

SELECTMEN'S MEETING PACKET
WEDNESDAY, October 7, 2015

TOWN OF EASTHAM
AGENDA
Board of Selectmen
Wednesday, October 7, 2015
3:00pm

Location: *Timothy Smith Room*

Work Session

1. Ellis Road Parking Plan
2. Discussion of Budget Policy

MINUTES

- Monday, September 21, 2015-Regular Session
- Wednesday, September 23, 2015-Work Session

OTHER BUSINESS

POSSIBLE EXECUTIVE SESSION

To discuss strategy with respect to Landfill litigation, and contract negotiations for Police Chief, Police Personnel and Legal Services, when opening meeting may have detrimental effect on litigating position of the public body and the chair is so declaring.

Upcoming Meetings

Monday October 19, 2015	5:00pm	Regular Meeting
Wednesday October 21, 2015	3:00pm	Work Session
Monday November 2, 2015	5:00pm	Regular Meeting
Wednesday November 4, 2015	3:00pm	Work Session

The listing of matters includes those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

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.

This meeting will be video recorded and broadcast over Local Access Channel 18 and through the Town website at www.eastham-ma.gov.

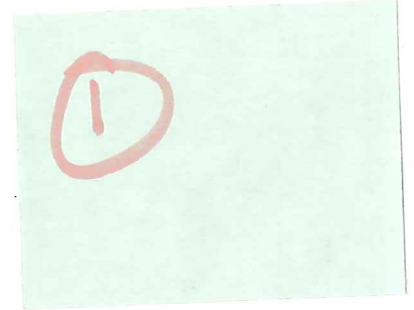


TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov



October 7, 2015

To: Board of Selectmen:

From: Neil Andres, Superintendent of Public Works

RE: Ellis Road Parking Plan

The origin of the landscape improvements on the Old State Highway was complaints from residents of Ellis Road regarding abandoned vehicles and boats on Town property in the center of Old State Highway.

In response, the DPW Superintendent and Police Chief met with the Town Planner who developed the plan entitled "Ellis Road Triangle Schematic Landscape Plan" dated November 20, 2012. The plan was intended to mirror the Orleans side of the island which is bordered by rocks and landscaped. The plan went before the Eastham Board of Selectmen and was approved.

Parking behind the Knack restaurant was approved by the Planning Board as part of the site plan review. Soon after, the Eastham Board of Selectmen approved a parking regulation which prohibited parking on the east side of the Old State Highway.

Rocks were placed to delineate the Orleans/Eastham town line. Those rocks were not part of the approved plan and removed after complaint. The island was also removed pending a decision by the BOS and adopt a revised plan.

The only action after the removal of the rocks has been monitoring of the area by the Police Department to verify that abandoned vehicles and boats have been removed.

Sam Sherman
345 Governor Prentice Rd.
Eastham
Massachusetts
02642
tel – 508-255-3123
fax – 508-255-3123
shermgsjr@live.com



26
September 4, 2015

Administrator
Town of Eastham
2500 State Highway
Eastham, MA 02642

Dear Ms. Van Derhoef:

Some months ago, I asked you for the name of the person or persons responsible for approving and/or initiating the idea behind placing rocks along the Town line and thereby limiting access to two Orleans businesses. You said that you didn't know, an answer I find hard to believe, considering your position in the Town.

To be sure, the rocks have been removed. But I wonder if they would still be there if I hadn't interceded. However, the issue is no longer the rocks, but, rather, who is responsible for approving the idea. We know under whose orders it was physically carried out.

I feel that this was such an egregious, insulting, bullying, insensitive and aggressive thing to do to Orleans businessmen, who don't even live nor do business in Eastham, that the responsible person(s) should be terminated as soon as possible. I am baffled as to why anyone would do such a thing. I can find no good in it except as described above. Do you want Eastham to be known by such activities?

Notice that in the letter that I received from the Selectmen (included), they say that they are "...reconsidering the previously approved plan to place rocks..." So, it seems that the idea was a part of an approved plan to put the rocks there. Who approved the plan?

It seems by that letter that the Selectmen dreamed up the idea. But did they, as well, suggest that the plan include placing rocks along the Town line?

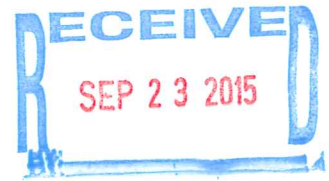
This is a very serious matter. As a taxpayer, I believe I have the right to know who is doing what and why. I would like your co-operation in revealing how this all came about and what action has been or will be taken.

I await your response.

Sincerely,

Sam Sherman

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345 Governor Prentice Rd.
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tel – 508-255-3123
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September 4, 2015

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2500 State Highway
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Sincerely,

Sam Sherman

cc
Selectmen



TOWN OF EASTHAM

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All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov

August 17, 2015

Mr. Sam Sherman
345 Governor Prence Road
Eastham, MA 02642

Dear Mr. Sherman,

We want to acknowledge receipt of a letter from you dated July 2, 2015, seeking some disciplinary action against employee(s) responsible for placing rocks in the area of Ellis Road and the Orleans boundary.


Firstly, disciplinary action against an employee falls under the purview of the Town Administrator. The Board of Selectmen has not seen any reason to override her decision in this matter.

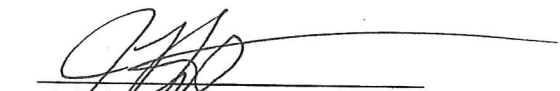
Your core issue of removing the rocks along the Orleans/Eastham property line has been addressed. We are reconsidering the previously approved plans to place rocks along the perimeter of the island and will take this matter up at a Board of Selectmen's meeting in September or October of 2015. You are welcome to attend the meeting to obtain information about our plan.

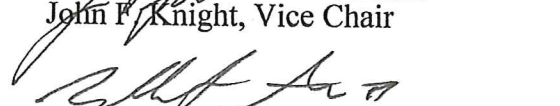
We believe any action taken by us at that time will adequately resolve the issue.

