

AGENDA

Wednesday

October 05, 2016

A)

October 5, 2016

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

RE: Agenda Item Drinking Water Well Regulations

Please review the attached draft document, which Jane prepared for consideration by the Board of Health. When accepted by the Board, this will be advertised and adopted as a Board of Health of Regulation. The Board of Health review is underway.

We will discuss the document concepts with DEP at a meeting scheduled for Thursday, October 6. The final regulations need to meet their expectations about the management of private wells within the landfill study area. This document is for discussion only tonight.



SECTION II: DRINKING WATER

A. PRIVATE WELL REGULATIONS

Under the authority of Massachusetts General Laws, Chapter 111, Section 31, and Chapter 21, Section 16, to better protect the public health of the inhabitants of the Town of Eastham, the Eastham Board of Health voted to adopt the following regulation at its meeting on July 12, 1993. The following regulation shall be effective and applicable beginning on August 1, 1993.

1. DEFINITIONS:

Abandoned Well - A well that has not been used for water supply for a period of one year or more, unless the owner declares his/her intention to use the well again for supplying water within one year.

Board of Health - The Board of Health or its agent.

Pollution - Adverse effect on water quality created by the introduction of any matter.

Potable - Water which is pure and free from impurities that may cause disease or harmful physiological effects and is safe for human consumption, bathing and/or washing purposes.

Rented or Leased Property - Any dwelling used for habitation or business purposes by an occupant other than the owner, for the use of which a fee is paid. This includes, but is not limited to, campgrounds, motels, bed and breakfasts, inns, and other accommodations used on a transient basis, as well as community-type buildings which are rented to community groups.

Well - Any pit, pipe, excavation, spring, casing, drill hole, or other source of water to be used for any purpose of supplying water, and shall include dug wells, driven or tubular wells, drilled wells (artesian or otherwise) and springs, gravel packed, gravel walled wells, gravel developed and washed borings and as further described in the U.S. EPA Manual of Individual Water Supply Systems. For the purpose of these regulations, it shall include both private potable water wells and non-potable water wells.

Well Intended for Human Consumption - Any well supplying water for human consumption, bathing or washing purposes, which is not otherwise regulated as a "public water system" (community or non-community water supply) under 310 CMR 22.00.



2. REGISTRATION OF WELL DRILLERS:

All well drillers doing business in the Town of Eastham shall annually file with the Board of Health a copy of their current well driller registration certificate issued by the Commonwealth of Massachusetts under the General Laws, Chapter 211 Section 16 and 313 CMR 3.00.

3. WELL INSTALLATION, ALTERATION AND REPAIR:

- a. No well shall be installed or altered, except by a well driller who is registered with the Water Resources Commission, Division of Water Resources, under MGL Chapter 21, Section 16 and 31, CMR 3.00, and the Eastham Board of Health.
- b. All wells shall be located on the same lot as the building they serve.

B. REQUIREMENTS FOR NON-POTABLE WATER WELLS NOT INTENDED FOR HUMAN CONSUMPTION.

1. WELL CONSTRUCTION PERMIT:

a. No well shall be installed, or altered, until a Well Construction Permit has been obtained from the Board of Health. A permit so granted shall expire six (6) months from the date of issue, unless construction has begun. A six (6) month extension may be granted at no additional cost.

b. The fee for a well permit for a new construction permit shall be determined by Eastham Board of Selectmen,

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c. An application for a Well Construction Permit shall be submitted by the drilling contractor or his/her agent to the Board of Health on forms furnished by the Board. The well driller is responsible for obtaining said permit prior to construction.

d. The location and design of the water well must be approved by the Board of Health, prior to the issuance of a Well Construction Permit. Prior to approval, the Board of Health requires the following information be submitted.

- 1. The assessor's map, parcel and lot number of the property on which the well will be located.
- 2. A site plan showing proposed location of well in relation to building



foundations, property lines, the water supply well intended for human consumption and the subsurface sanitary disposal system(s) serving the lot. The site plan need not be prepared by a qualified professional.

All permits issued shall be subject to the conditions that all facilities shown shall be constructed in the location approved by the Board of Health. All permits issued shall be subject to the requirements of these regulations and to such further conditions, as the Board of Health shall prescribe.

