



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, September 16, 2014 at 7 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.

- I. Announcements, Open Session and Public Comment [7:00]**
- II. Public Hearing(s) [7:15]**
 - A. Transfer shellfish grant licenses #95-13, 95-14 & 00-04 from Kelly Ruml to Kelly Ruml & Ian Ruml
 - B. Amend Shellfish Regulations sections 6.4.2 and 7.15.2
- III. Licenses/Appointments/Reappointments/Use of Town Property**
 - A. Licenses - NONE
 - B. Appointments
 - a) Nickolas Watkins to Historical Commission [1 vacancy, term ends 6/30/17]
 - b) Catharie Conway Nass to Board of Water Commissioners [1 vacancy, term ends 6/30/17]
 - c) Jason Kew to Board of Water Commissioners [1 vacancy, term ends 6/30/17]
 - d) Robert David Cohen to Cultural Council [term ends 6/30/17]
 - C. Reappointments - NONE
 - D. Use of Town Property
 - a) Linda Beall for a wedding at Duck Harbor Beach on September 20, 2014 from 6:00 pm to 6:30pm. Application fee paid (\$20) and use fee paid (\$100).
 - b) Ronda Giovangelo for a wedding ceremony at Mayo Beach on September 27, 2014 at 4:30 pm. Application fee paid(\$20)
 - c) Della Spring (Cushing) for morning stretch yoga class on the beach on Tuesdays and Thursdays 8:30 am – 9:45 am during Summer 2015. Application fee paid (20); use fee TBD
- IV. Business**
 - A. Review and sign October 6 Special Town Meeting Warrant [TA]
 - B. Green Communities Act – First reading of proposed Selectmen’s policy on energy reduction [Energy Committee]
 - C. Agenda request by Maria Ecke re lot definition. [TA]
 - D. Discussion of possible additional steps to prevent NStar spraying.
 - E. Possible Inter Municipal Cooperation Committee subjects [Pilcher]
 - F. Award of engineering contract for harbor dredging permitting and to authorize the TA to execute the contract. [TA]
 - G. Review draft Budget Policy Statement and draft Annual Town Meeting calendar [TA]
- V. Town Administrator’s Report**
- VI. Future Concerns**
- VII. Correspondence and Vacancy Report**
- VIII. Minutes [August 26, 2014]**
- IX. Adjournment**

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, September 16, 2014 at 7:15 p.m. in the Wellfleet Council on Aging to consider the following:

- application received August 19, 2014 from Kelly Ruml to transfer shellfish grant licenses #95-13, 95-14 and 00-04 from Kelly Ruml to Kelly Ruml and Ian Ruml.
- to amend the Town of Wellfleet Shellfishing Policy and Regulations by changing section 6.4.2 and 7.15.2.

Recommendation of the Shellfish Constable will be available in the Administration Office.

WELLFLEET BOARD OF SELECTMEN



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

8/21/14

To; Board of Selectmen

From; Andrew Koch

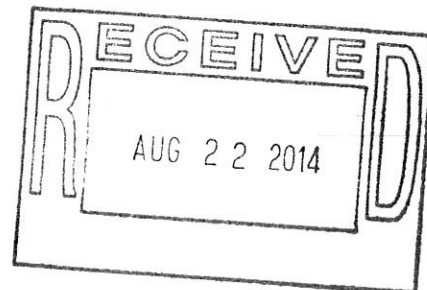
Re; Duck Creek opening

I would like to request a hearing to amend section 6.4.2. to read, a. Harvest dates- Duck Creek will be open for the taking of all shellfish on December 1 and will close on April 30 pending state approval unless otherwise regulated.

Thank you

Andrew Koch

Wellfleet Shellfish Constable



Phone (508) 349-0325



Fax (508) 349-0305

by shellfish grant license holders, approximately 300' by 300' marked by yellow buoys, will be so designated from June 1 through October 31 of current year, unless otherwise regulated.

6.4.2. Duck Creek:

a. Harvest dates - Duck Creek will open for the taking of all shellfish on October 1 and will close on April 30, pending State approval, unless otherwise regulated.

b. The taking of shellfish from the bulkheads, pilings and adjacent flats in the area of the "L" pier, behind the fuel dock and inshore of the finger piers near the boat ramp shall be PROHIBITED until further notice.

