>				
COA VAN DRIVER *	12.75		13.00	
ON-CALL CASUAL SECRETARY * (added to scale)			10.00	

Adopted Board of Selectman:

* Salary adjustments made on July 1, of each year. All other salaries on this scale effective May 1 of the year.

Key: Employee shall move one step on recommendation of the Department Head and after Service as below:

1. 8 weeks of continuous Service
2. 200 hours of Service or Training
3. 100 Hours of Service or Training

Year Round Part-Time/Seasonal Employee Compensation Schedule

Attached is the Year Round Part-Time/Seasonal Employee Compensation Schedule noting the rates for 2015. Below is an explanation by Department to explain any proposed changes.

Recreation Department: The Department proposes increasing the Playground Program Director rate to \$16.75 (1st step) and \$17.00 (2nd step). For all other positions, rates remain the same as in 2014.

The reason for the Playground Director rate increase is the following:

The Recreation Department has had to hire a new Program Director each year, as it has been difficult to hold on to the same individual each year. There were no applicants for the job last summer, therefore the Department promoted a Playground Leader to the position. Those who hold the same position in other towns have turned down the job in Eastham due to the lower pay rate. The program needs continuity and the job requires a responsible, mature individual capable of planning and implementing a 6 week summer recreation program that necessitates supervising program leaders and 60+ children per day, interacting with parents, business vendors, and school staff.

Police Department: The Department proposes increasing the rates for the following:

Seasonal Police Officer \$15.50 (1st step) \$16.00 (2nd step)

Year round On-call Police Officer \$16.00 (1st step) \$16.50 (2nd step)

Year round On-call Dispatcher/Clerk \$16.00 (1st step) \$16.50 (2nd step)

The On-Call Matron position rate remains the same. The position is not filled at this time.

The Police Chief compared his department's hourly rates to other area towns and although Eastham is still a bit behind, his proposed rate increases will make Eastham more competitive and somewhat in line with area towns.

Natural Resources/DPW: The Department proposes increasing the Transfer Station/DPW Laborer rate to \$13.00 (1st step) and \$13.75 (2nd step), and the On- Call Snow Plow/Sanding Driver rate to \$22.00. For all other positions, rates remain the same as in 2014.

The reason for the Transfer Station/DPW Laborer and On- Call Snow Plow/Sanding Driver rate increases is due to the Department having difficulty filling these positions.

Elections/Town Clerk: The Department proposes no rate change to the listed positions.

Library: No rate change proposed for current listed position. The Library Director has noted that she will not be hiring a Library Assistant this summer.

COA: The Department proposes adding a currently existing position, not yet included in the Compensation schedule, entitled On-Call Casual Secretary. The current hourly rate \$10.00. This position is funded through a state grant. The COA Van Driver rate remains the same as in 2014.