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C. REQUIREMENTS FOR CONVERSION OF POTABLE WELLS TO NONPOTABLE IRRIGATION WELLS IN THE MANDATORY MUNICIPAL WATER SUPPLY ZONE(11)

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Due to the potential contamination of groundwater in the Mandatory Municipal Water Supply Zone (bounded by Glacier Hills Road, Nauset Road, Doane Road, State Highway and the Bike Trial on the attached map) the following restrictions will apply:

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1. No potable well that has indicated a 1,4 dioxane concentration above 0.3 ug/l may be converted for non-potable use (irrigation, car washing, etc.). All such wells will be plugged and abandoned per Massachusetts Department of Environmental Protection Policy "Standard References for Monitoring Wells" as part of the connection to the municipal water system.

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2. All other drinking water wells may be suitable for conversion for non-potable uses after obtaining a permit from the Board of Health under the following conditions and subject to Eastham Municipal Water Regulations Section 6.9:

i. All wells that are proposed for conversion must be measured for depth by the Towns designated consultant at the homeowner's expense to insure it is not completed within the 1, 4 dioxane plume, and a sample of water must be submitted for 1, 4 dioxane analysis by the Towns consultant at the homeowner's expense.

ii. If it is determined by the Town that the well is not completed within the 1,4 dioxane plume and concentrations of 1,4 dioxane are below 0.3 ug/l, the well may be converted pursuant to Town Municipal Water Regulations.

iii. Wells that have previously been tested and measured by the Towns Consultant within the last two years may already qualify for conversion.

iv. Wells that will not be converted will need to be cut 3-4' below grade, capped, and buried simultaneously as part of the connection to the municipal water system.



D. REQUIREMENTS FOR POTABLE WELLS CONVERTED TO NONPOTABLE IRRIGATION WELLS OUTSIDE THE MANDATORY MUNICIPAL WATER SUPPLY ZONE(11)

1. A permit to convert the existing potable well for nonpotable use must be obtained from the Board of Health for a fee and is subject to Eastham Municipal Water Regulations Section 6.9.

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C. REQUIREMENTS FOR POTABLE WATER WELLS INTENDED FOR HUMAN CONSUMPTION¹⁰

2. WELL CONSTRUCTION PERMIT(11):

a. No well shall be installed, or altered until a Well Construction Permit has been obtained from the Board of Health. **No wells intended for Human Consumption shall be granted Well Construction Permits in the area identified as the Mandatory Municipal Water Supply Zone (bounded by Glacier Hills Road, Nauset Road, Doane Road, State Highway and the Bike Trail on the attached map). Any permit** granted shall expire six (6) months from the date of issue unless construction has begun.

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b. The fee for this permit shall be **subject to Board of Selectmen approval.**

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c. An application for a Well Construction Permit shall be submitted by the drilling contractor or his/her agent to the Board of Health on forms furnished by the Board. The well driller is responsible for obtaining said permit prior to well construction.

d. The location and design of the water well must be approved by the Board of Health prior to issuance of a Well Construction Permit. Prior to approval, the Board of Health requires the following information be submitted:

¹⁰ Voted December 20, 1999

Published March 14, 2000

(11) ~~Revised XXXX~~

~~Voted XXXXX~~

~~PublishedXXXX~~



1. The assessor's map, parcel and lot number of the property which the well will be located.

2. Design and capacity of the water system, as described under well yield and water system design.

3. A site plan for new construction shall be drawn by a registered professional civil engineer, or registered land surveyor, showing the proposed location of the well in relation to building foundations, property lines, sewer lines, subsurface sanitary disposal system, all other septic systems within a 100' radius, and any other known potential sources of contamination within a 100' radius.

4. For emergency repair, alteration, or replacement of an existing well, the Board of Health may waive the requirements that a site plan be submitted.

e. All permits issued shall be subject to the conditions that all facilities shown shall be constructed in the location approved by the Board of Health. All permits issued shall be subject to the requirements of these regulations and to such further conditions as the Board of Health shall prescribe.