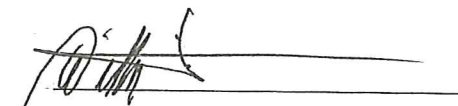
Sincerely,


Elizabeth Gawron, Chair


Linda S. Burt, Clerk


John F. Knight, Vice Chair


Wallace F. Adams II


William F. O'Shea

BOARD OF SELECTMEN

Eastham, Massachusetts

2500 State Hwy, Eastham, MA 02642
ph: 508.240.5900

Selectmen's Meeting Agenda 12/05/12

**TOWN OF EASTHAM
AGENDA
BOARD OF SELECTMEN
Wednesday, December 5, 2012
2:30 p.m.**

Location: Timothy Smith Room

I. WORK SESSION

1. Update – Holmes Road – Reconstruction Options
2. Ellis Road Parking Prohibition Plan
4. Committee Charges – Review/Discussion
 - a. PACE Draft Committee Charge - Revisions
5. Community Preservation Committee (CPA) Applications:
 1. *Mobi-Mat Walkway to Bees River* – Recreation Reserve
PACE Committee – Lori Hovenstine
 2. *North Eastham Park Project*
(*T-Time Property Acquisition and Development*) - Recreation Reserve
Marie Norgeot

II. BOARD OF SELECTMEN OTHER BUSINESS

III. MINUTES

- September 17, 2012 Regular Session
- October 3, 2012 Work Session

Upcoming Meetings –

Monday December 17, 2012 Regular Session 5:00 p.m. Earle Mountain Room
Wednesday December 19, 2012 Work Session 2:30 p.m. Timothy Smith Room

MINUTES

BOARD OF SELECTMEN

Wednesday, December 5, 2012, 2:30pm

Work Session

Location: Timothy Smith Room

Present: Selectman Aimee J. Eckman, Chair; Selectman John F. Knight, Vice-Chair; Selectman Wallace F. Adams, Clerk; Selectman Linda S. Burt; Sheila Vanderhoef, Town Administrator; Nan Balmer Assistant Town Administrator

Absent: Selectman Martin F. McDonald

Chairman Aimee Eckman called the meeting to order at 2:30 pm.

Update- Holmes Road Reconstruction Options

DPW Superintendent Neil Andres updated the Board on the background history of Holmes Road and informed them that reconstruction of the road will require installation of a drainage system with catch basins every 300 feet, full reclamation of the existing pavement, new pavement and shoulder work. The cost of the reconstruction is approximately \$337,500, with design, survey, and plans costing another \$12,500. He noted that there may be legal costs to determine actual ownership of the fee in the road. He also noted that the roadway cannot meet current subdivision regulations due to the off-set in the layout.

Discussions centered on the vision and plan of development for the road, installation of wells, ownership of the road, and the possibility of putting a zoning by-law in place and bringing to Town Meeting for a vote by the residents.

Ellis Road Parking Prohibition Plan

Jeff Thibodeau, Environmental Planner, was present to discuss the plan for the Ellis Road triangle where landscaping is to be done and showed the Board a schematic landscape drawing plan of the area. It was noted that the next step is to hold a public hearing regarding the parking prohibition plan for the area.

Selectman John Knight made a motion to move the issue to a public hearing in order to implement the parking prohibition plan. The motion was seconded by Selectman Wallace Adams, and so voted 4-0.

Committee Charge Review/Discussion - PACE Draft Committee Charge Revisions

The Board discussed the revised PACE Committee charge and reappointments for those currently serving on the Committee. They also made a decision to appoint Mr. Frank DeFelice, Building Inspector, as a member, based on the PACE Charge which states that one member of the Committee must be an elected or appointed official of the Town.

Selectman Wallace Adams made a motion to adopt the revised PACE Committee charge, to appoint Frank DeFelice, Building Inspector as a member for a term to expire June 30, 2015, and to appoint the current committee members to the following terms: Jeannette Marcucci, term to expire June 30, 2013; Asa Decker, term to expire June 30, 2014; Lori Hovenstine, term to expire June 30, 2014; Eileen Morgan, term to expire June 30, 2015. The motion was seconded by Selectman John Knight, and so voted 4-0.

Community Preservation Committee CPA Applications

Mobi-Mat Walkway to Bees River- Recreation Reserve, PACE Committee, Lori Hovenstine
Lori Hovenstine, PACE Committee member, and Recreation & Beach Director Mark Powers, were present to speak with the Board about the project application sent to the CPA requesting the use of CPA funds to purchase a mobi-mat to be placed from the end of the First Encounter parking lot to the Beach at Herring River (Bee's River). The mat will provide access to the site for individuals with mobility issues. The total budget for the project is \$25,000.

Discussion of the project centered on the coverage area, size, material durability and maintenance of the mobi-mat.

North Eastham Park Project- T-Time Property Acquisition/Development, Marie Norgeot
Present to discuss and listen to the proposed North Eastham Park Project were Marie Norgeot, CPC Chair Bob Mumford, CPC members, and Recreation & Beach Director Mark Powers.

Ms. Marie Norgeot applied for funding through the CPC for the North Eastham park project. She would like to see the Town purchase the property with CPC grant funds to use the property as a site for recreational activities to be used by the Town residents and visitors. The discussion centered on ideas such as bike trail access, a ball field, and a designated parking area, and possibly a dog park, among other amenities. It was agreed that a master plan with various stages of development needs to be drawn up and that this would require additional funds, separate from the monies to be used for the purchase of the property.

Mr. Mumford stated that the CPC will meet on December 6, 2012 and will discuss all of the submissions that were received.

Board of Selectmen Other Business

Recycling Committee Appointments- Andrea Aldana, Roslyn Diamond, Fred Guidi
Selectman Linda Burt made a motion to appoint Andrea Aldana, Roslyn Diamond, and Fred Guidi to the Recycling Committee as regular members for terms to expire June 30, 2015. The motion was seconded by Selectman Wallace Adams, and so voted 4-0.

MINUTES

September 17, 2012- Regular Session

Selectman Linda Burt made a motion to approve the September 17, 2012 Regular Meeting minutes. The motion was seconded by Selectman Wallace Adams, and so voted 4-0.

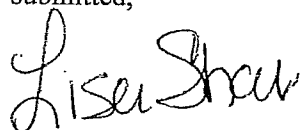
October 3, 2012- Work Session

Selectman Wallace Adams made a motion to approve the October 3, 2012 Work Session minutes as amended. The motion was seconded by Selectman Linda Burt, and so voted 4-0.

