

# AGENDA

Monday

September 19, 2016

**TOWN OF EASTHAM  
BOARD OF SELECTMEN  
REVISED AGENDA  
Monday, September 19, 2016  
5:00 p.m.**

**REVISED September 16, 2016**

Location: Earle Mountain Room

**I SELECTMEN/PUBLIC INFORMATION**

**II. APPOINTMENTS**

- 5:05 p.m. Chief of Police, Ed Kulhawik, MA State Certification of the Eastham Police Department
- 5:15 p.m. Jack Yunits, County Administrator & Paul Niedzwiecki , Executive Director Cape Cod Commission, Update on Barnstable County Government and the Assembly of Delegates
- 5:30 p.m. Maggie Downey, Cape Light Compact & Joe Bayne, Eastham Representative, Update Regarding Cape Light Compact, Grid Modernization Plan

**III. ADMINISTRATIVE MATTERS**

**A. Action (Vote Required)**

1. BOS Committee Appointment, Affordable Housing Trust – (Vote needed)
2. Announcement of Early Voting Information
3. Transient Vendor Permits
4. FY18 Initial Discussion on Board of Selectmen Budget Policy
5. Decision Regarding a Written Statement to the ZBA re: Stratford Capital project

**(All times except public hearings are approximate and items may be taken out of order)**

**IV. TOWN ADMINISTRATOR'S REPORT**

- Letter from Attorney Ben Zehnder requesting that the Town purchase Insurance Coverage for his Client's Property

**V. CORRESPONDENCE**

**VI. OTHER BUSINESS**

**EXECUTIVE SESSION**

To discuss the strategy with respect to potential litigation regarding the Library Building Project when an open meeting may have a detrimental effect on the litigating position of the public body, and the Chair is so declaring.

**Upcoming Meetings**

September 21, 2016	3:00pm	Timothy Smith Room	Work Session
October 3, 2016	5:00pm	Earle Mountain Room	Regular Meeting
October 5, 2016	3:00pm	Timothy Smith Room	Work Session

*The listing of matters includes those reasonably anticipated by the Chair that 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.*

*This meeting will be video recorded and broadcast over Local Access Channel 18 and through the Town website at [www.eastham-ma.gov](http://www.eastham-ma.gov)*

II. 5.05 p.m



*Eastham Police Department  
2550 State Highway  
Eastham, Mass 02642  
508-255-0551*

**PRESS RELEASE  
FOR IMMEDIATE RELEASE  
September 15, 2016**

On September 14, 2016, the Eastham Police Department received state Certification from the Massachusetts Police Accreditation Commission at a ceremony held at the Connors Center in Dover, Mass.

Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the commonwealth.

"Achieving Certification from the Massachusetts Police Accreditation Commission is considered a very significant accomplishment and is a recognition that is highly regarded by the law enforcement community," said Donna Taylor Mooers, the Commission's Executive Director."

Under the leadership of Chief Edward Kulhawik, the Eastham Police Department was assessed in June by a team of Commission-appointed assessors.

"Going through the process initially requires intense self-scrutiny, and ultimately provides a quality assurance review of the agency," said Mooers. To conduct this self-assessment and prepare for the on-site review of the 159 standards by the Commission, in 2014, Chief Kulhawik appointed Sergeant Daniel Deschamps to serve as the Department's Accreditation Manager.

Certification has been granted for a period of three years. Participation in the program is strictly voluntary.

The standards for certification impact officer and public safety, address high liability/risk management issues, and promote operational efficiency throughout the agency. The benefits of Certification are therefore many and will vary among participating departments based on the *state* of the department when it enters the process. In other words, the benefits will be better known when the department quantifies the changes that it had to make as a direct result of achieving

certification. Generally, these changes involve policy writing, facility improvements and equipment purchases. Listed below are some of the more common benefits.

- Provides a norm for an agency to judge its performance.
- Provides a basis to correct deficiencies before they become public problems.
- Requires agencies to commit policies and procedures to writing.
- Promotes accountability among agency personnel and the evenhanded application of policies.
- Provides a means of independent evaluation of agency operations.
- Minimizes an agency's exposure to liability, builds a stronger defense against lawsuits, and has the potential to reduce liability insurance costs.
- Enhances the reputation of the agency and increases the public's confidence in it.

Mooers added, "Police Certification and Accreditation work to reassure the general public that the law enforcement profession is prepared, trained and ready to handle future emergencies and calls for service. Agency *preparedness* begins with having a formal and current Written Directive System that incorporates best business practices into agency policies and operational plans."







II. 5:30 p.m.

# **Eversource's Grid Modernization Plan: Does It Lay the Foundation We Need For Our Communities' Energy Future?**

*September 19, 2016*

Maggie Downey

Cape Light Compact Administrator

**Cape Light  
Compact**



*Working Together Toward A Smarter Energy Future*



# Grid Modernization: What and why?

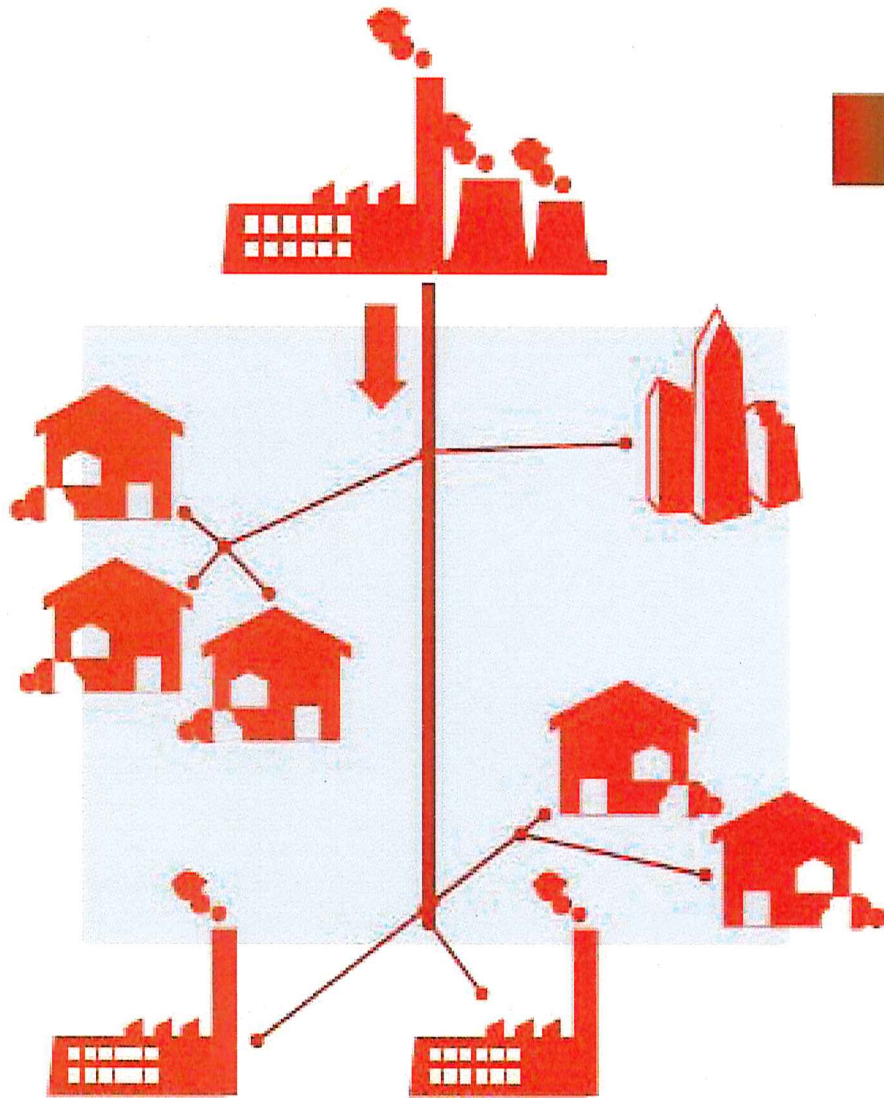


- What is “the grid”?
  - The electric grid is an infrastructure network designed to deliver electricity from suppliers to end users. Our grid was designed and built in an era when this simply meant delivering power from large, centralized generating plants to customers’ homes and businesses.
- Grid modernization is the process by which digital intelligence is incorporated in to our electric power grid to allow power to flow in two directions—to and from the consumer—transforming it into an interactive delivery network. This is being done in states all across the U.S. - Massachusetts is not leading the curve on this.