2. *WELL CONSTRUCTION:*

a. The Board of Health recommends that well construction meet the guidelines outlined in the New England Water Well Drillers Association Ground Water Quality Control Construction Code.

b. Upon completion of drilling operation the top of well casing shall be protected with a PVC, stainless steel, or steel cap to prevent contamination.

c. The top of a well shall be above ground that is higher than any surface sources of contamination and above any known conditions of flooding by drainage or runoff from the surrounding land, unless located in a floor- proofed well house.

d. Wells must be constructed so as to maintain existing natural protection against all known or potential pollution of the groundwater and to exclude all known sources of pollution from entering the well.

e. All non-yielding holes which are installed in the process of constructing a well must be filled so as to not act as a conduit to the groundwater.



f. A metal tag shall be affixed to the top of any sub-surface well casing at the time of installation so that the well may later be located, if necessary, by a metal detector.

g. In areas where salt water or other pollutant intrusion is known or likely to occur, the Board of Health, working with a design engineer, may specify the well screen level, pumping rate, water storage capacity, or any other construction parameter which must be used to ensure that water of adequate quality is obtained.

3. *WELL DRILLERS REPORT:*

Within thirty (30) days after completion of any well (productive or non-productive), a registered well driller shall submit to the Board of Health, a copy of the report containing the name of the owner of the well, the geographic location of the well, well depth, depth to bedrock or refusal, casing type, casing size and casing length, well screen type, well screen length, and depth at which well screen is set, static water level, method used to test well yield, length of time (in hours) well pumped, drawdown, well yield, and drilling logs describing the material penetrated. The Board of Health will not issue a certificate of Approval for the well until this report has been received.

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4. *WELL DESTRUCTION:*

a. Prior to destruction of any well, a well destruction permit must be obtained by the owner or his/her agent from the Board of Health.

b. Any abandoned well shall be filled and sealed with clean puddled clay, neat cement grout, concrete grout, or bentonite pellets in such a manner as to prevent it from acting as a conduit for pollution to the groundwater.

5. *WELL LOCATION:*

a. In general, wells intended for human consumption shall be located as far as possible from potential sources of contamination. The following minimum distances are required:

Property Line	10 feet
Roadway	25 feet from edge of road layout (not edge of pavement)
Leaching Catch Basin/Drywell	25 feet, but recommended that this distance be maximized
Utility Rights-of-Way	50 feet, but recommended that this



	distance be maximized
Septic Tank	50 feet
Septic Leaching Facility	100 feet
Septic Distribution Box	50 feet
Building Sewer	50 feet
Subsurface Drains	25 feet, but recommended that this distance be maximized, as pollutants frequently travel along the outside of subsurface drain pipes

Where, in the opinion of the Board of Health, adverse conditions exist, the above distances may be increased. In certain cases, the Board of Health may require the owner to provide additional means of protection. Where possible, the well shall be located up the groundwater gradient from sources of contamination.

6. *WATER QUALITY:*

a. Prior to approval of the well, the owner or his/her agent, shall take a water sample(s) from the well and submit it to a state certified testing laboratory for analysis, with the cost to be borne by the owner. The results of all analyses shall be submitted to the Board of Health. At a minimum, water must be tested for the following chemical and bacteriological standards: total coliform, nitrate-nitrogen, pH, conductivity, sodium and iron.

b. The Board of Health will determine the potability of the well, using as guidelines the National Interim Primary and Secondary Drinking Water Standards and the U.S. Maximum Contaminant Levels (MCLs). The water quality standards for common parameters are as follows:

Primary Standards

Total Coliform	0 Colonies/100ml by membrane filtration
Nitrate	10 ppm

Secondary Standards

pH	Recommended pH above 5.0
Sodium	Recommended below 20 ppm
Iron	0.3 ppm

In the event that any secondary standards are exceeded, yet the water is deemed fit for human consumption by a state certified testing lab, the owners of said property shall be notified of test results so as to allow any corrective measures to be



implemented.

Test results must meet current established maximum contaminant levels (MCLs) for synthetic organic compounds.