ADJOURNMENT

Selectman Wallace Adams made a motion to adjourn the meeting at 4:40 pm. Selectman Linda Burt seconded the motion, with all in favor, and so voted 4-0.

Respectfully submitted,
Lisa Shaw





Prepared for: Eastham Board of Selectmen
Prepared By: Jeff Thibodeau, Environmental Planner
Re: Ellis Road Schematic Landscape Plan Project Summary
Meeting Date: December 5, 2012

ELLIS ROAD TRIANGLE SCHEMATIC LANDSCAPE PLAN

PROJECT SUMMARY

LOCATION:

Green Space at Intersection of Old State Highway and Ellis Road Behind Goose Hummock

PRIMARY GOALS ARE TO:

1. Discourage/Prohibit Unauthorized Parking On Town Owned Triangle Land
2. Clean Up And Green Up The Space
3. Attenuate Stormwater Runoff Via Reduction Of Hardscape And Introduction Of Softscape
4. Screen Adjacent Commercial Uses From Homes In The Vicinity
5. Facilitate Maintenance
6. Provide Additional Parking For Boat Ramp Access During Busy Times Using Grass Pave or Similar Product That Provides Rigid Support On Grass Parking Surface

PRIMARY OBJECTIVES ARE TO:

1. Remove Hardscape Materials And Import Suitable Planting Soil
2. Remove Existing Norway Maple And Other Brush
3. Add 2-3' Diameter Boulders At Property Perimeter To Discourage Parking
4. Implement Planting Plan Using Town Staff [Plant Materials Price Will Be Solicited From Sylvan Nursery]
5. Specify Plants That Are Easy To Maintain, Provide A Mixture Of Deciduous Flowering And Evergreen Shrubs And Trees And Do Not Interfere With Utilities Or Traffic.

Amendments to Eastham Traffic Regulations

Adopted August 9, 1978

KINGSBURY BEACH ROAD

Eastbound and Westbound drivers on Kingsbury Beach Road at Great Pond Road

Approved by the Board of Selectmen on August 23, 2010

DEPOT ROAD

In accordance with the foregoing, the erection and maintenance of an official A Yield Sign or signs are authorized so as to face:

West bound drivers on Depot Road at Samoset Road

Approved by the Board of Selectmen on September 7, 2010

OLD STATE ROAD

That portion thereof extending Northerly from the Ellis Road to the end of the road, No parking on the east side of the road.

That Portion behind 51 Old State Highway, No Overnight Parking

Adopted by the Board of Selectmen – December 1, 2014

Eastham, Massachusetts

2500 State Hwy, Eastham, MA 02642
ph: 508.240.5900

Selectmen's Meeting Minutes 12/01/2014

MINUTES

BOARD OF SELECTMEN

Monday, December 1, 2014 5:00PM

Regular Meeting

Location: Town Hall – Earle Mountain Hearing Room

Present: Linda Burt, Chair, John Knight, Vice Chair, Martin McDonald, Clerk, Elizabeth Gawron, Wallace Adams, Sheila Vanderhoef, Town Administrator, Jacqui Beebe, Assistant Town Administrator

Chair Linda Burt called the meeting to order at 5:00 p.m.

Public/Selectmen Information

John Knight advised that the Cape Cod Commission will be holding the first DRI Water Project Meeting in January. As soon as Sheila has a firm date, she will advise the Board.

Elizabeth Gawron noted that December 1, 2014 is World Aid's day and while we have a lot of success to celebrate, the epidemic is not over. There are many ways to provide support at the local, state and world levels.

Sheila Vanderhoef introduced Jacqui Wildes Beebe, the new Assistant Town Administrator. Jacqui provided a brief history of her work as the COA Director in Dennis and expressed her thanks for the opportunity of this new role.

Appointments

Annual Financial Audit Exit Overview – Dan Sullivan, Auditor, CliftonLarsonAllen LLP

Dan Sullivan reviewed the history of the company and noted that he has been involved in the Annual Audit of Eastham for 12 years.

Mr. Sullivan reviewed the audit results in some detail and confirmed that no material weaknesses or internal control deficiencies were detected.

Based on the audit, the following recommendations were made and Sheila Vanderhoef confirmed that they were being reviewed and addressed now.

- Development and implementation of a formal financial policies and procedures manual for the operations of the Department
- Implementation of a cash register, upgrade and utilization of the Department's cash receipts software or using the cash station module in MUNIS to compile daily receipts and reconcile to the Schedule
- All cash receipts be submitted timely to the Treasurer and Town Accountant
- Locked cash drawers or a safe be utilized for safeguarding receipts between turnovers
- Eliminate sales of shellfish permits when the Department's office is closed
- Consider reducing the amount of cash collected at the Department by offering on line or credit card payments and transferring some of the cash receipts duties of the Department to other departments that are already able to produce accounting records to support the Turnovers and track and account for pre-numbered ticket sequencing

The audit review was further discussed with Dan Sullivan with questions received from the Finance Committee and the Board of Selectmen.

Administrative Matters

Appointment Community Preservation Committee Planning Board Representative – Daniel Coppelman

Wallace Adams made a motion to approve the appointment of Daniel Coppelman as the Planning Board Representative to the Community Preservation Committee

Martin McDonald seconded the motion

VOTE: Yes 5, No 0

Review of Parking Concerns on Old State Highway / Rear of Knack Shack – Chief Edward Kulhawik

Chief Kulhawik reviewed the situation and concerns raised with parking in the back of the new Knack restaurant in Orleans. The parking area in question is owned by the Town of Eastham. Chief Kulhawik acknowledged that the new building and landscaping looks good and enhances that area.

To address the concerns raised, Chief Kulhawik proposed that No Overnight Parking signs be placed on the Eastham property. The Board must approve this before they can proceed.

Wallace Adams made a motion to approve the proposal

John Knight seconded the motion

Martin McDonald suggested that we monitor this proposal over the next year and to review the affect and make adjustments to the proposal as needed.

VOTE: Yes 5, No 0

Request Letter of Support – Duffy Health Center *In From the Streets* Program

The request for support includes a request for a letter and a financial donation. The Board agreed that they could send a letter of support.

However, the request for financial support should be referred to the Eastham Human Services Advisory Committee based on the charge of the committee. It was noted that while all towns have homeless individuals, many end up in Hyannis as Hyannis has many more services for them and it is easier to get around the Town.