6.4.3. Herring River

Herring River will be open to shellfishing on a conditional basis as directed by the DMF. The dates of opening and closure will be approved by a vote of the Board of Selectmen. The area is open to the taking of shellfish by Wellfleet Commercial permit holders only. Scuba diving for shellfish is prohibited.

6.4.4. West Side:

The West Side of Wellfleet is open to the taking of shellfish by any means EXCEPT by use of a quahog dredge.

6.4.5. Egg Island:

a. The north side of Egg Island from the flag pole at Chequessett Country Club easterly to the Town Pier, is open year round for the taking of quahogs and oysters.

b. Diving from a boat is permitted with the usual restrictions and conditions. The use of scratcher and basket rakes and clam hoes will be allowed; no other methods of harvest are permitted. (See also Section 9 **Commercial Shellfishing: Diving for Shellfish**)

6.4.6. Blackfish Creek:

Blackfish Creek will be open year round for the taking of quahogs, soft-shelled clams and oysters.

6.5. Use of Motorized Vehicles for Shellfishing

6.5.1. Motorized Vehicles on Beaches

Only commercial permit holders or aquaculture licensees may use motorized vehicles on beaches or in intertidal areas. See Town of Wellfleet General Bylaws under ARTICLE VII GENERAL - Section 24. Beach Vehicular Traffic By-Law

6.5.2. Terms and Conditions for use of Motorized Vehicles

All use of vehicles to access areas licensed for aquaculture or other areas open to commercial permit holders, shall also be in accordance with the applicable general bylaws of the Town, and conditions, which may be imposed by the Conservation Commission.

6.5.3. Speed Limit on Beaches and Intertidal Areas

No person engaged in commercial shellfishing or aquaculture shall operate a motorized vehicle at a speed in excess of fifteen (15) miles per hour or a motorized vehicle which is dual wheeled or which has a gross vehicle weight (GVW) greater than the nine thousand two hundred pounds (9200 lbs) on any tidal beach or flat or other land below the mean-high water line.

collection by shellfish grant license holders, approximately 300' by 300' marked by yellow buoys, will be so designated from June 1 through October 31 of current year, unless otherwise regulated.

6.4.2. Duck Creek:

- a. Harvest dates - Duck Creek will open for the taking of all shellfish on ~~October~~ **± December 1** and will close on April 30, pending State approval, unless otherwise regulated.
- b. The taking of shellfish from the bulkheads, pilings and adjacent flats in the area of the "L" pier, behind the fuel dock and inshore of the finger piers near the boat ramp shall be PROHIBITED until further notice.

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- a. The north side of Egg Island from the flag pole at Chequessett Country Club easterly to the Town Pier, is open year round for the taking of quahogs and oysters.
- b. Diving from a boat is permitted with the usual restrictions and conditions. The use of scratcher and basket rakes and clam hoes will be allowed; no other methods of harvest are permitted. (See also Section 9 **Commercial Shellfishing: Diving for Shellfish**)

6.4.6. Blackfish Creek:

Blackfish Creek will be open year round for the taking of quahogs, soft-shelled clams and oysters.

6.4.7 South Lieutenant Island

South Lieutenant Island will be closed for the taking of shellfish from June 1st through September 30th.

6.5. Use of Motorized Vehicles for Shellfishing

6.5.1. Motorized Vehicles on Beaches

Only commercial permit holders or aquaculture licensees may use motorized vehicles on beaches or in intertidal areas. (See Town of Wellfleet General Bylaws under ARTICLE VII GENERAL - [Section 24. Beach Vehicular Traffic By-Law.](#))

6.5.2. Terms and Conditions for Use of Motorized Vehicles

All use of vehicles to access areas licensed for aquaculture or other areas open to commercial permit holders, shall also be in accordance with the applicable general bylaws of the Town, and conditions, which may be imposed by the Conservation Commission.

6.5.3. Speed Limit on Beaches and Intertidal Areas

No person engaged in commercial shellfishing or aquaculture shall operate a motorized vehicle at a speed in excess of fifteen (15) miles per hour or a motorized vehicle which is dual wheeled or which has a gross

7.12.3. Waiver of Production Requirements

The Constable shall have the right to waive the minimum production requirements when there is evidence that the failure to meet the minimum standard is due to events beyond the control of the license holder.

7.12.4. Extension of Licensed Area (Grant): Investment and Production

In the event of an extension being granted to a presently licensed area, the same level of effort per acre for the newly licensed, abutting section is required as described above in Sections 7.12.1 Minimum Levels of Investment and Production and 7.12.2 Failure to Meet Production Levels.