7. TESTING REQUIREMENTS

a. Rational - The area surrounding the capped landfill has been the focus of testing and concern vis a vis water quality in recent years. Some limited traces of Volatile Organic Chemicals (VOCs) have been found in this area, and occasionally even an exceedence has been found. There is currently NO requirement for testing for VOCs in this area when a property passes to a new owner.

b. Basis in Law:

- i. Town of Eastham Regulation 2 (A) Drinking Water: Private Well Regulations
- ii. 310 CMR 22.00 Water Quality
- iii. EPA Method 502.2 - Methods for Determination of Organic Compounds in Drinking Water
- iv. M.G.L. c. III Section 31, Health Regulations 310

c. Water Quality:

Approval of any well as a supply of potable water (intended for human consumption) shall require the owner or owner's agent to provide the Board of Health satisfactory test results as required by 310 CMR 22.00 et seq., as amended to the date of application, from water sample(s) taken from any potential well and submitted to a state-certified laboratory test, at the owner's expense, for the following tests:

- i. Total Coliform, Nitrate-Nitrogen, pH, Conductivity, Sodium and Iron
- ii. Volatile Organic Compounds, employing EPA method 502.2 Methods for Determination of Organic Compounds in Drinking Water.

d. In locations where potential sources of contamination are believed to exist, or where geologic or hydrologic conditions require more restrictive or additional standards than those outlined above, additional water testing and special standards may be required by the Board of Health to ascertain that water meets the Maximum Contaminant Levels set for public water supplies by the U.S. EPA under the Safe Drinking Water Act and 1986 SDWA amendments.

e. When the Board of Health deems it necessary, the Health Agent, or other agent of



the Board of Health, may be present to witness the taking of a water sample and/or may take the water sample and deliver it to the testing laboratory him/herself.

f. The Board of Health further recommends that all well owners have their wells tested, at a minimum of every two years, and at more frequent intervals when water quality problems are known to exist.

g. In cases where the well water does not meet the water quality standards outlined above the Board of Health may require the property owner to provide an alternative approved source of drinking water for the inhabitants or the building which is served by the well.

h. A test of a property's well water by a state certified testing lab to verify suitability for human consumption shall be required in change of ownership of said property. The buyer shall be notified of test results prior to finalization of transfer.

i. Well Yield and Water System Design:

i. Before approval, every well shall be pump tested to determine yield. The pump test shall include a drawdown test at a minimum pumping rate of 5 gallons per minute for one (1) hour.

j. Submission of Well Water Test Results:

i. Prior to issuance of a Certificate of Approval for well water intended for human consumption, the results of all water quality and yield tests shall be submitted to the Board of Health. The owner of the property, which the well will serve, or the well driller, acting as agent for the owner, shall certify, on a form provided by the Board of Health, the following:

a. The location and date the sample was taken, and the laboratory at which it was analyzed.

b. That the water sample whose analysis results were submitted to the Board of Health was taken from the well for which approval is being sought.

8. WELL APPROVAL:

a. New wells shall not be placed into use for human consumption until the Board of Health has approved the potability and quantity of the water provided and



issued a Certificate of Approval for the well to the owner of the property which the well serves.

- b. A Certificate of Approval for a well will not be issued until:
 - i. The well water has been shown to meet the water quality criteria outlined in the regulations, and/or has been certified fit for human consumption by a state certified testing lab.
 - ii. The capacity of the water system in gallons per minute, has been demonstrated to equal the number of fixture units installed.
 - iii. For wells installed at newly constructed buildings, the Board of Health shall require that a certified as built plot plan, drawn by a qualified Professional be submitted to the Board of Health. Such plot plan must show the actual location of the well on the lot as cross tie distances from lot corners, and must show the location of the septic system, as installed, in relation to the well. The plot plan must also identify, by assessors-map, parcel and lot number, the property on which the well is located.
 - iv. Wells which fail to meet some or all of the requirements in these regulations may be approved by the Board of Health after a hearing at which a variance from these standards may be granted.

9. VARIANCE AND ENFORCEMENT PROCEDURES:

- a. The Board of Health may vary the application of any provision of this article with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustice; provided that the decision of the Board of Health shall not conflict with the spirit of these minimum standards, nor with the protection of human health and environmental quality.
- b. Every request for a variance shall be made in writing and shall state the specific variance requested and the reasons therefore. Any variance granted by the Board of Health shall be in writing.

SECTION III: HUMAN HABITATION

B)

October 5, 2016

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

RE: Agenda Item Budget Policy

Included here is the FY17 Budget Policy, the worksheets on revenue and expense for FY17 and FY18, selected pages from the FY17 RECAP sheet. The budget policy should include many of the elements in the previous policy. Please consider that the Classification Plan Review is underway and salary adjustments may be necessary for positions. Additionally, all union contracts are expiring this year and negotiations are underway.