## Grid Modernization

Today's Electricity



Tomorrow's Choices

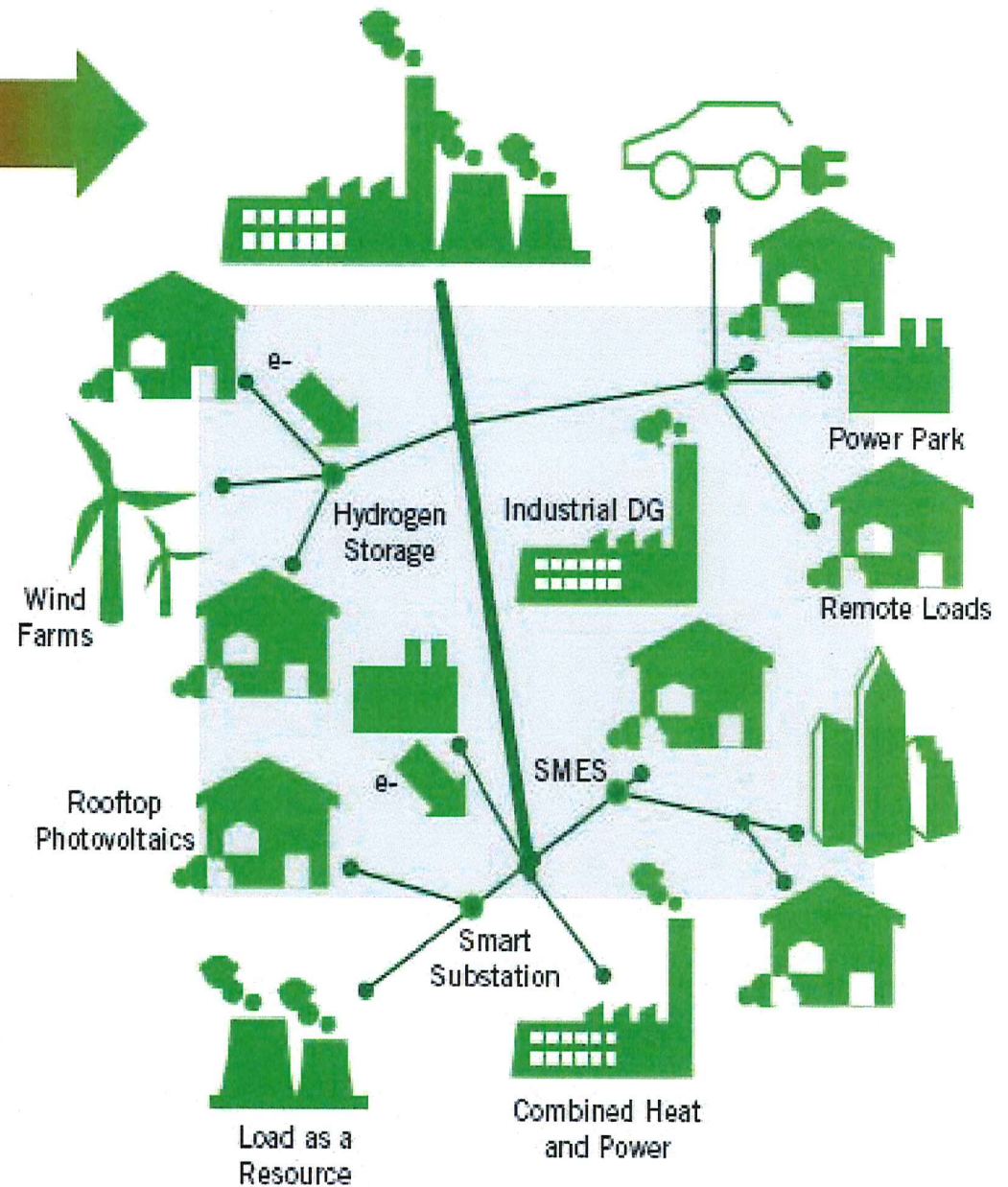
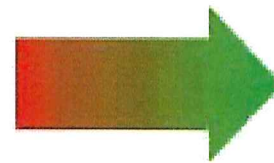
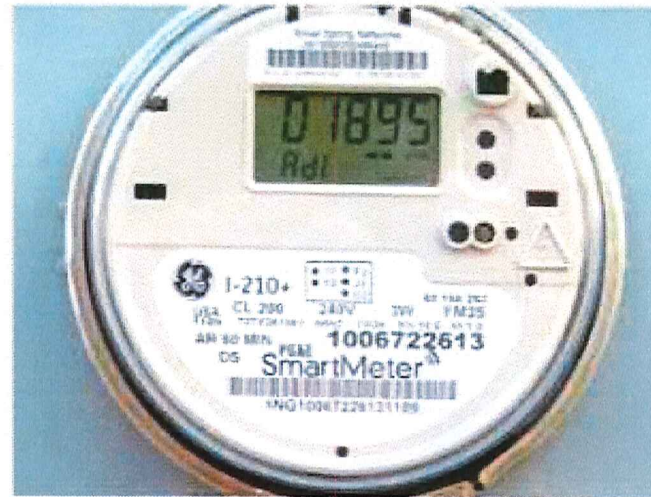
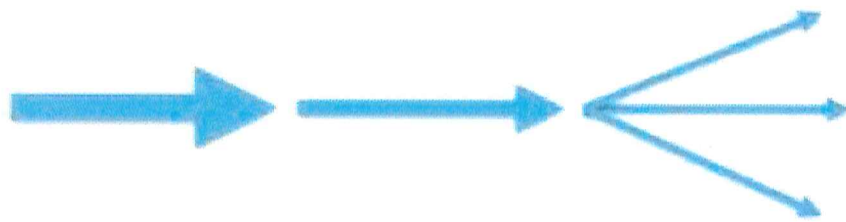


Fig. 1. The IEEE's version of the Smart Grid involves distributed generation, information networks, and system coordination, a drastic change from the existing utility configurations.





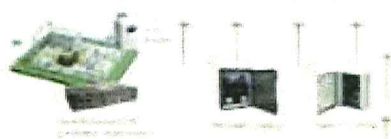
#### Building blocks

##### Centralized Control & Operations

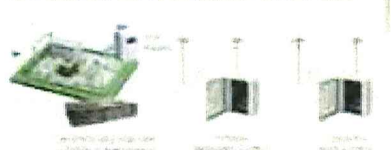


- Centralized EMS
- Centralized SCADA
- Asset Management
- Work Order Automation

##### Increased Reliability: Fault Detection, Isolation & Restoration (FDIR)

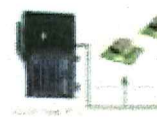


##### Optimization & Efficiency: Distributed Control (DCC)



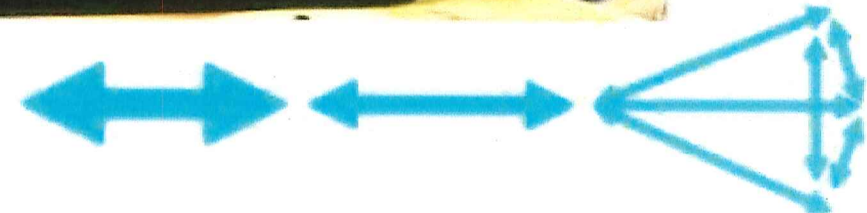
##### Network Modernization

- Load Monitoring
- Load Balancing
- Outage Detection



#### New Concepts:

- Smart Grid 1.0/2.0
- Prosumers
- Islanding
- Economic Grid Defection





# What could it do for us?



- Greater system stability and resiliency
- Expand renewable energy integration
- More opportunities for energy efficiency and demand management
- Encourage development of microgrids

Overall, more local control and a central role for consumers... *depending on what is put in place.*



# Why should you care?



- This is the first time that the DPU has mandated that the electric distribution companies (EDCs) like Eversource modernize our antiquated grid
- Choices made today will have dramatic impacts on DERs, storage, energy efficiency for many years to come
- *You're paying for it!*



# What's the goal here?



The DPU set forth four primary goals in its order for all Massachusetts utilities to submit plans for grid modernization:

1. Reducing effects of outages
  - *Number of outages, length of outages, number of customers affected, including weather-related*
2. Optimizing demand, including reducing system and customer costs
  - *Don't pay lots of money for infrastructure you only need a few hours per year*
  - *Deploy technology that enables customers to optimize their demand*
3. Integrating distributed energy resources
  - *Allow customers with solar and/or storage (including EVs) to contribute to grid reliability and renewable energy goals*
4. Improving workforce and asset management
  - *Make our utilities operate more efficiently and reduce customer costs*



# Eversource's proposal



- In August 2015, Eversource filed its five-year, \$496 million Grid Modernization Plan
- Claims consumers are at the center of the plan
- Conservative, grid-facing approach
  - Emphasizes incremental investments
    - "...a flexible foundation for the future"
  - Heavily focused on improving reliability & resiliency
- Downplays benefits of giving consumers greater access to information and pricing transparency
  - Most apparent through opt-in approach to advanced metering and time-varying rates
  - Takes position that customers are uninterested in TVR



# Eversource spending proposals



Investment Category	5-year Capital + O&M (million)
Smart & Integrated Grid	\$171.9
Resilient Grid	\$150
Customer Engagement	\$108.2
Enabling Investments	\$66.3
<b>TOTAL:</b>	<b>\$496.4</b>



# Smart & Integrated Grid

## *\$171.9m spending*



- Deployment of technology to improve reliability
  - Includes automated sensor and switching technologies, feeder reconfiguration, faulted circuit detection
- Possible benefits
  - Enhances system awareness and reliability through real-time data
  - Could reduce infrastructure investments/upgrades
  - Enhances worker safety through automation
  - Increase in reliability



# Smart & Integrated Grid: Concerns



- Geographic equity
  - Are the costs being allocated according to the benefits?
  - Many improvements are slated for underground networks that serve urban areas (e.g., greater Boston)
  - Examples:
    - 4 kv circuit breaker DSCADA (underground systems)
    - DSCADA-enabled motor-operated padmount switches (underground systems)
    - Underground remote faulted circuit indicators (2,000 proposed in Eversource East)
    - Major node sensors for network systems
    - Network load flow study

*Will it help the Cape and Vineyard?*



# Resilient Grid: Potential Benefits

## *\$150m spending*



- Reduces number of outages, in particular during severe weather events
- Enhances customer and worker safety
- Saves money by increasing operational efficiency(?)



# Resilient Grid: Concerns



- Almost 1/3 of grid modernization costs in Plan
- Nearly all “investment” elements of category appear to be:
  - Core utility functions
  - Operation and maintenance
- Unclear how Eversource proposes to recover these costs
  - Accelerated through a capital expenditures tracker?