7.13. Annual Report

7.13.1. Due Date

Licensees shall file annual reports under oath, on their activities in accordance with MGL Chapter 130; Section 65 on or before February 28th of the following year. The report must include any changes or deviation from the original plan filed with the original application or any subsequent application.

7.13.2. Penalization for False Report

Any licensee who submits a false licensed area report in violation of MGL Chapter 130; Section 65 shall be penalized by the revocation of his or her license.

7.13.3. Notification of Failure to Meet Minimal Requirements

Subsequent to the filing of the annual report, the Constable will notify any license holder who, in the opinion of the Constable, has failed to meet the minimum requirements. The license holder has the right to appeal to the Board of Selectmen within two weeks after notification. If no appeal is filed on a timely basis, the license will be forfeited.

7.14. Annual Inspection of Each Grant

The Shellfish Department shall make no less than one visit per year to the site of each licensed area in the company of the license holder.

7.15 Shellfish Seed

7.15.1. Required State Seed Permit

No person shall harvest, plant, transplant, transport, sell or otherwise have in their possession seed shellfish, without first obtaining a state seed permit from the Massachusetts DMF, as required by MGL Chapter 130, Section 80 and CMR 322, Section 15.04(b) 1

7.15.2. Special Circumstances for Taking of Seed

From time to time, with the approval of the DMF and the Board of Selectmen, the Shellfish Department may open up an area for the taking of oyster seed only by aquaculture licensees who hold a seed permit.

7.15.3. Use of Spat Collecting Devices

The use of spat collecting devices such as Chinese hats to catch oyster larvae in areas not licensed for aquaculture, may only be done by commercial permit holders who also hold a seed permit (Section 1, **Definitions**). This may only take place during the spawning season, as determined by the DMF. This is usually from June 15th to September 15th.

During this period, catching oyster larva with such devices is legally considered to be fishing, not farming and the devices are classified as fishing equipment, not growing devices.

From time to time, upon receiving a recommendation from the Constable, the Board of Selectmen may vote

Application for Transfer of Shellfish Grant License

Date: 8/20/14

To: Board of Selectmen
300 Main Street
Wellfleet, MA 02667

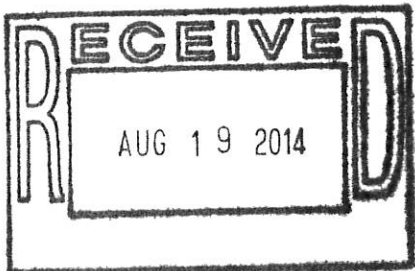
I/We hereby request transfer of Shellfish Grant License # 95-13,14 ^{oo-d} from
Kelly Ruml To
Just adding Ian Ruml to grant.
Said grant license is located at Egg Island, in Wellfleet, MA
and consisting of 4.16 acres, as shown on a plan prepared by Slade
and dated _____.

Kelly Ruml
Signature(s)

Kelly Ruml Ian Ruml
Name(s)

1963 RT6 S.W. MA
Mailing Address

588-237-5075
Telephone



September 11, 2014

To: Board of Selectmen
Re: Recommendations
From Andrew Koch, Shellfish Constable

Application received August 19, 2014 from Kelly Ruml to transfer shellfish grant licenses #95-13, 95-14 and 00-04 from Kelly Ruml to Kelly Ruml and Ian Ruml

- I would recommend that Ian Ruml be added to grant licenses #95-13, 95-14 and 00-04.
- I recommend the amendments to sections 6.4.2 and 7.15.2 of our Town's Shellfishing Policy and Regulations.

Respectfully Submitted,

Andrew Koch
Shellfish Constable



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

Wellfleet depends on its citizens to carry out many of our government's activities. Your community needs your help. *Please volunteer.*

FILL OUT THE FORM BELOW and mail it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name NICHOLAS WATKINS Date 8/8/14

Mailing Address 80 WEST MAIN ST
WELLFLEET, MA 02667

Phone (Home) 508-349-2788 Phone (Business) 774-487-0496

e-mail: NICKWATKINS@VERIZON.NET

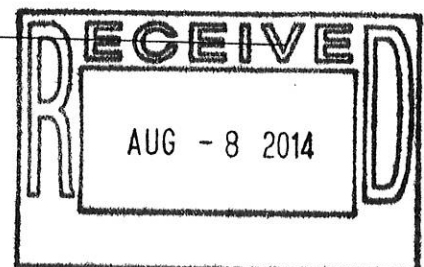
☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town:

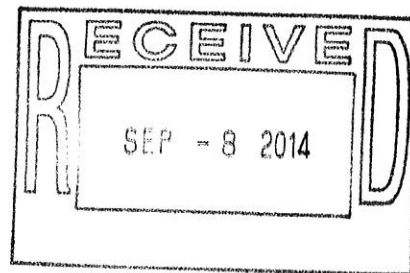
I have worked on many old houses in the center of
Wellfleet Village balancing the desires of the home owner
while respecting architectural integrity and town regulations.

☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

B.A. EDUCATION UMASS; CONSTRUCTION Super-
VISOR License #79526; HOME IMPROVEMENT CONTRACTOR #135581
I have been Building for 25 yrs

Historical Commission





TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Catharine Conway Nass Date 09 08 2014

Mailing Address 15 King Philip Road
Wellfleet

Phone (Home) 508-349-0804 (cell) 443-794-1103

E-mail catharienass@verizon.net

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: _____

See attachment.

☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

I have an extensive background in earth sciences and
have taught courses in estuarine biology. My health
service training included courses in environmental
epidemiology as well as chronic and infectious disease.

☐ Committees/Boards of Interest: 1) _____

Board of Health - no vacancy

2) Board of Water Commissioners

3) _____

Catharie Conway Nass was Managing Director of Donor Management and Research for Greater Chesapeake & Potomac Red Cross Blood Services before retiring to Wellfleet and joining the Cape Cod & Islands Chapter as a Disaster Services volunteer. She has a doctorate in Epidemiology from the Johns Hopkins University School of Public Health and was previously a Board Member and the Chairman of the Board of the American Cancer Society of Metropolitan Baltimore, Maryland and a member of the Health Education Curriculum Committee of the Baltimore City Public Schools.

She is a member of the local Red Cross Board of Directors and represents the Chapter on the Cape Cod Citizen Corps Council and the Barnstable County Health Agents Coalition. She assists the South Sector Manager with administrative tasks and is the designated Red Cross Manager for the Nauset High School shelter operated by the Regional Emergency Planning Committee of Barnstable County .



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP



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FILL OUT THE FORM BELOW and mail it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Jason Kew Date 8-25-14

Mailing Address P.O. Box 690 Wellfleet, MA 02667

Phone (Home) _____ (cell) 508-364-5937

E-mail jsnkew@yahoo.com

☒ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I have worked in three local restaurants and have been involved in the aquaculture in town.

☒ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

- Currently in the Environmental program at Cape Cod Community College
- Have taken three different water technology courses and will complete my water-supply certificate soon

☐ Committees/Boards of Interest: 1)

Water commissioner committee

2) conservation committee - no vacancy

3) _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Robert David Cohen Date 9/11/14

Mailing Address 295 Blue Heron Road
Wellfleet, MA, 02667

Phone (Home) 508-214-0576 (cell) 508-776-5301

E-mail bluskize2da@aol.com

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I am a playwright and director and

am a retired Social Worker/Psychotherapist.

☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

I have Masters Degrees in Psychology
and Social Work and am an LICSW
in Massachusetts

☐ Committees/Boards of Interest: 1) Cultural Council

2) _____

3) _____



TOWN OF WELLFLEET BOARDS & COMMITTEES

Bike and Walkways Committee
Board of Assessors
Board of Health
Board of Water Commissioners
Building & Needs Assessment
*Bylaw Committee
Cable Advisory Committee
Cape Cod Commission
Cape Cod National Seashore Advisory Commission
Cape Cod National Seashore Collaborative
Charter Review Committee
Citizens Economic Development Committee
Commission on Disabilities
Community Preservation Committee
Conservation Commission
Council on Aging
Cultural Council
Energy Committee
*Finance Committee
Health Care Campus Committee
Historical Commission
Historical Review Board
Herring River Restoration Project
Local Comprehensive Plan Implementation Committee
Local Housing Partnership
Marina Advisory Committee
Natural Resources Advisory Board
Open Space Committee
Pay as you Throw Committee
Personnel Board
Planning Board
Recreation Committee
Recycling Committee
Shellfish Advisory Committee
*Social/Human Services Committee
Wastewater Planning Committee
Zoning Board of Appeals

** Appointed by Moderator*



02/24/2012

**TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

Applicant Linda Beall Affiliation or Group _____
Telephone Number (508) 255-8103 Mailing Address P.O. Box 1657
Email Address linda.j.beall@gmail.com N. Eastham MA 02651
Town Property to be used (include specific area) DUCK HARBOR BEACH

Date(s) and hours of use: September 20, 2014 6-6³⁰pm

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

We are planning a small, informal wedding ceremony with 30 people.
There will be no equipment used; we will ask guests to bring
beach chairs or blankets if they choose. Guests will be carpooling;
we expect 8-10 cars. There will be no food or beverage served at
the ceremony, and no fees will be charged.