Elizabeth Gawron made a motion to send a letter of support

John Knight seconded the motion with the condition that the request for financial support be referred to the Eastham Human Services Advisory Committee

VOTE: Yes 5, No 0

Request Letter of Support – Environment Massachusetts for Solar Energy

Elizabeth Gawron made a motion to send a letter of support

John Knight seconded the motion

Wallace Adams noted that he supports all renewable energy and would like that included in the letter

VOTE: Yes 5, No 0

Resignation from Conservation Commission – Linda Haspel

Martin McDonald made a motion to accept the resignation of Linda Haspel from the Conservation Commission with many Thanks

Wallace Adams seconded the motion

VOTE: Yes 5, No 0

Other Business/Correspondence/Minutes**Sign Letter to Board of Assessors – Special Municipal Employee Status**

The Board signed the letters to the 2 current members of the Board of Assessors.

Formally Rescind Special Municipal Employee Status – Planning Board, Community Preservation Committee, and Old Town Centre Historic District Commission

John Knight made a motion to rescind the Special Municipal Employee Status for the 3 Committees noted

Elizabeth Gawron seconded the motion

VOTE: Yes 4, No 0, Abstain 1 (Martin McDonald was on the Community Preservation Committee when the status was approved in 2005)

Cape Cod National Seashore Advisory Commission - Minutes

Sheila Vanderhoef confirmed that this was for the Board's information and review only.

Sign Conservation Restriction for Dyer Prince Purchase

The Board and Sheila Vanderhoef discussed the purchase document. One concern noted was that the Board wanted to ensure that parking is included in the document. Based on the discussion, Sheila agreed to review it further and to edit as needed. Sheila will update the Board at the Wednesday, December 3, 2014 meeting.

Fee Increases for Cape Cod National Seashore

Jim Russo, Old Orchard Road and from the Eastham Chamber of Commerce requested the Town to support their concerns about the proposed fee increases specifically about the fees to people who walk or ride a bicycle to the beaches. Based on the proposed fee structure, it is cheaper to drive a full car of people to the beach which will increase traffic and the carbon footprint.

Noreen Thompsen, 15 Seaview Road agreed with Mr. Russo's and also requested the Town's support about the fees, specifically for people who walk and ride bicycles.

The Board agreed to write a letter to the Cape Cod National Seashore and noted the deadline for that letter is December 6, 2014. Sheila Vanderhoef will prepare a letter for the Board to Sign at the Wednesday, December 3, 2014 meeting.

Town Administrator's Report

Sheila Vanderhoef provided the following updates for the Board:

- The Human Rights Commission was established in 2005 and is looking for a representative from Eastham to join the Commission. If anyone on the Board knows of someone who would be interested in the Commission, please let Sheila know.
- The grant for the Terapin Turtle land purchase was denied as we planned to "protect" the Turtles rather than to maintain open space that would allow the location to be an educational point of interest for the Turtles in their natural habitat. The application for the grant is being redone to include an educational component and to maintain open space.
- The comment deadline for the Expanded NRF has passed and we received a total of 4 letters for comment. All 4 letters supported the Municipal Water Project and just noted minor concerns. More information to follow at the next meeting with Environmental Partners.
- The Turnip Festival was a success and has outgrown the current space. Marianne Sinopoli is already talking to the High School about using the Gym next year. Sheila shared a video of the *Turnip Rap* that was performed by the children at the Festival.
- Sheila reviewed the 2 agendas for the Wednesday, December 3, 2014 meetings. The regular Work Session will be at 2:30PM and a Joint Finance Committee/Board of Selectmen meeting at 4PM.