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov

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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**

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

Recap 4pgs

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, IIIe)	8,087,716.00
lc. Tax Levy (Ia minus Ib)	\$ 21,977,847.00
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic 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		
IIIa.	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 IIIa	<u>540,396.00</u>
IIIb.	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 IIIb	<u>5,451,420.00</u>
IIIc.	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 IIIc	<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>
IIIe.	Total estimated receipts and other revenue sources (Total IIIa 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 IIIe)	<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 Rommelmeier, 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>James Burt</u>	<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	I. \$ 18,862,814
F.	FY16 Levy Ceiling			

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	II. \$ 19,469,602
F.	FY17 Levy Ceiling			

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				TOTAL SPENDING	\$27,067,133.29
2	OTHER ARTICLES			\$25,641,737.29		
3	ELECTED OFFICIALS			\$79,164.00	OFFSETS (LIBRARY)	\$5,022.00
4	GREENHD FLIES			\$1,700.00	CHERRY SHEET CHGS	\$225,519.00
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	TRITOWN			\$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					\$628,400.00
20	TOTAL EST. NON TAX RECEIPTS USED					\$5,718,796.00
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
25	TAX RATE PROJECTED FISCAL YEAR 17				\$8.21	\$8.46
26	TAX RATE (INCREASE/DECREASE)					
27						
28	OTHER AVAILABLE FUNDS		\$628,400.00			
29	DEBT EXCLUSION					
30	AMB RESCUE					
31	AMB. CAP	\$300,000.00				\$1,206,746.00
32	CABLE TV	\$116,000.00				\$421,500.00
33	HUMAN SVC GRANT/GFT	\$111,000.00				\$200,000.00
34	WINDMILL	\$0.00				\$2,500.00
35	BOAT EXCISE	\$1,000.00				\$10,000.00
36	SOLAR INCOME	\$80,000.00				\$16,000.00
37	SEPTIC	\$20,400.00				\$400,000.00
38						
39						
40						
41						
42	LEVY LIMIT			\$335,927.23	TOTAL USED	\$1,050,000.00
					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) FY18 Capital Expenditure	+	\$ 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			TOTAL SPENDING FY13	\$28,463,649.00
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				\$3,500,000.00
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				\$766,400.00
20		TOTAL EST. NON TAX RECEIPTS USED				\$5,820,696.00
21						
22		TAX LEVY (AMT TO BE RAISED = (SPENDING - RECEIPTS)				\$22,642,953.00
23		TOTAL VALUE FY17	\$2,790,802,572.00		PROJ. FY18 VALUE	\$2,818,710,597.72
24		TAX RATE PREVIOUS FISCAL YEAR 17			\$8.21 W/O LAND BNK	\$8.46
25		TAX RATE PROJECTED FISCAL YEAR 18			\$8.03	\$8.27
26		TAX RATE (INCREASE/DECREASE)				-\$0.42
27						
28		OTHER AVAILABLE FUNDS				
29		DEBT EXCLUSION	\$766,400.00			
30		AMB RESCUE				
31		AMB. CAP				
32		CABLE TV				
33						
34		WINDMILL				
35		BOAT EXCISE				
36		HUMAN SVC GRANT/GFT				
37		LAND BANK				
38		SEPTIC				
39		LAND ACQ. FUND				
40						
41						
42		LEVY LIMIT		\$323,276.09		
					TOTAL USED	\$1,013,900.00
					BALANCE 7/1/17	\$106,100.00

MINUTES

EXECUTIVE SESSION

INFORMATION



TOWN OF EASTHAM

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

October 3, 2016

Mr. Sims McGrath, Chairman
Town of Orleans Board of Selectmen
19 School Road
Orleans, MA 02653

Dear Mr. McGrath,

The Board of Selectmen met on September 7, 2016 to discuss the Orleans proffer to allow Eastham residents to purchase stickers to drive on the Southern portion of the Nauset Spit conditioned on the approval of the Eastham voters to rescind the no driving on the beach bylaw.

After significant discussion, the Board's decision is to decline this offer. While we appreciate the gesture, there is a long tradition in Eastham of supporting the no-driving bylaw. It would be difficult, perhaps impossible, to overcome this as long as residents would still not be allowed to drive on the Eastham portion of the Spit.