Action by the Board of Selectmen:

Approved with the following condition(s): _____


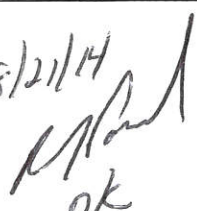
Disapproved for following reason(s): _____

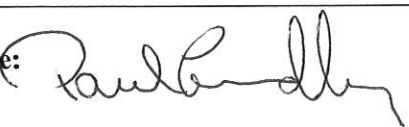




Processing Fee: 20.00 paid
Fee: 100.00 paid


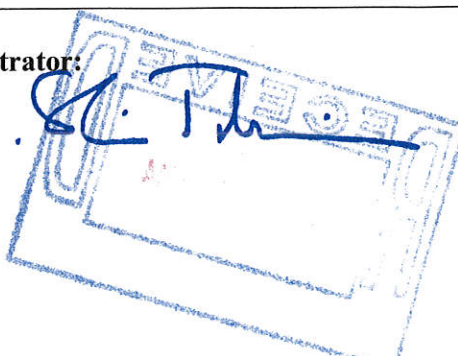
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings Signature: Comments/Conditions: Permits/Inspections needed:
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Police Dept. Signature:  Comments/Conditions: 8/12/2014 OK.	Fire Dept. Signature: 8/21/14  Comments/Conditions: ok
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DPW Signature:  Comments/Conditions OK 8/27/14	Beach Dept. Signature:  Comments/Conditions: 
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Shellfish Constable Signature: Comments/Conditions:	Harbormaster Signature: Comments/Conditions:
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Recreation Dept. Signature: Comments/Conditions:	Town Administrator:  Comments: OK. 
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REC'D AUG 26 2014

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Randa Giovangelo Affiliation or Group _____
Telephone Number 508-349-6238 Mailing Address 53 Pawisset St
Email address Ari.S.GRAY.Gmail.com Dover Ma 02030
Town Property to be used (include specific area) Maya Beach across from
the Bookstore Rest.
Date(s) and hours of use: Sept 27-14 4:30

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

Simple marriage ceremony by rabbi
About 15 mins.

Describe any Town services requested (police details, DPW assistance, etc.)

NOTE TO APPLICANTS: All applications must be accompanied by a non refundable \$20.00 processing fee. Applications must be received at least 30 days prior to the first event date to insure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

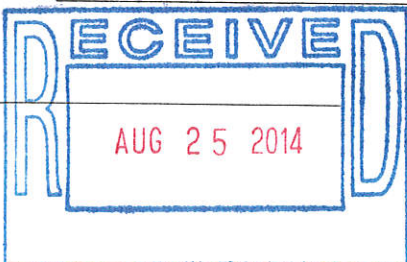
Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: _____



Processing Fee: 20.00 paid

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature:

Comments/Conditions:

Permits/Inspections needed:

Inspector of Buildings Signature:

Comments/Conditions:

Permits/Inspections needed:

Police Dept. Signature:

Comments/Conditions:

OK

Fire Dept. Signature:

Comments/Conditions:

DPW Signature:

Comments/Conditions

ok
9/2/14

Beach Dept. Signature:

Comments/Conditions:

Shellfish Constable Signature:

Comments/Conditions:

Harbormaster Signature:

Comments/Conditions:

Recreation Dept. Signature:

Comments/Conditions:

Town Administrator:

Comments/Conditions:

OK

REC'D AUG 29 2014

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Della Spring (Cushing) Affiliation or Group _____
Telephone Number 781-789-8725 Mailing Address 308 Commonwealth Ave, unit H
Email address della28@aol.com Boston MA 02115
Town Property to be used (include specific area) mayo beach (above high-tide line)

Date(s) and hours of use: Tues + Thurs 8³⁰am-9⁴⁵am preferred, but am flexible
Summer 2015 -- end June thru end Aug
Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

I would like to offer a morning stretch yoga class on the beach on a drop-in basis. Towels will be the only equipment and I plan to charge only \$10/class. If you have a liability waiver, I am happy to ask students to sign it. As it would be drop in, I expect to get between 2-12 students. I will most likely average 5 to students.
Describe any Town services requested (police details, DPW assistance, etc.)
None.