# Customer Engagement: Potential Benefits *\$108.2m spending*



- Lower infrastructure cost relative to full Advanced Metering Infrastructure (AMI) deployment necessary for opt-out program
- Eliminates any risk of negative impacts on unaware customers, especially low-income customers



# Customer Engagement: Concerns



- TVR Design
  - Opt-in program
  - If you opt-in, you bear extra costs
  - Must be on basic service to participate
  - Must stay on selected rate for at least a year
- Must be on utilities' power supply to participate
  - makes option unavailable to customers participating in the marketplace or enrolled in community aggregations
- Does not address how to allow competitive suppliers or aggregations to get data necessary to offer TVR option(s)



# In summary...



## Potential Benefits:

- Will provide system operators with much greater visibility in to real-time status of system
  - Leads to greater operation and, in theory, planning efficiencies
- Will improve reliability and resiliency of the grid
  - Less customer outages, shorter outages
- Concerns
  - Utility-centric
  - No universal AMI = limited customer engagement
  - Cost allocation according to benefits
  - Inclusion of core utility functions
  - Limits potential for smart metering and associated benefits
  - TVR program design does not appear to meet DPU requirements



# A high-level comparison...



National Grid also filed a ~\$1 billion GMP that proposed a full deployment of advanced meters on an opt-out basis throughout their service territory

## Eversource

- Focused on grid-facing technologies
- Emphasizes reliability
- Not convinced residential/small business customers will benefit from TOU/advanced metering

## National Grid

- Says their plan is for the “utility of the future”
- More of an “all of the above” approach to technology deployment
- Used AMI deployment experience in Worcester to inform GMP
- Exploring battery storage



## As the GMPs are currently proposed, five years from now:



A customer on Cape Cod or Martha's Vineyard...	A customer in National Grid service territory...
...may have increased in grid reliability from grid fortification	...will have a more stable, demand-optimized grid and benefit from real-time outage and restoration notification to their utility through their meter
...will have minimal/no insight in to energy usage patterns, seeing only their total usage on the monthly bill, like they do now	...will have deeper insight in to their usage patterns, enabling informed energy decisions
...will be unable to receive or respond to real-time pricing signals	...will receive real-time pricing and can adjust usage accordingly, with the help of smart/connected appliances
...will have few or no opportunities to reduce costs by shifting usage	...will be able to benefit from time-of-use pricing by shifting their usage to lower-priced periods of the day (possibly automatically, with the help of smart/connected appliances)



# As consumers...



*Do we want to continue to interact with our utility only once-a-month, in the form of a bill?*

*Or do we want to have a more thorough understanding of our individual energy usage and be able to interact with our grid in real-time by:*

- Managing our usage and demand
- Being incentivized (\$\$) to contribute to grid stability and lowering infrastructure costs
  - Example: charging your EV when real-time prices are low, then discharging (selling power back to the grid) when real-time prices are high
  - Example: Set your smart thermostat to pre-cool your house when demand/real-time prices are low in the morning, but then cut off during peak demand/price hours in the afternoon



# Current Procedural Status



- DPU ruled that rate design issues are outside of scope
  - Including suggestion of charges for customers with solar
- Procedural schedule has been suspended
  - Has halted the discovery (question & answer) process
- Compact participating in Eversource docket
- Compact has submitted Information Requests (IRs) to Eversource
- Eversource's responses to IRs will help inform the Compact's position on issues of concern



# Next Steps



- Continue to get information from Eversource through IRs (once schedule resumes)
- Continue to inform and engage consumers and communities on issues of concern
- Develop positions based on information received and consumer input
  - CLC is developing an online survey to collect consumer input
- Communicate consumer and community concerns to DPU





## EASTHAM VOLUNTEER APPLICATION

Date Received: Oct 09, 2015  
Date Interviewed:

Application Number: VA-29  
Disposition: Active

One of the foundations of good government in a small town is volunteer citizen participation on the boards, commissions, and committees, which play a vital part in the management of local affairs. The members of these boards and committees arbitrate issues that arise in interpreting and enforcing local laws, and recommend policies that will help to shape the future of our Town.

Name **Joan Matern**

Street Address 5680

STATE HWY

Mailing Address PO BOX 1121

NO EASTHAM

MA

02651

Home Phone

Work Phone

Cell Phone 7747221700

Email

capecodjoanie@yahoo.com

**LOCAL COMMITTEES:** Please indicate up to three boards, commissions, or committees in which you are interested. **Please note:** To be appointed to a regulatory committee (**bold letters**), you must be a registered voter in Eastham, and you may only serve on one regulatory committee.

- 1 Affordable Housing
- 2 Human Services
- 3 Council on Aging

Describe briefly your experience, including volunteer service, that you feel would be useful to the Town and to the committee(s) you are interested in. You may add any additional information including education, other formal training, specialized courses, professional licenses or certifications. Describe briefly your experience, including volunteer service, that you feel would be useful to the Town and to the committee(s) you are interested in. You may add any additional information including education, other formal training, specialized courses, professional licenses or certifications.

### Experience:

Eastham Housing Authority-Governor's appointee  
AA Paralegal Studies  
Homelessness Prevention Advocate

If you have served or are serving on a committee in the Town, please list the committee(s) and the year(s) and term(s) served:

Committee Served

Terms Served

Housing Authority



Check the Town website [http://www.eastham-ma.gov/Public\\_Documents/EasthamMA\\_BComm/index](http://www.eastham-ma.gov/Public_Documents/EasthamMA_BComm/index) for meeting dates and times and additional committee information. If you have any questions, call Town Hall, 508-240-5900.

Please respond to the following additional questions. I have:

Attended a meeting(s) of the committee(s) selected.

Read the charge of the committee.

Met with the chair(s) of the committee(s).

Read The Ten Rules Municipal Employees Need to Know about the Conflict of Interest Law.

**Comments:**

Interested in serving on the Affordable Housing Trust, Human Service Committee or the Council on Aging Board

This Volunteer Form is being filed with the Town's Search Committee to be processed. The Committee will contact you for an interview.

If you are aware of any possible conflicts of interest to serve on a particular committee, please contact the MA State Ethics Commission @ (617) 371-9500 or (888) 485-4766 for an opinion.

I certify that the above information is accurate and true.

**Joan Matern**

Electronic Signature

**Oct 09, 2015**

Date

Completed form will be kept on file for two years at:

Town of Eastham Town Hall- Selectmen Office  
2500 State Highway Eastham, MA 02642  
Phone: 508-240-590 Fax: 508-240-1291





## TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

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

III. A.2  
age

### Memo

Date: August 25, 2016  
To: Town of Eastham Board of Selectmen  
From: Susanne Fischer, Town Clerk  
Re: Early Voting

The Commonwealth of Massachusetts is implementing early voting periods, beginning with the State Election on November 8, 2016. This year, early voting begins on Monday, October 24<sup>th</sup> and ends on Friday, November 4<sup>th</sup>. Early voting periods will be available hereafter for biennial state elections only.

While town and city clerks are only required to offer early voting during regular business hours, the Secretary of the Commonwealth has asked that extended early voting hours, including evenings and Saturday, be made available.

After careful consideration and discussion with the Town of Eastham Board of Registrars, the following extended voting hours will be implemented in the Town of Eastham for the November 8, 2016 state election:

Tuesday, October 25	4:00 to 8:00 p.m.
Thursday, October 27	4:00 to 8:00 p.m.
Saturday, October 29	9:00 a.m. to Noon
Tuesday, November 1	4:00 to 8:00 p.m.
Thursday, November 3	4:00 to 8:00 p.m.

Early voting will take place at the Town Clerk's office. The AutoMark voter assist terminal will also be available to help the visually impaired in marking their ballot.





## TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642-2544  
All departments 508 240-5900 Fax 508 240-1291  
[www.eastham-ma.gov](http://www.eastham-ma.gov)

III.A.3

**September 19, 2016**

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

**Re: Transient Vendor Permits**

Windmill Weekend- September 10 & 11, 2016

Please find below and attached the Transient Vendor applicants for approval by the Board of Selectmen. In each case, the \$20.00 fee has been received.

\*Permits are valid as stated, and were approved by Sheila as dated.

Marci Tyldesley* 184 Baron's Way Brewster, MA 02631 Valid: September 8, 2016 – September 8, 2017	Don Parkinson* P.O. Box 1412 North Falmouth, MA 02556 Valid: September 16, 2016 – September 16, 2017
Renee Averett* 70 Aspinet Road Eastham, MA 02642 Valid: September 16, 2016 – September 16, 2017	Betsy Lundell* 6 Parallel Street Harwich, MA 02645 Valid: September 16, 2016 – September 16, 2017





## TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

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

III A.4

September 19, 2016

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

RE: FY18 Budget Policy

In accordance with the requirements of the Home Rule Charter, the Board needs to develop a budget policy that will guide the development of the operating and capital budgets as well as provide guidance for Warrant Articles to be included in the FY18 ATM Warrant.

I have attached for your information, the budget policy adopted last year for FY17, and some information on revenues, tax rates, and expenditures as reported on the Tax Recap sheet, and FY17 and the projected FY18 spending worksheets. Additionally I suggest you refer to the FY17 budget book to refresh your understanding of the debt payments for the next several years.

This year all employee contracts will expire and negotiations will be underway soon. Consideration should be given to building a budget with the capacity to accommodate these negotiated settlements when they are complete. A salary and reclassification study is underway, which may require additional funding in order to implement recommendations. That work is due in late October. We do not have any information from the schools at this point. I believe that enrollment will stabilize or continue to decline at Eastham Elementary. Cape Cod Tech has telegraphed its capital needs that may seek funding this year as well.

The water installation work will continue this year, and projected expenses and funding sources should remain unchanged, that is SRF and USDA. We will need to consider operation costs that may be budgeted separately, as we should have approximately 2000 customers by the end of 2017.