DRAFT.
FOR Finalization
on Wednesday

Sheila Vanderhoef

From: Corresponding Secretary <nausetrodandgun@gmail.com>
Sent: Friday, September 30, 2016 12:40 PM
To: Sheila Vanderhoef
Subject: Nauset Rod and Gun Club -- Noise Complaint
Attachments: Nauset Rod and Gun Club - Sound Concerns.pdf

Dear Ms. Vanderhoef,

Recently, you were contacted by a Provincetown resident who complained of hearing the sound of gunfire coming from the Nauset Rod and Gun Club. Ms. Gillespie-Lee forwarded the complaint to the club and asked the club to review the complaint and provide a response.

After reviewing the complaint, the club felt that it would be best if we provided you with a response that would be appropriate not only for this case but also in the case that a future complaint arises. The club's response is attached.

If you have any questions or if we can be of further assistance in addressing this matter, please do not hesitate to contact me.

Thank you and regards,

Paul McClanahan
Corresponding Secretary
Nauset Rod and Gun Club



Nauset Rod and Gun Club Sound Issues

Background

The Nauset Rod and Gun Club has been in continual existence since 1947. In 1970 the club moved to its current location, a heavily wooded area about 2/3 miles east of route 6 in Eastham that resides within the Cape Cod National Seashore.

The purpose of the club is the encouragement of rifle, handgun, and shotgun shooting among citizens of the United States, with a view toward a better knowledge on the part of such citizens of the safe handling and proper care of ammunition and small arms, as well as improved marksmanship. The club also works to forward the characteristics of honesty, good fellowship, self-discipline, team play and self-reliance. In addition to supporting various shooting sports, the club provides basic firearms safety training classes and instructional events as well as activities in support of recreational angling.

Community

Nauset Rod and Gun Club is the only gun club on the outer cape. As such, it provides essential services to the community that otherwise would not be available. It is the only location where area shooters can practice the safe and proficient use of firearms. Further, Nauset Rod and Gun Club serves as the primary facility for firearms training and officer qualification for the Wellfleet, Eastham, Chatham, and Orleans police departments as well as the Barnstable County SWAT team.

The club strives to be a good neighbor to those who live and work in the surrounding area and who, from time to time, may be able to hear activity on the club ranges. We strictly enforce shooting hours as being between 9:00 am and sunset and encourage anyone who is aware of shooting that occurs outside of these permitted hours to immediately contact the club.

"Noise" Abatement

Nauset Rod and Gun Club is an outdoor facility as established by its charter with the town of Eastham and within the Commonwealth of Massachusetts. As an outdoor facility, the sounds emanating from the club are impacted by atmospheric conditions such as wind direction, wind speed, and humidity. Of greater importance is the fact that the club is located in what has historically been a heavily wooded area. Trees are one of nature's most effective sound barriers. However, since the time the club has been in its current location, many trees have been removed to make way for residential and commercial development as well as public works. A significant clearing occurred in early 2015 as part of the Town of Eastham's water works. Much of this activity occurred in Zone G which directly borders the gun club to the west and lies between the club and US Route 6. This activity also included the construction of a 120 foot steel water tower. Whereas trees are sound dampening, steel is highly reflective of sound; therefore, these activities have negatively impacted sound travel in a manner over which the club has no control.

All rifle and pistol ranges have earthen and/or concrete berms for both safety and sound mitigation. The club understands; however, that one person's "sound" is another person's "noise" and even the relatively faint sound of gunfire can be bothersome to some people regardless of the actual decibel level. To address sound concerns, the club has rescheduled its busier events to the late fall, winter, and early spring months when there are fewer people living in the area, outdoor activity is reduced, and people have their windows closed.

Despite the fact that the club is exempted by Massachusetts statute from liability based on "noise pollution" complaints, the club remains committed to continue to find ways to operate in concert with the needs of the town, its residents, and its visitors.

Questions to the club can be directed by mail to:

Mr. Randy Gifford
President
Nauset Rod and Gun Club
PO Box 157
Eastham, MA 02642

Or, by email to:

Nausetrodandgun@gmail.com

Below are links to two documents relating to the water works in the Town of Eastham.

Schedule of water works activities:

http://www.eastham-ma.gov/public_documents/EasthamMA_BComm/waterfolder/1schedules/MProjSch2.pdf

Location of Zone G:

http://www.eastham-ma.gov/Public_Documents/EasthamMA_Planning/Zoning11x17_Updated_01-11-10.pdf