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Action by the Board of Selectmen:

_____ Approved as submitted
_____ Approved with the following condition(s): _____
_____ Disapproved for following reason(s): _____



Processing Fee: 20.00 paid
Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature:

Comments/Conditions:

Permits/Inspections needed:

Inspector of Buildings Signature:

Comments/Conditions:

Permits/Inspections needed:

Police Dept. Signature:

Comments/Conditions:

Fire Dept. Signature:

Comments/Conditions:

DPW Signature:

Comments/Conditions

Beach Dept. Signature:

Comments/Conditions:

Shellfish Constable Signature:

Comments/Conditions:

Harbormaster Signature:

Comments/Conditions:

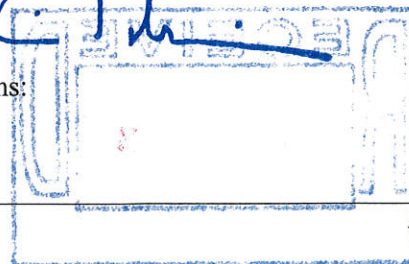
Recreation Dept. Signature:

Comments/Conditions:

Town Administrator:

Comments/Conditions:

REC'D AUG 29 2014



SPECIAL TOWN MEETING WARRANT

TOWN OF WELFLEET



MONDAY, OCTOBER 6, 2014

Wellfleet Elementary School
7:30 PM

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PROPOSITION 2½ TERMS

Chapter 59, section 21C of the Massachusetts General Laws is commonly referred to as Proposition 2½ (Prop. 2½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum the levy can be. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases, such as debt exclusions.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: New construction and new parcel subdivision may also increase the Town's levy limit.

OVERRIDE: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

DEBT EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

CAPITAL OUTLAY EXPENDITURES EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

CONTINGENT VOTES: Chapter 59, section 21C (m) permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE/DEBT EXCLUSION). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within forty-five days of the Town Meeting vote.

TOWN MEETING PROCEDURES

A quorum of 6% of the Town's registered voters must be present in order to conduct business. (Charter: Sect. 2-1-3)

Voters are identified by voter cards, issued when they check in with the registrars at the beginning of the meeting.

Only voters may participate in voice votes. In case of a counted vote, voters will be identified by their voter cards.

Non-voters who have been admitted to the meeting must sit in the section designated for them. Non-voters who may wish to speak must identify themselves, and may address the meeting only by permission of the Moderator. (Charter: Sect. 2-1-2).

No voter will be allowed to speak until recognized by the Moderator.

Voters may only speak twice to any motion or amendment unless authorized by the Moderator. The provisions of this clause shall not apply to a) the person making the motion under an Article, and b) those persons required to be in attendance under the provisions of Charter Section 2-7-5. (Charter: Sect. 2-7-8).

All motions, including all amendments, must be in writing and be legible. Exceptions for very simple motions or amendments are at the discretion of the Moderator. (General Bylaws: Sect. II-2)

The order of consideration of the Articles as printed in the Warrant may be changed only by a two-thirds vote. (Charter: Sect. 2-7-4)

Some other common motions which require more than a simple majority to pass:

Zoning Bylaws	2/3 majority
To incur debt	2/3 majority
To transfer or sell Town land	2/3 majority
To approve charter amendments	2/3 majority
Transfer funds to or from a stabilization fund	2/3 majority
To pay unpaid bills of a prior fiscal year	4/5 majority at an Annual Town Meeting
	9/10 majority at a Special Town Meeting

A motion to reconsider must be made at the same session as the vote it seeks to reconsider. It can only be made after some intervening business, and must be made within one hour of the vote to be reconsidered. It is debatable to the same extent as the motion it seeks to reconsider, and it requires a majority vote. (Charter: Sect. 2-7-9)

SPECIAL TOWN MEETING WARRANT

Monday, October 6, 2014

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

GREETING:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in town affairs, to meet in the **WELLFLEET ELEMENTARY SCHOOL, 100 LAWRENCE ROAD in Wellfleet on the 6th day of October, 2014, at seven thirty o'clock in the evening**, then and there to vote upon the following Articles:

ARTICLE 1: To see if the Town will vote to amend the action taken under Article 17 of the 2014 Annual Town Meeting to transfer the sum of \$200,000 from free cash to the Other Post Employment Benefits Liability Trust Fund in place of raising and appropriating said funds, or do or act anything thereon.