Oct 19, 2015  
BOS Meeting

LAST YEAR'S  
Policy

**TOWN OF EASTHAM  
BOARD OF SELECTMEN  
BUDGET POLICY FISCAL YEAR 2017**

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1.0 THE MANDATE:

In accordance with the Town of Eastham Home Rule Charter, hereby issues this policy statement to inform and direct the preparation of the FY17 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 MAJOR EXPENDITURES/UPCOMING YEAR OVERVIEW:

The Annual Town Meeting in May 2015 approved the “Phase II” portion of the municipal water system. When completed it is expected that all the parcels in Eastham will have access to municipal water. This “Phase II” portion is budgeted at \$85 million to the taxpayers and be completed in FY 26/27.

The municipal water project’s debt payments for “Phase I” will start to be included in the budget this year.

The Rock Harbor Dredge that began in 2014 will be completed in fall of 2016. However the nature of dredging a dynamic system such as Rock Harbor requires planning immediately for the next cycle of maintenance dredging. Funds will be used from last year’s capital article to complete the dredge and permit for the next cycle, however, the continued cycles of dredging will require additional capital funding in upcoming years.

Rock Harbor Improvements are needed to make the area more efficient for boater users, as well as improve all resident access by creating pathways that connect and integrate the Harbor with the Town’s recently purchased lot at the end of Dyer Prince Road. Currently, the town has approved capital expenses for design of new docks and floats. In addition, the docks will need to be expanded and replaced, and water and electric services upgraded. This project is included in the five year capital plan as a \$150,000 project, which may be closer to \$300,000 with dock replacement and permitting. However, this part of the project will have to wait another year before funding is requested. In addition, the town will redouble efforts to fund a portion of this work with grants.

The Library expansion and renovation project has a limited municipal contribution of \$4.5 million. This portion has been permanently bonded and the debt payment is included in the FY17 budget.

The budget policy continues to recognize the limitations that such debt places on the financial resources of the town and uses those limitations as a framework of the policy. The debt goal is to limit debt payments in a single year to 10% or less of the gross budget.



## 2.1 Specific Fiscal Constraints

This portion of the policy details several specific factors that must be considered as fiscal constraints that inform the policy and limit opportunities for fiscal growth. All of the following items are important factors that are considered in establishing the community's bond rating.

### 2.1.1 Other Post Employment Benefits (OPEB)

Under accounting standards, municipalities are required to establish a trust fund for building cash reserves to fund retired employee benefits. In May 2014, town meeting voted to establish the required trust fund. This year we are considering joining a collective of trusts, the Plymouth County OPEB Trust (PCOT). This will reduce our fees and eliminate the Treasurer needing to manage the trust. We plan to add additional funds again this year.

### 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. The balance in the fund is \$52,879. We plan to add money to this fund at the upcoming town meeting.

### 2.1.3 Major Road and Infrastructure Needs

While not included in this year's funding, the Town will be preparing a major bond issue for road repairs based on the soon to be completed Asset Management Plan. This plan evaluates each public and private road and establishes a "grade" for each road surface. This then translates into a road management plan that anticipates repair needs for each road. This information assists in developing annual funding amounts included in the five (5) year capital plan.

### 2.1.4 New Debt Issues

No new capital borrowing projects are anticipated. However, the regional school district has been using temporary borrowing for capital projects completed in the high school. Those may be permanently bonded this year so we have anticipated they will affect the FY 17 budget requests.

### 2.1.5 School Expenses

The budget process for Eastham Elementary, Nauset Regional School District, 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 town will make every effort to limit its' overall budget growth to 2.5% exclusive of health insurance increases and requests that the schools follow a similar path. However, we recognize that enrollment shifts, particularly at the Nauset Regional School District, may add cost that may stress the Town's ability to accommodate budget growth. Furthermore, it is important to note that the elementary school enrollment continues to decline without any significant decline in the operating budget requests. The Board is requesting early discussions with both Nauset Regional School District elected Eastham Committee members and Eastham Elementary elected Committee members, to better understand the budget and



better communicate the town limitations before budget planning is too far advanced.

3.0 In consideration of the foregoing, the Board of Selectmen policy for Fiscal Year 2017 is as follows:

3.1 OPERATING BUDGETS;

All Town Departments shall prepare a budget that maintains current staffing and departmental programs. Those budgets will form the basis of the overall budget to be prepared by the Town Administrator that 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 shall evaluate current fees and make suggestions for increases aimed at creating additional revenue to support service. In addition, new revenue sources should be proposed as part of the town budget process.

Funding for the operating budget is from two primary sources, the tax levy, and local receipts. The levy is anticipated to be \$21,337,440 and local receipts are estimated at \$3,450,000. The projected budget based on 2.5% growth, is \$24,472,597. This budget amount includes the three school (Cape Cod Technical High School District, Nauset Regional School District, and Eastham Elementary) budgets as well. Three hundred fifty thousand of the \$850K override of FY16 was used to balance the budget. It is anticipated that we may need \$150K to balance the budget in FY17, but always keeping in mind that the override amount was set to meet spending needs for four or five years.

The School departments, despite their needs should make an effort to stay within these budget guidelines. The 2.5% overall increase option applies to the budget bottom line. Assessments are based on a particular town's share of total student population. That can result in increases of more than 2.5% as enrollment shares change. Again, this year the Town will consider the Nauset Regional School District "capital budget" as part of the overall operating as the district has used the funds for ordinary equipment and supply needs and not as originally intended for capital needs including building and major equipment as is legally permitted.

The school committee should be aware that the town is considering placing the regional school budget into a separate article.

3.2 CAPITAL BUDGETS

The municipal capital acquisition budget (Article 13) for fiscal year 17 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 and municipal needs. While, the town is continuing to make debt payments on the recent renovations of the elementary school building, it is necessary to invest in minor building maintenance items. Those items and technology needs will be included in the municipal capital article.

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, the primary goal is to maintain existing programs and service levels and reduce staffing needs as appropriate.

This budget policy is adopted by the Board at a public meeting on 21 October 2015.

DRAFT



**TAX RATE RECAPITULATION**  
**Fiscal Year 2017**

**I. TAX RATE SUMMARY**

la. Total amount to be raised (from page 2, IIe)	\$ 30,065,563.00
lb. Total estimated receipts and other revenue sources (from page 2, IIle)	8,087,716.00
lc. Tax Levy (la minus lb)	\$ 21,977,847.00
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	96.0766	21,115,568.15	2,673,655,590.00	7.90	21,121,879.16
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	2.6082	573,226.21	72,583,420.00	7.90	573,409.02
Net of Exempt					
Industrial	0.3357	73,779.63	9,341,700.00	7.90	73,799.43
SUBTOTAL	99.0205		2,755,580,710.00		21,769,087.61
Personal	0.9795	215,273.01	27,257,050.00	7.90	215,330.70
TOTAL	100.0000		2,782,837,760.00		21,984,418.31

MUST EQUAL 1C

Board of Assessors

Belinda Eyestone, Director, Eastham, beyestone@eastham-ma.gov 508-240-5900 | 8/11/2016 11:10 AM

Comment: Signed on behalf of Assessors Sette, Fagan and Buffington

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Jared Curtis  
Date:  
Approved:  
Director of Accounts:

NOTE : The information is preliminary and is subject to change.



**TAX RATE RECAPITULATION**

**Fiscal Year 2017**

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>28,980,022.00</u>
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	<u>0.00</u>	
2. Debt and interest charges not included on page 4	<u>0.00</u>	
3. Final court judgements	<u>400,000.00</u>	
4. Total overlay deficits of prior years	<u>0.00</u>	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	<u>5,022.00</u>	
6. Revenue deficits	<u>0.00</u>	
7. Offset receipts deficits Ch. 44, Sec. 53E	<u>0.00</u>	
8. CPA other unappropriated/unreserved	<u>0.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	<u>0.00</u>	
10. Other (specify on separate letter)	<u>0.00</u>	
TOTAL Ilb (Total lines 1 through 10)		<u>405,022.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		<u>525,519.00</u>
Ild. Allowance for abatements and exemptions (overlay)		<u>155,000.00</u>
Ile. Total amount to be raised (Total Ila through Ild)		<u>30,065,563.00</u>

**III. Estimated receipts and other revenue sources**

IIla. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	<u>540,396.00</u>	
2. Massachusetts school building authority payments	<u>0.00</u>	
TOTAL IIla		<u>540,396.00</u>
IIlb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>3,500,000.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>0.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>1,951,420.00</u>	
TOTAL IIlb		<u>5,451,420.00</u>
IIlc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>1,065,538.34</u>	
2. Other available funds (page 4, col (d))	<u>1,030,361.66</u>	
TOTAL IIlc		<u>2,095,900.00</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2016	<u>0.00</u>	
1b. Free cash..appropriated on or after July 1, 2016	<u>0.00</u>	
2. Municipal light source	<u>0.00</u>	
4. Other source :	<u>0.00</u>	
TOTAL IIId		<u>0.00</u>
IIle. Total estimated receipts and other revenue sources (Total IIla through IIId)		<u>8,087,716.00</u>

**IV. Summary of total amount to be raised and total receipts from all sources**

a. Total amount to be raised (from Ile)		<u>30,065,563.00</u>
b. Total estimated receipts and other revenue sources (from IIle)	<u>8,087,716.00</u>	
c. Total real and personal property tax levy (from Ic)	<u>21,977,847.00</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>30,065,563.00</u>

NOTE : The information is preliminary and is subject to change.