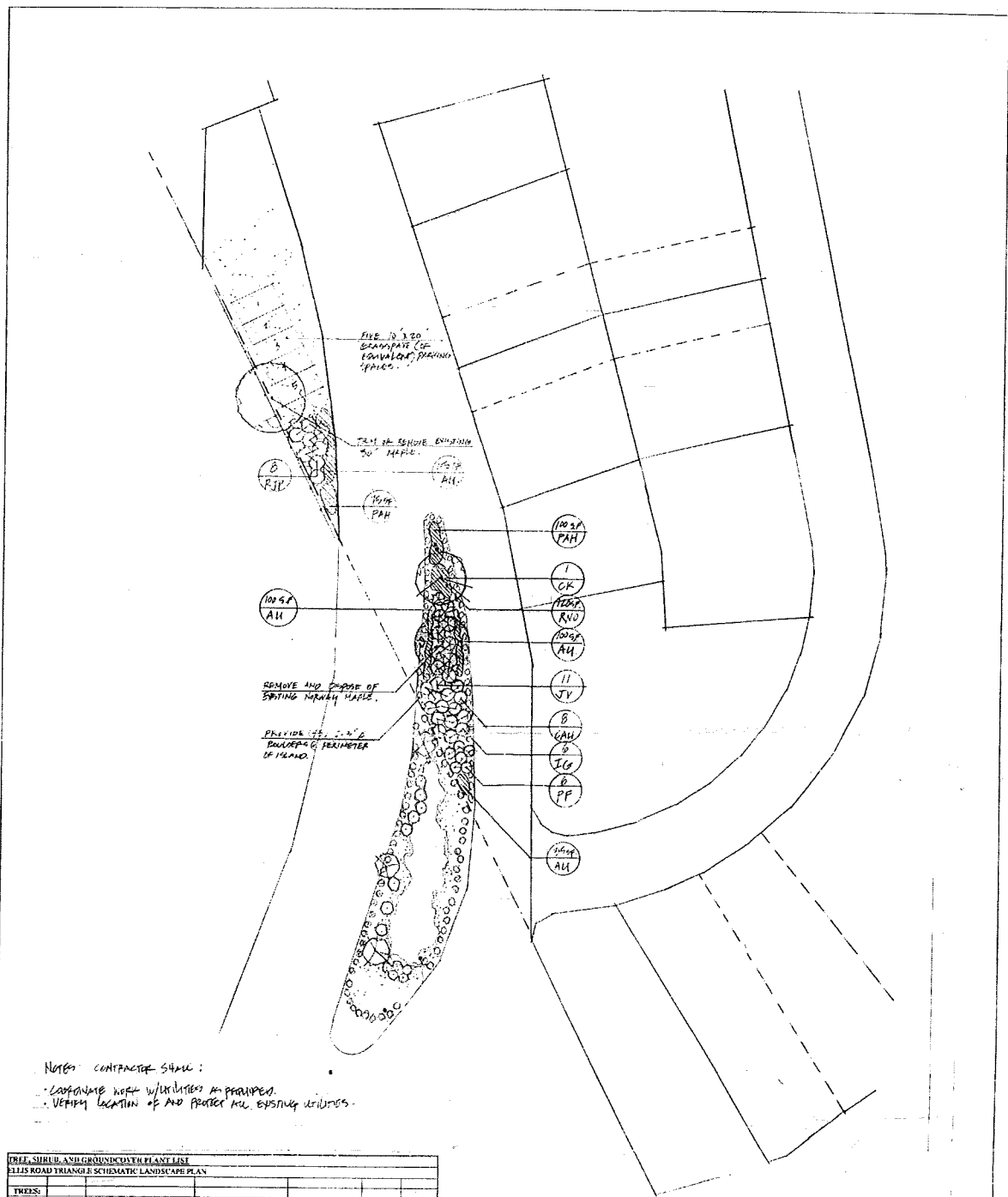
Adjournment

John Knight made a motion to adjourn the meeting at 6:40PM

Martin McDonald seconded the motion

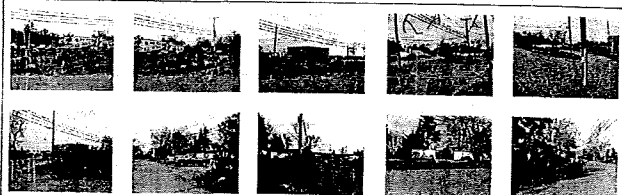
Vote: Yes 5, No 0

Respectfully submitted,
Laurie Gillespie-Lee



NOTES: CONTRACTOR SHALL:
 - COORDINATE WORK WITH UTILITIES AS PROVIDED.
 - VERIFY LOCATION OF AND PROTECT ALL EXISTING UTILITIES.

TALL, SHRUB AND GROUND COVER PLANT LIST					
ELLIS ROAD TRIANGLE SCHEMATIC LANDSCAPE PLAN					
QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT SPACING
1	JV	<i>Asplenium nidus</i> 'Spencer'	Spencer's Red Cedar	6-8' h	B&B 5' oc
1	CK	<i>Cornus lucida</i>	Rose dogwood	3' calyx	R&B 15' oc
SHRUBS:					
QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT SPACING
7	CAH	<i>Chamaelirium luteum</i>	Hummingbird Summerwort	3 galton	B&B 3' oc
6	IO	<i>Hypericum perforatum</i>	Common St. John's Wort	3 galton	B&B 3' oc
6	PF	<i>Phlox paniculata</i> 'Pink Beauty'	Pink Beauty Phlox	3 galton	Cont 3' oc
1	RNO	<i>Rosa 'Nouveau'</i>	Flower Carpet® Rose	3 galton	Cont 3' oc
1	RJP	<i>Rhododendron 'Juste Pink'</i>	Juste Pink Rhododendron	10 galton	Cont 8' oc
GROUND COVERS:					
QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT SPACING
215 S.F.	AU	<i>Arundo donax</i> 'Vancouver Jade'	Vancouver Jade Bamboo	1 galton	Cont 12' oc
GRASSES:					
QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT SPACING
175 S.F.	PAH	<i>Poa annua</i> 'Tussock'	Tussock Grass	1 galton	Cont 14' oc



EXISTING CONDITIONS PHOTOS

ELLIS ROAD TRIANGLE SCHEMATIC LANDSCAPE PLAN

PREPARED FOR EASTHAM DEPARTMENT OF PUBLIC WORKS

PREPARED BY EASTHAM PLANNING DEPARTMENT
 NOVEMBER 20, 2012

NORTH

SCALE 1"=20'-0"



TOWN OF EASTHAM

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



TOWN OF EASTHAM BOARD OF SELECTMEN BUDGET POLICY FISCAL YEAR 2016

1.0 THE MANDATE:

In accordance with the Town of Eastham Home Rule Charter, the Eastham Board of Selectmen hereby issues this policy statement to inform and direct the preparation of the FY16 Municipal and School Operating and Capital budgets. The Charter requirement in Section 6-1-4 states that:

Annually prior to the first day of November, the Board of Selectmen after consulting with the Town Administrator shall issue a policy statement that shall establish general guidelines for the next town budget.

2.0 THE UPCOMING YEAR OVERVIEW:

Fiscal Year 16 presents some unique opportunities and challenges. Approved at Annual Town Meeting in May 2014, were two major capital projects, Phase 1 of the municipal water implementation, and dredging of Rock Harbor. Previously approved and just getting underway is the reconstruction of the library. It is significant that these three major bond issues will be added to the tax rate in FY16. Rock Harbor was approved at \$700K and the municipal water was approved at \$45.8 million. The Library, previously approved at \$4.5 million. While we anticipate grant funds and low interest loans to offset the cost of the water and the dredging, the library portion of the library project to be funded by the town is the \$4.5 million. For FY16, debt service is expected to increase from 5% of total operating budget to 7% of total operating. Over the next three years, debt service will increase as the municipal water project Phase 1 is completed, and fully bonded. While we continue to seek alternate funding for this project, it is not clear at this time that assistance will come through.

The budget policy then will recognize the limitations that such debt places on the limited financial resources of the town.

2.1 Specific Fiscal Constraints

This portion of the policy details several specific factors which must be considered as fiscal constraints that inform the policy and limit opportunities for fiscal growth.

2.1.1 Other Post Employment Benefits (OPED)

Under accounting standards, municipalities are required to establish a trust fund for the purpose of building cash reserves to fund retired employee benefits. Last year we created the trust fund with minimal funding, \$5000. We need to continue to set aside some money each year. Our estimated liability in 2014 is \$13 million.

2.1.2 Stabilization Fund

A stabilization fund is a cash fund that may be used for any items for which the town may borrow. Towns may have more than one stabilization fund. To remove money from a stabilization fund, a two thirds vote of town meeting is required. At the Annual Town Meeting in May 2014, the town reduced this fund by \$100,000 to support the continued landfill testing and reporting. The balance in the fund is just over \$4,000. We should plan to add money to this fund at the upcoming town meeting.