**Board of Selectmen recommends
Finance Committee**

SUMMARY: Article 17 of the 2014 Annual Town Meeting funded the transfer of \$200,000 to the Other Post Employment Benefits Liability Trust Fund by raising and appropriating the funds when the funds should have been transferred from the Town's free cash. This Fund will help fund the Town's share of health insurance for future retirees. This article proposes correcting the source of funding for that transfer. Approval of Articles 1 and 2 is necessary to allow the Town to set the fiscal 2015 tax rate.

ARTICLE 2: To see if the Town will vote to amend the action taken under Article 18 of the 2014 Annual Town Meeting to transfer the sum of \$50,000 from free cash to the Stabilization Fund in place of raising and appropriating said funds, or do or act anything thereon.

**Board of Selectmen recommends
Finance Committee**

SUMMARY: With a two-thirds vote, the Town may appropriate into the stabilization fund in any year an amount not to exceed 10 percent of the prior year's tax levy. Article 18 of the 2014 Annual Town Meeting funded the transfer of \$50,000 to the Stabilization Fund by raising and appropriating the funds when the funds should have been transferred from the Town's free cash. This article proposes correcting the source of funding for that transfer.

ARTICLE 3: To see if the Town will vote to accept the provisions of General Laws, Chapter 41, section 19K which provides for an annual stipend to the Town Clerk and to transfer \$885 from free cash to Clerk Fringe Benefits S/W Stipend for the purposes of the article.

**Board of Selectmen recommends
Finance Committee**

SUMMARY: This statute if accepted by the Town requires payment of an annual stipend to town clerks who have been certified after training by the Mass. Association of Town Clerks. This stipend is 10% of the clerk's annual salary up to a maximum of \$1,000. The calculation for Wellfleet would result in an annual stipend of \$1,000. The stipend for fiscal 2015 is prorated and would be \$884.62.

ARTICLE 4: To see if the Town will vote to amend the action taken under Article 3 of the 2014 Annual Town Meeting by amending the Capital Budget to reduce the appropriation for long term debt service interest from \$421,046 to \$280,460 and to reduce the amount to be raised and appropriated under said article from \$1,724,133 to \$1,583,547, or do or act anything thereon.

**Board of Selectmen recommends
Finance Committee**

SUMMARY: Wellfleet was able to refinance its long term debt after the 2014 Annual Town Meeting resulting in a reduction in interest payments on that debt by \$140,586. This article reduces the capital budget long term debt interest line item to reflect the savings.

ARTICLE 5: To hear reports of the Selectmen, Town Officers, and all other Committees and to act thereon, or do or act anything thereon.

Board of Selectmen recommends

ARTICLE 6: To act on any other business that may legally come before the meeting.

Board of Selectmen recommends

SPECIAL TOWN MEETING WARRANT
October 6, 2014

And you are hereby directed to serve this Warrant by posting attested copies thereof, one in the Post Office in Wellfleet and one in the Post Office in South Wellfleet, fourteen (14) days at least before the date of said meeting.

Hereof fail not and make due return of the Warrant with your doings thereon, to the Town Clerk, at the time of the meeting aforesaid.

Given under our hands this _____ day of September, 2014.