**TAX RATE RECAPITULATION**  
**Fiscal Year 2017**

LOCAL RECEIPTS NOT ALLOCATED \*

Receipt Type Description	(a) Actual Receipts Fiscal 2016	(b) Estimated Receipts Fiscal 2017
==> 1. MOTOR VEHICLE EXCISE	793,935.00	753,000.00
2. OTHER EXCISE		
==> a.Meals	0.00	0.00
==> b.Room	320,842.00	300,000.00
==> c.Other	4,327.00	4,000.00
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	99,453.00	92,000.00
==> 4. PAYMENTS IN LIEU OF TAXES	8,529.00	8,000.00
5. CHARGES FOR SERVICES - WATER	0.00	0.00
6. CHARGES FOR SERVICES - SEWER	0.00	0.00
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8. CHARGES FOR SERVICES - SOLID WASTE FEES	793,381.00	700,000.00
9. OTHER CHARGES FOR SERVICES	15,931.00	14,000.00
10. FEES	566,459.00	525,000.00
11. RENTALS	90,022.00	87,000.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15. DEPARTMENTAL REVENUE - RECREATION	464,508.00	400,000.00
16. OTHER DEPARTMENTAL REVENUE	0.00	0.00
17. LICENSES AND PERMITS	673,139.00	500,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
==> 19. FINES AND FORFEITS	37,266.00	35,000.00
==> 20. INVESTMENT INCOME	46,479.00	42,000.00
==> 21. MEDICAID REIMBURSEMENT	55,296.00	40,000.00
==> 22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	0.00	0.00
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	0.00	0.00
24. Totals	3,969,567.00	3,500,000.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2017 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

**Accounting Officer**

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Diane Rommelmeyer, Town Accountant , Eastham , accountant@eastham-ma.gov 508-240-5900 | 8/10/2016 1:06 PM

Comment:

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2016 estimated receipts to FY 2017 estimated receipts to be used in calculating the municipal revenue growth factor.

NOTE : The information is preliminary and is subject to change.



6. I hereby attest that notice was given to taxpayers that a public hearing on the issue of adopting the tax levy percentages for fiscal year 2017 would be held on 08/05/2016 (date), 5:05 (time), at Eastham Town Hall (place), by Cape Codder Newspaper (describe type of notice).

Susanne Fischer, Town Clerk, Eastham, townclerk@eastham-ma.gov 508-240-5900 | 8/11/2016 8:16 AM

City/Town/District Clerk

7. We hereby attest that on 08/15/2016 (date), 5:05 (time), at Eastham Town Hall (place) a public hearing on the issue of adopting the percentages for fiscal year 2017, that the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on 08/15/2016 (date).

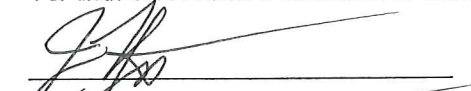



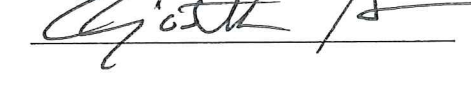

8. The LA-5 excess capacity for the current fiscal year is calculated as 398,532

The LA-5 excess capacity for the prior fiscal year is calculated as 518,880.37

For cities : City Councilors, Aldermen, Mayor

For towns : Board of Selectmen

For districts : Prudential Committee or Commissioners

	<u>8/15/16</u>	(Date)	(Comments)
	<u>08/15/16</u>	(Date)	(Comments)
	<u>8-15-16</u>	(Date)	(Comments)
	<u>8-15-16</u>	(Date)	(Comments)
	<u>8-15-16</u>	(Date)	(Comments)
		(Date)	(Comments)

*The Commonwealth of Massachusetts*  
*Department of Revenue*  
*Tax Levy Limitation*  
**FOR EASTHAM**

**Fiscal Year 2017 Budget Planning Purposes**

**I. To Calculate the FY2016 Levy Limit**

A.	FY15 Levy Limit	\$	17,475,581	
A1.	Add Amended FY15 Growth	+	\$	-
B.	Add (IA + IA1) x 2.5%	+	\$	436,890
C.	Add FY16 New Growth	+	\$	100,344
D.	Add FY16 Override	+	\$	850,000
E.	FY16 Subtotal	=	\$	18,862,814
F.	FY16 Levy Ceiling			I. \$ 18,862,814

**II. To Calculate the FY2017 Levy Limit**

A.	FY16 Levy Limit	\$	18,862,814	
A1.	Add Amended FY16 Growth	+	\$	59
B.	Add (IA + IA1) x 2.5%	+	\$	471,570
C.	Add FY17 New Growth *	+	\$	135,158
D.	Add FY17 Override	+		
E.	FY17 Subtotal	=	\$	19,469,602
F.	FY17 Levy Ceiling			II. \$ 19,469,602

**III. To Calculate the FY2017 Maximum Allowable Levy**

A.	FY17 Levy Limit from II.	\$	19,469,602	
B.	FY17 Debt Exclusion(s)	+	\$	2,725,702
C.	FY17 Capital Expenditure Exclusion(s)	+		
D.	FY17 Other Adjustment (CCCOMM)	+	\$	121,612
	FY 17 NAUSET REG.	+	\$	59,461
E.	FY17 Water / Sewer			
F.	FY17 Maximum Allowable	=	\$	22,376,377



## FY17 PRELIMINARY ESTIMATED TAX LEVY AND RATE

COL	1	2	3	4	5	6	
1	ARTICLE 12			\$25,641,737.29	TOTAL SPENDING	\$27,067,133.29	
2	OTHER ARTICLES						
3		ELECTED OFFICIALS		\$79,164.00	OFFSETS (LIBRARY)	\$5,022.00	
4		GREENHD FLIES		\$1,700.00	CHERRY SHEET CHGS	\$525,519.00	
5		CAPITAL EXPENDITURE		\$622,500.00	MANDATED OVERLAY	\$161,571.00	
6		JOB RECLASSIFICATION		\$15,000.00	TOTAL SPENDING FY13		\$27,759,245.29
7		VISITORS SVC BD.		\$10,000.00			
8		COURT JUDGEMENT		\$400,000.00			
9		TRANSFERS TO FY 16		\$100,000.00			
10		DOG TAX TO LIBRARY		\$2,500.00			
11		NAUSET CAPITAL		\$58,532.00			
12		CHAMBER OPERATIONS		\$16,000.00			
13		OPEB		\$50,000.00			
14		TRI TOWN		\$70,000.00			
15		CHERRY SHEET RECPTS				\$540,396.00	
16		LOCAL RECPTS				\$3,500,000.00	
17		FREE CASH USED FOR CAPITAL ACQ. PLAN				\$421,500.00	
18		FREE CASH USED FOR OTHER ARTICLES				\$628,500.00	
19		OTHER AVAIL FUNDS	WINDMILL, COA, AMBULANCE**			\$628,400.00	
20	TOTAL EST. NON TAX RECEIPTS USED						\$5,718,796.00 1951420
21							
22	TAX LEVY (AMT TO BE RAISED = (SPENDING - RECEIPTS)						\$22,040,449.29
23		TOTAL VALUE FY16	\$2,684,574,333.90		PROJ. FY17 VALUE	\$2,684,574,333.90	
24		TAX RATE PREVIOUS FISCAL YEAR 16			\$7.10 W/O LAND BNK	\$7.31	W/LAND BNK
25	TAX RATE PROJECTED FISCAL YEAR 17				\$8.21	\$8.46	
26	TAX RATE (INCREASE/DECREASE)						
27							
28							
29	OTHER AVAILABLE FUNDS		\$628,400.00				
30	DEBT EXCLUSION	W/O DEBT EXCL			CERTIFIED CASH FY16	\$1,206,746.00	
31	AMB RESCUE	\$300,000.00			FY17 CAPITAL EXP.	\$421,500.00	
32	AMB. CAP	\$116,000.00			CASH TO SUPPORT BUDGET	\$200,000.00	
33	CABLE TV	\$111,000.00			DOG TAX TO LIBRARY	\$2,500.00	
34	HUMAN SVC GRANT/GFT	\$0.00			VISITORS SVC. BD	\$10,000.00	
35	WINDMILL	\$1,000.00			CHAMBER OPERATIONS	\$16,000.00	
36	BOAT EXCISE				UNFUNDED PENSION LIABILITY		
37	SOLAR INCOME	\$80,000.00			COURT JUDGEMENT	\$400,000.00	
38	SEPTIC	\$20,400.00					
39							
40							
41					TOTAL USED	\$1,050,000.00	
42	LEVY LIMIT	\$22,376,376.52 DIFFERENCE	\$335,927.23		BALANCE 7/1/16	\$156,746.00	

*The Commonwealth of Massachusetts*  
*Department of Revenue*  
*Tax Levy Limitation*  
**FOR EASTHAM**  
**Fiscal Year 2018 Budget Planning Purposes**

**I. To Calculate the FY2017 Levy Limit**

A.	FY16 Levy Limit		\$	18,862,814	
A1.	Add Amended FY16 Growth	+	\$	59	
B.	Add (IA + IA1) x 2.5%	+	\$	471,570	
C.	Add FY17 New Growth	+	\$	135,158	
D.	Add FY17 Override	+	\$	-	
E.	FY17 Subtotal	=	\$	19,469,602	I. \$ 19,469,602
F.	FY17 Levy Ceiling				

**II. To Calculate the FY2018 Levy Limit**

A.	FY17 Levy Limit		\$	19,469,602	
A1.	Add Amended FY17 Growth	+	\$	-	
B.	Add (IA + IA1) x 2.5%	+	\$	486,740	
C.	Add FY18 New Growth *	+	\$	125,000	
D.	Add FY18 Override	+			
E.	FY18 Subtotal	=	\$	20,081,342	II. \$ 20,081,342
F.	FY18 Levy Ceiling				