2.1.3 Major Road and Infrastructure Needs

Most of the municipal buildings and equipment are adequate and in good condition. However, investment in the municipal road surfaces, has not kept pace with structure and equipment improvements in Eastham, and the Town may need a major bond issue in the near future to fund necessary road improvements and repairs. The reduction in Chapter 90 grants from the state has affected road repair investments throughout the Commonwealth and Eastham is no different in that regard. High oil prices, and therefore asphalt prices, mean fewer road miles are impacted by the level funding or reduction in state funding of Chapter 90 grants.

2.1.4 New Debt Issues

As mentioned above, the Town will issue bond issues for approved capital projects, specifically the library, Rock Harbor dredging, and Phase 1 of the municipal water project. All three debt issues will be bonded or use BANS (Bond Anticipation Notes), which in either case will be funded through property taxes.

2.1.5 School Expenses

The budget process for Eastham Elementary, Nauset Regional and Cape Cod Tech are on a similar timeline to the Towns'. It is important that these departments, as they develop their budgets, understand that the Town has very limited capacity to accommodate significant budget growth. The Nauset Region has recently completed two capital projects which may have a significant impact of the assessment request. This may present funding problems for the Town.

3.0 OTHER ISSUES:

In addition to the fiscal constraints outlined above, consideration is given to departmental instructions in terms of current service levels, use of cash to support operating and capital expenditures and supplementing revenue with an operating override.

4.0 In consideration of the foregoing, the Board of Selectmen policy for Fiscal Year 2016 is as follows:

4.1 OPERATING BUDGETS;

All Town Departments shall prepare a budget that maintains current staffing and departmental programs. Those budgets will form the basis of the budget to be prepared by the Town Administrator which may increase by 2.5%. If the recommended spending exceeds that, then an explanation of the additional needs shall be prepared in a narrative. Each department may make suggestions for revenue increases and cost decreases to support the operating budget.

Funding for the operating budget is from two primary sources, the tax levy and local receipts. The levy is anticipated to be \$19,785,844 and local receipts are estimated at \$3,100,000. The projected budget based on 2.5% growth, is projected to be \$23,289,625. This budget amount includes the three school (CCT, Nauset, and Eastham Elem.) budgets as well. We understand that current budget projections which assume an increase of 2.5% overall, will require an operating override of between \$700,000 and \$1,000,000 dollars. An override of \$1 million dollars would represent an increase in the tax rate of approximately .35/1000, or \$140 for a property valued at \$400,000.

The School departments, despite their needs, should make an effort to stay within these budget guidelines. The 2.5% overall increase should be to the budget bottom line. Assessments will, of necessity, be based on population and therefore may increase by more than 2.5%. We are requesting in this policy that education expenses be limited in overall growth to 2.5% including all operating expenses. This year the Town will consider the "capital budget" as part of the overall operating as the school district has used the funds for ordinary equipment and supply needs and not as originally intended for capital needs including building and major equipment. The fund is used for ordinary repair items and computer purchases and is not legally constrained from use for any purpose the school committee so designates.

4.2 CAPITAL BUDGETS

The municipal capital acquisition budget article for fiscal year 16 should be funded with no less than \$500,000 in free cash and special revenue funds such as


ambulance receipts, boat excise, and community preservation funds if appropriate. The capital budget includes Eastham Elementary School needs as well as municipal needs. The town is continuing to pay the debt on the recent renovations of the building. However, it is necessary to invest in minor building maintenance to preserve the structure. In alternate years the town uses this capital line for technology upgrades and improvements.

This budget policy's primary focus is to provide guidance to the Town Administrator and all Town Department Managers and School Administration to develop a budget that recognizes the fiscal pressures on revenues and the obligations beyond the operating budgets. This policy supports the development of a balanced budget without additional revenues beyond the tax levy and local receipts. However, we do understand that consideration may be given to an override if necessary to maintain existing staffing levels and programs.

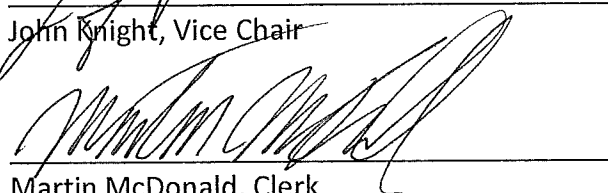
This budget policy is adopted by the Board at a public meeting on 17 November, 2014



Linda Burt, Chair



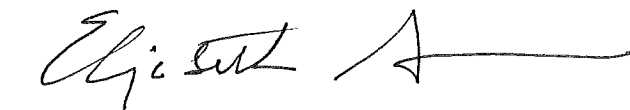
John Knight, Vice Chair



Martin McDonald, Clerk



Wallace Adams



Elizabeth Gawron



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642-2544

All departments 508-240-5900 • Fax 508-240-1291

www.eastham-ma.gov

TOWN OF EASTHAM BOARD OF SELECTMEN

FY 15 BUDGET POLICY

- 1.0 The Board of Selectmen in accordance with the Eastham Home Rule Charter,

"Annually, prior to the first day of November, the Board of Selectmen, after consulting with the Town Administrator, shall issue a policy statement that shall establish the general guidelines for the next town budget." (Section 6-1-4)

hereby issues the following statement to provide guidance to the community, Town Administrator, departmental managers and the school district for the preparation of the FY 15 budgets. This FY 15 Budget Policy provides a framework for preparation of the FY 15 Operating and Capital Budgets. While the Operating Budget includes both regional and local school operating budgets, the Capital Article is limited to Municipal and Elementary School needs.

2.0 General FY 15 Budget Guidelines:

As we, the Board of Selectmen consider the Fiscal Year 2015 Budget, our concern for the tax impact of spending on our community remains high. The Town is faced with several new and continuing fiscal issues that will impact the tax rate. In FY 15, the Town is expected to share the cost of dredging Rock Harbor with the Town of Orleans, with Eastham's share currently estimated at \$550,000. Funding for Rock Harbor dredging may be through a Proposition 2½ exclusion which would impact the tax rate, An additional \$200,000 will be needed to cover the costs of continued monitoring of private wells that may be affected by the Landfill. The Operating Budget will also be affected by any salary increases resulting from negotiations with employee unions, including School negotiations over which the town has no control. Despite these factors, we will strive for a

budget which does not require an over-ride. As a general guideline, we request that no additional staff be included. However reorganization of staff, programs, and services will be considered if such activities provide enhanced services and/or efficiency.