**III. To Calculate the FY2018 Maximum Allowable Levy**

A.	FY18 Levy Limit from II.		\$	20,081,342	
B.	FY18 Debt Exclusion(s)	+	\$	2,701,175	
C.	Exclusion(s)	+			
D.	FY18 Other Adjustment (CCCOMM)	+	\$	122,765	
	FY 18 NAUSET REG.	+	\$	60,947.53	
E.	FY18 Water / Sewer				
F.	FY18 Maximum Allowable	=	\$	22,966,229	

\* Must be certified by DOR



## FY18 PRELIMINARY ESTIMATED TAX LEVY AND RATE

COL	1	2	3	4	5	6
1	ARTICLE 12			\$26,104,393.72	TOTAL SPENDING	\$27,771,537.00
2	OTHER ARTICLES					
3		ELECTED OFFICIALS		\$80,747.28	OFFSETS (LIBRARY)	\$5,022.00
4		GREENHD FLIES		\$1,700.00	CHERRY SHEET CHGS	\$525,519.00
5		CAPITAL EXPENDITURE		\$1,392,900.00	MANDATED OVERLAY	\$161,571.00
6		DEBT EXCLUSION			<b>TOTAL SPENDING FY13</b>	<b>\$28,463,649.00</b>
7		VISITORS SVC BD.		\$10,000.00		
8		OPEB		\$50,000.00		
10		TRANSFERS TO FY 17				
11		DOG TAX TO LIBRARY		\$2,500.00		
12		NAUSET CAPITAL		\$113,296.00		
13		CHAMBER OPERATIONS		\$16,000.00		
14						
15		CHERRY SHEET RECPTS				\$540,396.00
16		LOCAL RECPTS				<b>\$3,500,000.00</b>
17		FREE CASH USED FOR CAPITAL ACQ. PLAN				\$804,900.00
18		FREE CASH USED FOR OTHER ARTICLES				\$209,000.00
19		OTHER AVAIL FUNDS	WINDMILL, COA, AMBULANCE**			\$766,400.00
20	<b>TOTAL EST. NON TAX RECEIPTS USED</b>					<b>\$5,820,696.00</b>
21						
22	<b>TAX LEVY (AMT TO BE RAISED = (SPENDING - RECEIPTS))</b>					<b>\$22,642,953.00</b>
23		TOTAL VALUE FY17	\$2,790,802,572.00		PROJ. FY18 VALUE	\$2,818,710,597.72
24		TAX RATE PREVIOUS FISCAL YEAR 17			<b>\$8.21</b> W/O LAND BNK	\$8.46 W/LAND BNK
25	<b>TAX RATE PROJECTED FISCAL YEAR 18</b>				<b>\$8.03</b>	<b>\$8.27</b>
26	<b>TAX RATE (INCREASE/DECREASE)</b>					<b>-\$0.42</b>
27						
28						
29	<b>OTHER AVAILABLE FUNDS</b>		\$766,400.00			
30	DEBT EXCLUSION		W/O DEBT EXCL		<b>CERTIFIED CASH FY17</b>	<b>\$1,120,000.00</b>
31	AMB RESCUE	\$300,000.00			FY18 CAPITAL EXP.	\$804,900.00
32	AMB. CAP	\$300,000.00			CASH TO SUPPORT BUDGET	\$150,500.00
33	CABLE TV	\$120,000.00			DOG TAX TO LIBRARY	\$2,500.00
34					VISITORS SVC. BD	\$10,000.00
35	WINDMILL	\$1,000.00			CHAMBER OPERATIONS	\$16,000.00
36	BOAT EXCISE	\$5,000.00			UNFUNDED PENSION LIABILITY	\$30,000.00
37	HUMAN SVC GRANT/GFT				TRANSFER TO FY17	
38	LAND BANK					
39	SEPTIC	\$20,400.00				
40	LAND ACQ. FUND	\$20,000.00				
41					<b>TOTAL USED</b>	<b>\$1,013,900.00</b>
42	<b>LEVY LIMIT</b>	<b>\$22,966,229.08</b>	<b>DIFFERENCE</b>	<b>\$323,276.09</b>	<b>BALANCE 7/1/17</b>	<b>\$106,100.00</b>

# Town Administrator's Report



# Benjamin E. Zehnder LLC

177 Route 6A  
Orleans, Massachusetts 02653

ADMINISTRATION

SEP 06 2016

RECEIVED

**U.S. Postal Address:**

P.O. Box 2128  
Orleans, MA 02653  
Tel: (508) 255-7766  
Fax: (508) 255-6649

Benjamin E. Zehnder, Esq.  
bzehnder@zehnderllc.com

September 2, 2016

Eastham Board of Selectmen  
Town of Eastham Town Hall  
2500 State Highway  
Eastham, MA 02642

**Re: The Beach Association, Inc. / License Application / Crest Avenue**

Dear Members of the Board:

As you may be aware, the Board's recent approval of a license for construction of a stairwell over Crest Avenue at the end of Eastham Avenue will result in stairway and walkway construction also over land of the Williamson and McKeown families. This construction is necessary to connect the stairway portion on the Town land with the top of the bank located on the families' lands. This construction and use creates liability concerns for the Williamsons and McKeowns.

I am respectfully requesting that the Board include in the license a condition that the licensee maintain liability insurance in the amounts of \$1,000,000.00 per person / \$2,000,000.00 per occurrence for those portions of the stairway and walkway located on 25 Eastham Avenue (owned by the estate of Lucetta R. Williamson) and 215 Thumpertown Road (owned by GMK Trust) and that these landowners be named as additional insureds on the policies. It may be simpler to incorporate this requirement in the insurance requirements for the Town property.

Thank you for your attention and consideration of this request. Should you have any technical questions please feel free to contact our insurance specialist Scott Kerry at 508-255-8000.

Thank you for your attention.

Very truly yours,

Benjamin E. Zehnder

BEZ/

cc via email only:

Richard McKeown	Scott Kerry
Client	Sheila Vanderhoef
Jacqui Wildes Beebe	Sarah Turano-Flores, Esq.

# INFORMATION





## TOWN OF EASTHAM

2500 Stare Highway, Eastham, MA 02642-2544  
All departments 508-240-5900 • Fax 508-240-1291  
[www.eastham-ma.gov](http://www.eastham-ma.gov)

To: Board of Selectmen  
FROM: Jacqui Beebe, Assistant Town Administrator  
RE: Update on Short-term DPW Road Repair Program & Hay Road Repairs  
DATE: 9/16/16

The purpose of this memo is to apprise you of road repair work that will take place over the next few weeks so that you are prepared if residents have questions. There was a note in the Cape Codder today so there may be more community interest that there would normally be.

We have an annual road maintenance plan that the DPW has had in place for years. With the Water System Design and Construction, Sheila anticipated the need to assess the condition of all town roads, so we would be ready to create a plan to address each road in order of need after the water was installed. As you know, we have a two-year warranty on the roadway trenches, but after that we need to have a plan in place to improve and update the roadways. To this end, we have received the results of the Asset Management Plan, an engineering study which lists all town roads, condition, projected cost of repair, and basic timeline. We will be putting this data and discussion on the agenda for a work session in the near future.

In the interim, the DPW crew with private contractors will be addressing some critical road repairs over the next few weeks:

- 1.) The DPW and contractors will be patching, repairing potholes, and other minor repairs to roads all over town. These are minor repairs that need to occur, even on streets that may not have been trenched for the water system. This is a necessary use of funds to prevent injury and liability, Dyer Prince Road is an example;
- 2.) Several roads that have major condition issues will be repaired and resurface using a chip seal technique. While it seems counterintuitive to perform this work prior to trenching, both the Water and Asset Management engineers have agreed that this technique strengthens the road so that when the trenching occurs, the surface is more stable and creates a more durable trench. We understand that this may be misunderstood by residents who see us "fixing" a road that will be torn up, but we have already seen the evidence of what occurs when the road collapses as we trench, Meetinghouse and Eldia to name two, and the complaints from residents that ensue. The following roads will be improved in this way in the next few weeks:
  - Windjammer Road
  - Bayview Road
  - Pilgrim Lane
  - Sunset Lane

- Bayberry Lane
- Stone Court

3.) Hay Road Update: Hay Road is town road as of August and the notices have gone out via certified mail this week to abutters. The water line will be installed on the unpaved portion of Hay Road in December or early January. The DPW crew will be out Monday-Wednesday measuring; flagging and performing dig safe tasks, and then will finish a basic grading later this week. This will be a temporary improvement. The plan is to have engineering and repair of the culvert, any drainage, and the final road surface completed during and after the water main work later in the winter. In addition, several failing roads in the neighborhood will be repaired and chip sealed, including:

- Woodland Way
- Country Lane
- Deacon Paine Road
- Lombard Lane, and
- Lucinda Court

If you receive questions on this roadwork, please feel free to have residents call me directly to answer questions or discuss concerns. (508) 249-5900 x 3211





# Federal Communications Commission

Wireless Telecommunications Bureau

## RADIO STATION AUTHORIZATION

LICENSEE: TOWN OF EASTHAM

ATTN: WATER DEPARTMENT  
TOWN OF EASTHAM  
2500 STATE HIGHWAY  
EASTHAM, MA 02642

<b>Call Sign</b> WQXA662	<b>File Number</b> 0007450738
<b>Radio Service</b> IG - Industrial/Business Pool, Conventional	
<b>Regulatory Status</b> PMRS	
<b>Frequency Coordination Number</b> 16090914155461	

FCC Registration Number (FRN): 0025160847

<b>Grant Date</b> 01-14-2016	<b>Effective Date</b> 09-15-2016	<b>Expiration Date</b> 01-14-2026	<b>Print Date</b> 09-16-2016
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## STATION TECHNICAL SPECIFICATIONS

### Fixed Location Address or Mobile Area of Operation

- Loc. 1** Address: DPW GARAGE, 2500 STATE HIGHWAY  
City: EASTHAM County: BARNSTABLE State: MA  
Lat (NAD83): 41-51-02.0 N Long (NAD83): 069-58-52.0 W ASR No.: Ground Elev: 11.0
- Loc. 2** Address: WATER STORAGE TANK OFF US ROUTE 6  
City: EASTHAM County: BARNSTABLE State: MA  
Lat (NAD83): 41-52-02.0 N Long (NAD83): 069-58-46.0 W ASR No.: Ground Elev: 16.0
- Loc. 3** Area of operation  
Operating within a 2.0 km radius around fixed location 1

### Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000218.30000000	FXO	1		33K0F1D	2.000	12.000	9.0	13.6	01-14-2017
2	1	000218.30000000	FXO	1		33K0F1D	2.000	12.000	43.0	53.0	01-14-2017
3	1	000218.30000000	FXOT	4		33K0F1D	2.000	14.000			

### Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

**Licensee Name:** TOWN OF EASTHAM

**Call Sign:** WQXA662

**File Number:** 0007450738

**Print Date:** 09-16-2016

**Control Points**

**Control Pt. No. 1**

**Address:** 2500 STATE HIGHWAY

**City:** EASTHAM    **County:** BARNSTABLE    **State:** MA    **Telephone Number:** (508)240-5900

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**Associated Call Signs**

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**Waivers/Conditions:**

Antenna structures for land, base and fixed stations authorized for operation at temporary unspecified locations may be erected without specific prior approval of the Commission where such antenna structures do not exceed a height of 60.96 meters (200 feet) above ground level; provided that the overall height of such antennas more than 6.10 meters (20 feet) above ground, including their supporting structures (whether natural formation or man-made), do not exceed any of the slope ratios set forth in Section 17.7(b). Any antenna to be erected in excess of the foregoing limitations requires prior Commission approval. Licensees seeking such approval should file application for modification of license. In addition, notification to the Federal Aviation Administration is required whenever the antenna will exceed 60.96 meters (200 feet) above the ground and whenever notification is otherwise required by Section 17.7 of the Commission's Rules. Such notification should be given by filing FAA Form 7460-1, Notice of Proposed Construction or Alteration, in duplicate, with the nearest office of the Federal Aviation Administration, which form is available from that office.



Bos  
info

ADMINISTRATION

SEP 12 2016

RECEIVED

**Notification to Abutters Under the  
Massachusetts Wetlands Protection Act**

In accordance with the second paragraph of the Massachusetts General Law Chapter 131, Section 40, you are hereby notified of the following:

The name of the applicant is: **Glenn Collins.**

The applicant has filed a **Notice of Intent** with the Eastham Conservation Commission seeking permission to remove, fill, dredge, or alter and Area Subject to Protection under the Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

Project description: **Maintain and Repair 2 Piers & Replace 2 Pilings.**

The address where the activity is proposed is: **150 State Highway, Eastham**

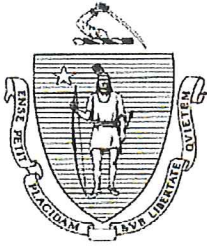
Copies of the project information may be examined at the DPW/NRO Building, 555 Old Orchard Road between the hours of 8am and 4pm, Monday through Friday. For more information, including the date and time of the public hearing, please call the Eastham Conservation Department at 508-240-5971

Copies of the application may be obtained from the applicant's representative, Timothy Brady at East Cape Engineering, Inc. by calling 508-255-7120 between the hours of 9am to 4pm, Monday through Friday.

Notice of the public hearing, including its date, time and place, will be published at least 5 days in advance in the Cape Codder Newspaper.

Notice of the public hearing, including its date, time and place, will be posted in the Town Hall no less than 48 hours in advance.

You may also contact the Massachusetts Department of Environmental Protection (MassDEP) Southeast Regional Office for more information about this application or the wetlands Protection Act. The MassDEP Southeast Office can be contacted by calling 508-946-2800.



OFFICE OF THE GOVERNOR  
COMMONWEALTH OF MASSACHUSETTS  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

ADMINISTRATION

SEP 09 2016

RECEIVED

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR

September 7, 2016

Dear Ms. Sheila Vanderhoef,

Congratulations! I am pleased to notify you that the Town of Eastham has been awarded a Recycling Dividends Program grant of \$5,000 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Tina Klein if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink, reading "Charles Baker".

A handwritten signature in blue ink, reading "Karyn Polito".





Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

September 7, 2016

Ms. Sheila Vanderhoef  
Town Administrator  
Town of Eastham  
2500 State Highway  
Eastham, MA 02642

Dear Ms. Vanderhoef,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Eastham Recycling Dividends funds and Small-Scale Initiative funds under the Sustainable Materials Recovery Program. The Town of Eastham has earned 10 points and will receive \$5,000.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. Eligibility criteria will ramp up over time, leveraging increasingly greater diversion results and lower solid waste disposal.

The key dates and deadlines specific to your award are summarized in the enclosed Checklist. The detailed terms and conditions are specified in the RDP Contract which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Once received, the RDP Payment will be remitted to your municipality. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg  
Commissioner

cc: Neil Andres, DPW Director



## Checklist for Recycling Dividends Program Grant Award

### Instructions:

- ➡ Note the following deadlines and requirements for this grant.
- ➡ Have the enclosed RDP Contract (sent only to the municipal Recycling Contact copied on the enclosed award letter) signed by an authorized signatory and return the signed original to Tina Klein, MassDEP no later than December 31, 2016.
- ➡ Report annual expenditures of RDP funds and RDP balance remaining by February 15<sup>th</sup> for the previous calendar year.
- ➡ Awarded Small-Scale Initiative funds, if any, are noted in Section 13 of the RDP Contract, and will be consolidated with the municipality's RDP award. Consolidated funds must be spent according to Section 8 of the RDP Contract, and accounted for as described below in steps two and three.

### STEP ONE: RDP Contract

*The RDP Contract must be signed by one of the individuals listed on page 1 of the Authorized Signatory Listing form, which your municipality filed with MassDEP for this grant program. For reference, a copy of your Authorized Signatory Listing has been sent to the municipal Recycling Contact. **If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract. A new Authorized Signatory Listing form IS NOT REQUIRED.***

*The signed original RDP Contract must be returned to the address listed below **no later than December 31, 2016 or funds will be forfeited.***

### STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. See Section 8 – Use of Funds, for a list of approved expense categories, and Section 9 for record keeping requirements.
- Be prepared to be audited.

### STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- Funds do not need to be spent in the fiscal year awarded; they may be accumulated across fiscal years in order to make a larger purchase than is possible with one year's award. The municipality is required to report all expenditures from the previous calendar year no later than February 15<sup>th</sup>.

**Contact Dawn Quirk with any questions:** 617-292-5557 or [Dawn.Quirk@state.ma.us](mailto:Dawn.Quirk@state.ma.us)

**Return completed documents to:** Tina Klein, MassDEP, Consumer Programs, One Winter Street, 7<sup>th</sup> Floor, Boston, MA 02108





## TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

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

9/19  
mtg

**Capital Projects Committee - Water**  
**REVISED MEETING AGENDA**  
**Timothy Smith Room**  
**August 1, 2016 – 9:00 AM**

1. Approval of Meeting Minutes: 5/16/16 and 7/5/16
2. Update on Finish Inspections
3. Explanation of Fees, Meter, Mandatory Connection Area
4. Well Online
5. Other Business  
*Discussion of topics not reasonably anticipated by the Chair 48 hours before the meeting*
6. Adjournment

*\*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*

**Capital Projects Committee- Municipal Water  
Meeting Minutes: Monday, May 16, 2016**

*Location:* Timothy Smith Room

*Present:* Sheila Vanderhoef, Town Administrator; Jacqueline Beebe, Assistant Town Administrator; John Knight, Selectman; Fred Guidi, Finance Committee; Neil Andres, DPW Superintendent; Patrick O'Connell, and Bud Mirkin.

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The meeting was called to order by Sheila Vanderhoef at 9:07 A.M.

**Meeting Minutes:** The meeting minutes dated 11/16/15, 2/22/16, 3/21/16 (General Session), and 4/11/16 were approved. 3/21/16 Executive Session minutes were approved pending one change of Board of Selectmen to CPC-Municipal Water, which have been changed.

**Review of Budget:** Incoming bills are sent to SRF, and they pay bills directly. The first commitment with Environmental Justice Forgiveness Grant is \$28 million for 18 months, with \$24 million bonded. The town may be eligible for up to \$4 million in principle forgiveness. 30 year loan obtained at 2.4%. The system should pay it's debt by year 9.

**Board of Selectmen OPM Status of Hire:** Board of Selectmen will be discussing Wednesday, 5/18/16. There is no contract yet.

**Other Business:** Trench permit application has been submitted for the loop design that is taking the place of the interconnect, and design details are in progress.

A time lapse video of the bowl going up onto the water tower is now online. Video taken by a drone will be added soon. Videos will also be sent the SRF and DEP.

Updates: Letters will be going out to property owners to ask where they would like their curb stop. Contract 6, South of Governor Prence will be wrapping up this week. SRF has been signed off on Contracts 7 & 8. The DCR easement is getting appraisal and the design is underway. John Our is going to start preparing for the arrival of the new building, and Eversource is waiting until building arrives to pull wires.