3.0 Available Funds Under the Levy Limit (2 1/2)

The primary funding source for Eastham is the real and personal property tax levy. The tax levy for FY 15 is projected to be \$19,819,391. In addition to the tax levy, the town budgets "Local Receipts" and "Receipts Reserved". It is projected that \$3,100,000 will be collected from local receipts and assigned to FY 15 spending. Local Receipts include Hotel / Motel Taxes, MV Excise Taxes, Transfer Station fees and Building, Health, and other fees paid to the departments of the town. Receipts Reserved include, but are not limited to, ambulance receipts, septic betterment receipts and conservation fees. Ambulance receipts are expected to contribute \$200,000 to support to the Fire Department/Ambulance budget. Beginning in FY 14, state aid and charges through the Cherry Sheet resulted in the town making a payment to the state. This trend in "negative state aid" is expected to continue. On the positive side, in FY 15 the town will receive state "circuit breaker" funds in excess of \$100,000 to reimburse the town for special education costs incurred in FY 14.

4.0 Allocation

In FY 15, the town will need to fund Capital and Operating costs for Municipal and School Budgets and anticipated transfers to certain reserve accounts. With respect to the Operating Budget, the Board directs that, if possible, any growth be contained within the limits of Proposition 2 ½.

1. Municipal Budget and School Budgets

For the Municipal and School Budgets, all union contracts are under negotiation for FY 15. Insurance and other fixed costs will increase, but every effort should be made to absorb these increases within the allocation. Elementary School increases should be limited to 2.5%. Nauset Regional School increases should also be limited to 2.5%. This increase is exclusive of any Regional School debt exclusion amounts. The Nauset Regional School assessment is a function of the town's

percentage share of school enrollment and may result in more than a simple 2.5% increase. In FY 14, Eastham's school assessment rose dramatically, resulting in a \$400,000 increase. Eastham is unable to sustain such an increase in FY 15 without an operating over-ride. Regardless, the Board policy is to support both municipal and school budgets that are within the guidelines of a 2.5% increase.

2. Capital Acquisitions for FY 14

With respect to Capital Acquisitions for FY 15, the Town Administrator is directed to use approximately \$500,000 - \$700,000 in free cash to support Capital Acquisitions. Other funding sources may be used to support Capital Acquisitions as appropriate. The Capital Acquisition article includes Capital items for the municipal departments and the Elementary School department. It does not include Capital needs for the Regional School District which are included in a separate article.

3. Transfers/Reserve Accounts

Additionally, the Town Administrator in developing the FY 15 expenditures, will begin a set-aside of funds in accordance with the GASB 45, Post Retirement (Health) Benefits requirements. The Town may not be able to afford a FY 15 contribution to the Stabilization Fund. The Stabilization Fund now stands at \$152,000 and is available for use with Town Meeting approval. It is an appropriate source to partially fund the \$200,000 cost for water testing of private wells near the Landfill if necessary.



TOWN OF EASTHAM

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TOWN OF EASTHAM

Board of Selectmen

Budget Policy - Fiscal Year 2014

- 1.0 The Board of Selectmen in accordance with the Eastham Home Rule Charter,

“Annually, prior to the first day of November, the Board of Selectmen, after consulting with the Town Administrator, shall issue a policy statement that shall establish the general guidelines for the next town budget.” Section 6-1-4

hereby issues the following statement to provide guidance to the community, Town Administrator, departmental managers and the school districts for the preparation of the FY 14 budgets.

This FY 14 Budget Policy provides a framework for preparation of the FY 14 Operating and Capital Budgets. While the Operating Budget includes regional and local school operating budgets, the Capital Articles are limited to Municipal and Elementary School needs.

2.0 General FY 14 Budget Guidelines:

As we, the Board of Selectmen from the Town of Eastham consider Fiscal Year 2014, our concern for the tax impact of spending, remains high. Specifically, we are concerned about the impact of new debt payments for the municipal well studies, and the improvements at Nauset Regional High School. Both of these Capital Expenditures will increase debt payments in the upcoming fiscal year. Even though this debt is not subject to the limits of proposition 2 ½, it will impact the tax bills of property owners. We will not accept a budget which relies on an override for funding.

As a general guideline, we request that no additional staff be included. However reorganization of staff, programs, and services should be considered if such activities provide enhanced services and/or efficiency.

3.0 Available Funds Under the Levy Limit (2 ½)

The primary funding source for Eastham is the real and personal property tax levy. The levy this year is projected to be \$18,593,233. In addition to these funds, the town also makes use of "Local Receipts" and "Receipts Reserved." It is projected that three million will be collected from local receipts and assigned to FY 14 spending. Receipts Reserved, such as ambulance receipts, are expected to contribute to the Fire/Rescue Operations and Capital Budget. The Board expects a minimum of \$75,000 from this account to support Fire Department operations.

4.0 Allocation of FY 14 Spending

In FY 14, the town will need to fund Capital Acquisition, Operating Budgets for the Municipality and School Local and Regional Budgets and anticipated transfers to certain reserve accounts.

With respect to the Operating Budgets, the Board directs that any growth be contained within the limits of Proposition 2 ½.

Municipal and School Operating Budgets will be supported by local receipts and transfers from reserve accounts. *Local receipts* is the money from various sources as a result of fees and charges. Some of the key sources are as follows: Hotel, Motel Taxes; MV Excise Taxes; Permit Fees such as Transfer Station, Building and Health. *Receipts Reserved* are accounts established to accept monies from certain activities. One such account is the Ambulance Receipts Reserved.

Following are the specific funding and expenditure guidance. Additionally, articles to transfer money to other funds are included.