The next meeting will be held on

**Adjournment:**

Mr. Guidi made a motion at to adjourn.

Mr. Knight seconded the motion at 10:01 A.M.

Respectfully Submitted,



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Jessica Burt



**Capital Projects Committee- Municipal Water  
Meeting Minutes: Tuesday, July 5, 2016**

*Location:* Timothy Smith Room

*Present:* Sheila Vanderhoef, Town Administrator; Jacqueline Beebe, Assistant Town Administrator; Fred Guidi, Finance Committee; Mark White, Environmental Partners; and Patrick O'Connell.

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The meeting was called to order by Sheila Vanderhoef at 9:01 A.M.

**Meeting Minutes:** To be reviewed at next meeting.

**Explanation of SRF Process and Procedure/Loan Forgiveness:** The SRF process entails submitting a reimbursement request with each incoming invoice. The 2016 Intended Use Plan provided the town with a commitment of \$28.7 million; each subsequent year is estimated to be \$14 to \$16 million. Each year the town will be eligible for loan forgiveness from SRF; this year's forgiveness is \$1.67 million. The town will also obtain a USDA loan commitment and grant that will be used during Phase 2. The estimated \$1 to \$2 million loan will need to be used entirely before grant money can be accessed.

**Budget Review:** Ms. Beebe provided a cumulative spreadsheet of paid invoices that she updates monthly. She indicated that the budget is doing very well overall, and that updated numbers reflecting costs for Contracts 7 and 8 will be available mid-July.

**Other Business:** The Town's Plumbing Inspector, Scott VanRyswood, is working with WhiteWater, Inc., Ti SALES and Paul Lagg, the Town Planner, to design a comprehensive online form, that will allow property owners to sign up for town water and will help determine the size of meter needed. The meter company will be training plumbers for installation, and WhiteWater, Inc. will both make final decisions on meter size and inspect completed installations.

The water tower is on schedule; once the well fields have power, the water main between the well field and the tank will be tested. The tank will then be disinfected and tested before all mains will be tested and flushed, beginning on Route 6, Nauset Road, the transfer station area, and to the new library. Flushing will occur through Fall 2016, and resume Spring 2017.

The quality of road repairs and ideas on how to approach installation of pipes on older and under built roads is being reviewed for improvement, as is anticipation of and notice about back road closings and detours during the summer months.

**Adjournment:**

Ms. Vanderhoef made a motion at to adjourn.

Mr. Guidi seconded the motion at 10:01 A.M.

Respectfully Submitted,



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Jessica Burt

## EASTHAM PUBLIC LIBRARY

### TRUSTEES MEETING, August 27, 2016

1. CALL TO ORDER: The meeting was called to order at 9:07 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry  
Guests: Debbie Abbott, Aimee Eckman, Al Alfano, Mimi Ace, Sheila Vanderhoef, Dan Pallotta, Barbara Gatlin, Kevin Gatlin
3. MINUTES: The minutes of the August 13<sup>th</sup> meeting were approved.
4. BUILDING UPDATE: Dan Pallotta presented the update. The Board of Health approved the plan to modify the septic system on August 25<sup>th</sup>. Dan will see that the Board of Health will receive the warrantee letter they have requested. This will come from Nauset Construction. The costs for the modification may be around \$50,000 and it has not yet been determined who will pay for it. Sheila shared that Neil Andres has a concern about how the parking lot area should be dug up for this work. Tim Pineau from Nauset Construction will return on Monday to work to get the punch list completed. Ponderosa Landscaping is preparing a plan to take to the Conservation Commission for cleaning/clearing out areas near the pond. There are concerns about the types of grasses that will be planted. The Circulation desks should be finished in October. Dan presented dates-October 15<sup>th</sup> for the main desk and October 22<sup>nd</sup> for the Children's circulation desk. The 6 foot fence on the backside of the parking lot should go up early next week. Sheila commented that the parking lot needs to be corrected at the far turning site.
5. POLICIES: The following policies were reviewed in detail, changes made and approved to be presented to the Selectmen, Town Counsel and/or any other appropriate persons for consideration: Exhibition Policy, Rules of Behavior Policy, Child Safety/Behavior Policy and Meeting Room Policy, It was agreed to discuss other policies including the Library Patron's Privacy Policy, Internet Access and Safety Policy and the Eastham Public Library Statement on Filtering at the next meeting.



6. NEW BUSINESS: The format for the Lobby sign listing Selectmen, Trustees, etc. was decided. What kind of card tables for patrons use was also discussed.
7. PUBLIC COMMENTS: Barbara and Kevin Gatlin live directly across from the library parking lot at the point where cars exit. They stated that the lights go directly into their living room. Also that the lights inside the building are on until midnight. Dave stated that we have no control over the duration of inside lights since the building does not yet belong to the Town. Options, such as shrubbery, will be looked at to try to alleviate their concerns.
8. NEXT MEETING: The CPC will meet on Tuesday September 6, 2016 at 8:00 a.m. at Town Hall. The next Trustee meeting will be on September 6, 2016 at 9:00 a.m. at Town Hall.
9. ADJOURN: The meeting was adjourned at 11:28.

Respectfully submitted,

Norma Marcellino

## Sheila Vanderhoef

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**From:** Jay Coburn <jay@capecdp.org>  
**Sent:** Wednesday, September 14, 2016 10:12 AM  
**To:** Christopher McPherson  
**Cc:** Wallace.adams70@yahoo.com; Burt Linda S.; Gawron Elizabeth; knightflight2500@gmail.com; O'Shay Bill; Paul Lagg; Sheila Vanderhoef; Jacqueline Beebe  
**Subject:** Re: 4970 State Highway

Christopher:

I would welcome the opportunity to meet with you and discuss the project. Many of the concerns you have expressed have been addressed in the current plan.

The rear of the property (all of the land under the power lines) will not be developed and must remain undeveloped to protect an easement held by Eversource.

The plan provides access directly to the rail trail.

The site plan includes a comprehensive storm water plan to prevent any run off.

Tomorrow night's public hearing is an opportunity for the public to learn about the details of the plan and to provide input.

Please feel free to call me at 508-237-3021.

Thanks,

Jay

**Jay Coburn**  
**Executive Director**  
**Community Development Partnership**  
O (508) 240-7873 x16 M (508) 237-3021  
[Capecdp.org](http://Capecdp.org)



community development partnership

*Check out our new video*



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On Sep 14, 2016, at 9:58 AM, Christopher McPherson <[cmcpherson78@gmail.com](mailto:cmcpherson78@gmail.com)> wrote:

Town of Eastham,

As a property abutter, I am writing to express my concern over the proposed development of the former "T-Time" parcel. The first "official" town written notice of this development to date that I have received is dated 8/22/16. While I am a conscientious and involved member of our community, I find it particularly disappointing that this is the first time that the Town of Eastham, selectmen, planning/zoning board, CDP, or any developer or has directly contacted me about my thoughts as one of the residents most affected by the project. As a long time year round resident of Eastham I find this lack of communication quite disrespectful to the people that make up our great town. I pay attention to what goes on in my backyard and I am far from naive on this project, just disappointed on the lack of communication/feedback from/to residents within this project. I have put trust in those people that oversee our beautiful town. That trust is gone. Please read further if you feel it necessary to hear from a direct abutter.

I am 39 years old with three young boys. I am one of the young, hardworking families that you say you want to attract and keep in Eastham. I also am divorced and at the time of my divorce there was no affordable housing for my former wife and kids in Eastham. They now live in Centerville due to the fact they could not find anything affordable in Eastham. This places great hardship on our efforts to have a smooth transition with the boys. I am very sensitive to the issue of affordable housing and have a firsthand understanding of how important it is for a strong, vibrant, family oriented community.

In addition, I have concerns about the project design. From the plans that were presented, it is not clear what will be done about noise and traffic abatement at the rear of the property so that current abutters are not adversely affected. I would suggest that the developer be asked to ensure that the rear of the property has appropriate landscaping, hardscaping, and protection of the bike path as well as noise abatement. In addition, I am concerned about drainage with the addition of a significant amount of pavement in the design. Water runoff should be in a catchment system on the property, not designed to drain towards the other property owners. Lastly, I am concerned about foot traffic patterns between the development and the high school. It is likely that there will be students who will wish to go out the back of the development to go to Nauset High School and there needs to be a safe way for them to do that.

With this development, we are adding a significantly new way of living in our community. As a town, we have a responsibility for now and the future that we are thoughtfully and considerate about how we fit the new square peg into the round hole. As a community we can do it well and we deserve to do it well. And, as a community we can use communication to be sure that we do it to the best of our abilities.

Thank you,

Chris McPherson

130 Helm Road  
Eastham MA 02642

508-237-1055

## Sheila Vanderhoef

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**From:** nmarcellin@aol.com  
**Sent:** Wednesday, September 14, 2016 6:00 PM  
**To:** ddejonkerberry@clamsnet.org; Sheila Vanderhoef; gawronsoncapecod@comcast.net; aimeeeeckman855@comcast.net; rmoehlich@comcast.net; barrier3@comcast.net; nmarcellin@aol.com; payorda@comcast.net; jshaw850@comcast.net; imace@verizon.net; sharmkrause@gmail.com; harnettej1@comcast.net; djabbott@comcast.net; jkawbau@gmail.com; gussiejs@gmail.com; Jacqueline Beebe; al.alfano@comcast.net  
**Subject:** change of meeting date

Hi Everyone,

I'm writing to let you know that the posted September 19th Trustee meeting is postponed until Saturday September 24th at 9:00 a.m. I'm assuming it will be at Town Hall. Thanks.  
Norma