4.1 Municipal Budget and School Budgets

For the Municipal Budget, all salary increases are set for FY 14 for all union and non-union employees. Insurance and other fixed costs will increase, but every effort should be made to absorb these increases with the allocation. Elementary School increases should be limited to 2.5%, inclusive of insurance cost increase. Nauset Region increases, wherein insurance is included, should also be limited to 2.5%. This increase is exclusive of the additional debt exclusion amounts. Nauset Region assessment increase to Eastham may result in more than a simple 2.5% over last year's assessment, since that assessment amount is a function of our percentage share of the total school population. Regardless, the Board policy is to support both municipal and school budgets that are within the guidelines of a 2.5% increase.

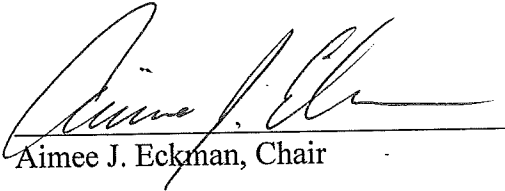
4.2 Transfers/Reserve Accounts

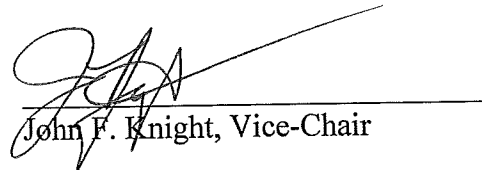
In developing the FY 14 expenditures, shall provide for transfers to the Stabilization Fund of no less than \$50,000 and begin a set-aside of funds in accordance with GASB 45, Post Retirement Benefits requirements.

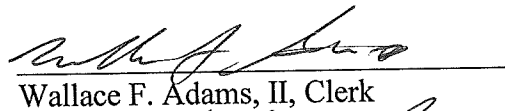
4.3 Capital Acquisitions for FY 14

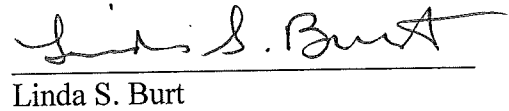
The Capital Acquisitions article includes Capital items for the municipal departments and the Elementary School department. It does not include Capital needs for the Regional School District.

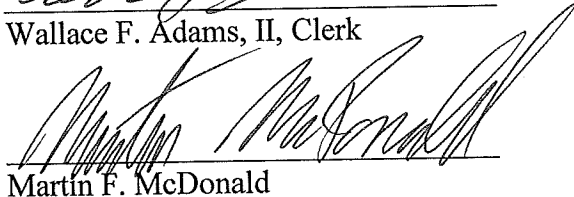
Long and short term Capital needs are met by transfers from free cash, other reserve funds and taxes. With respect to Capital Acquisitions for FY 14, the Town Administrator is directed to use approximately \$500,000 - \$700,000 in free cash to support Capital Acquisitions. Other funding sources may be used to support Capital Acquisitions as appropriate.


Aimee J. Eckman, Chair


John F. Knight, Vice-Chair


Wallace F. Adams, II, Clerk


Linda S. Burt


Martin F. McDonald

BOARD OF SELECTMEN

This policy was adopted by the Board of Selectmen at a public meeting on Monday, November 19, 2012

INFORMATION



community development partnership

Promoting a vibrant and diverse community on Lower Cape Cod

September 29, 2015

Karen Kelleher
General Counsel
Mass Housing
One Beacon St
Boston, MA 02108-3110

Dear Ms. Kelleher,

This letter is to inform you that the Lower Cape Cod Community Development Corporation, DBA Community Development Partnership (CDP) is terminating our Monitoring Agent contract for the housing development known as Brackett Landing located in Eastham, Massachusetts effective November 29, 2015. Please accept this letter as the official 60-day notification specified in our contract.

Unlike CHAPA or Metrowest, who are monitoring agents for multiple developments, the intermittent activity generated by the development does not warrant the retainage of a staff member for the specific purpose of providing the monitoring services needed at Brackett Landing. Therefore any activity puts a burden on our existing staff.

Although the CDP continues our efforts regarding the maintenance and development of Affordable Housing, we regret that we no longer have the staffing capacity to provide these services.

Please send confirmation of this cancellation to the address below or email jay@capecdp.org.

Thank You,

Jay Coburn
Executive Director

CC: Katherine Lacy, Monitoring and Permitting Specialist, Mass Housing
Sheila Vanderhoef, Eastham Town Administrator

3 Main Street Mercantile, Unit 7
Eastham, MA 02642

ph: 508.240.7873 | 800.220.6202
fx: 508.240.5085

contact@capecdp.org
www.capecdp.org

RECEIVED

OCT 1 2015

ADMINISTRATION

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630



CAPE COD
COMMISSION

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org

September 30, 2015

Sheila Vanderhoef, Town Administrator
Town of Eastham
2500 State Hwy
Eastham, MA 02642

Re: EPA Approval of the Cape Cod 208 Plan Update

Dear Ms. Vanderhoef,

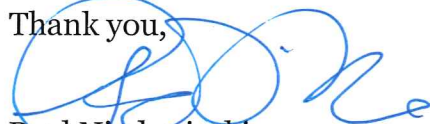
On September 15, 2015 the U.S. Environmental Protection Agency (EPA) approved the Cape Cod Area Wide Water Quality Management Plan Update (208 Plan Update), developed pursuant to Section 208 of the Clean Water Act and at the direction of the Massachusetts Department of Environmental Protection (DEP). The 208 Plan Update was certified by Governor Charlie Baker on June 12, 2015 prior to review by EPA. The 208 Plan Update is the result of more than 12 months of dedicated involvement by stakeholders from across Cape Cod. It establishes a framework for effective and efficient watershed planning, utilizing both new and proven technologies, to address degraded water quality Cape-wide.

The 208 Plan Update set a 12-month deadline for watershed reports. Watershed reports must outline a traditional and non-traditional scenario for each of the 53 nitrogen sensitive watersheds. The Commission intends to work collaboratively with each of the Cape Cod communities to ensure that the recommendations of the 208 Plan Update are implemented. Additional and more detailed guidance pursuant to the 208 Plan Update will follow in the next couple of months.

In order to ensure receipt of this guidance and any other information and communication regarding implementation of the 208 Plan Update, please identify an individual to serve as your town's point of contact and provide their name and contact information to Erin Perry at eperry@capecodcommission.org or 508-744-1236.

The Commission looks forward to continued collaboration on this issue and to improved water quality across Cape Cod.

Thank you,


Paul Niedzwiecki
Executive Director