Wellfleet Board of Selectmen

Paul Pilcher, Chair

Berta Bruinooge

Jerry Houk

John Morrissey

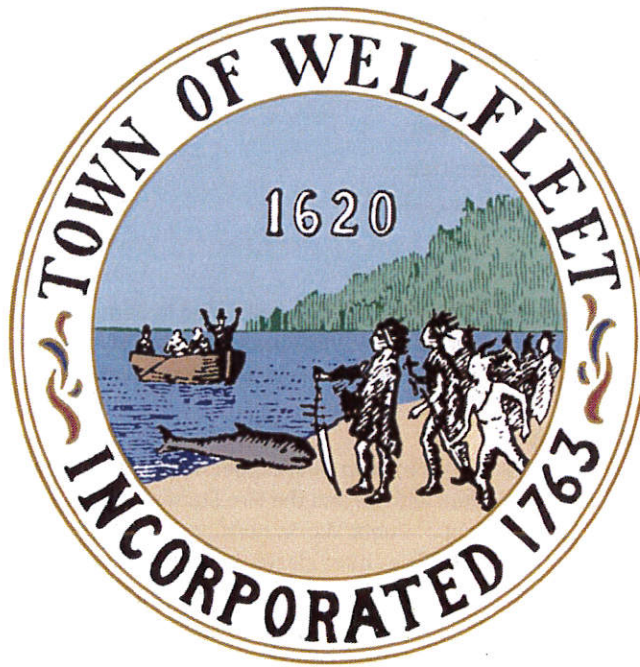
Dennis Murphy

I have served the foregoing Warrant by posting attested copies thereof in the Post Office in Wellfleet and the Post Office in South Wellfleet and by delivering to the Town Administrator printed copies of the Warrant of a number not less than the number of registered voters in the Town on _____, which is at least fourteen (14) days before the date of said meeting, as within directed.

Date: _____

Constable: _____

Town of Wellfleet Energy Reduction Plan



**Town of Wellfleet
Town Hall
300 Main Street
Wellfleet, MA 02667**

Town of Wellfleet Energy Reduction Plan(ERP)

I. PURPOSE AND ACKNOWLEDGEMENTS

A. Letters from Both General Government and School District Verifying Adoption of the ERP

General Government – Please see attached Wellfleet Board of Selectmen ERP approval .

Regional School Districts – The Wellfleet Elementary School is part of the Nauset Regional School District and will be included in this Energy Reduction Plan.

B. List of Contributors that Participated in the Baseline and ERP Process

- *Marcus Springer*, Wellfleet Energy Committee
- *Larry Franke*, Wellfleet Energy Committee
- *Richard Elkin*, Wellfleet Energy Committee
- *Harry Terkanian*, Wellfleet Town Administrator

II. EXECUTIVE SUMMARY

A. Narrative Summary of the Town - The Town of Wellfleet is situated in Barnstable County. According to the 2013 Town Census, there are 3,191 residents in Wellfleet. Wellfleet has a total area of approximately 20.47 square miles. Of this total, about 12.5 square miles are within the Cape Cod National Seashore boundaries.

B. Summary of Municipal Energy Uses

- **Total Number of Municipal Buildings** – The Town of Wellfleet has ten municipal buildings and a Transfer Station Five of the buildings are heated with oil and the Fire Station and Council on Aging buildings are heated with propane. The Department of Public Works building is heated with a oil boiler the uses waste motor oil and regular #2 fuel oil. All buildings have electricity.
- **Building Renovations** – Wellfleet is currently in the design phase of a Police Department building renovation. The Town also has one building that had been until recently used as a Shellfish building and is currently unused and scheduled for demolition. Wellfleet will ensure that DOER's *Buildings Stock Changes Guidance* is followed and the project complies with 780 CMR 115.AA, the Massachusetts Stretch Energy Code.
- **Total Number of Vehicles** – Wellfleet is responsible for 49 vehicles, of which 2 are in the non-exempt category as defined the GCA Criteria 4.
- **Total Number of Street Lights** – Wellfleet has 233 street lights which are owned by Commonwealth Electric Company. And although Wellfleet pays the electric charges on these light, the street lights are excluded from this ERP. Wellfleet does not own any traffic lights.
- **Water and Sewer** – Wellfleet owns and operates a municipal water system that serves the downtown area and other areas of the Town. Future expansion of the water system is planned for additional areas of the Town. Wellfleet has 4 public beach restroom buildings that have electric service to provide water for restroom use. Wellfleet does not have a public sewer system.

Table 1: Summary of Municipal Energy Users

	Number	Ownership
Buildings		
Oil Heat	5	Muni
Oil Heat	1	RSD
Natural Gas Heat	0	
Propane Heat	2	Muni
Biomass Heat	0	
Other Heat Type	0	
Vehicles		
Non-Exempt	2	Muni
Exempt	47	Muni
Exempt	0	RSD
Street Lights	233	Utility (excluded) Commonwealth Electric Co
Open Space		
Marina Pier	1	Muni
Water and Sewer		
Drinking Water Treatment Plant	0	Muni
Beach Restrooms	4	Muni
Pumping Stations	10	Muni

C. Summary of Energy Use Baseline and Plans for Reductions

Figure 1. Baseline Dashboard from MEI (FY 2014)

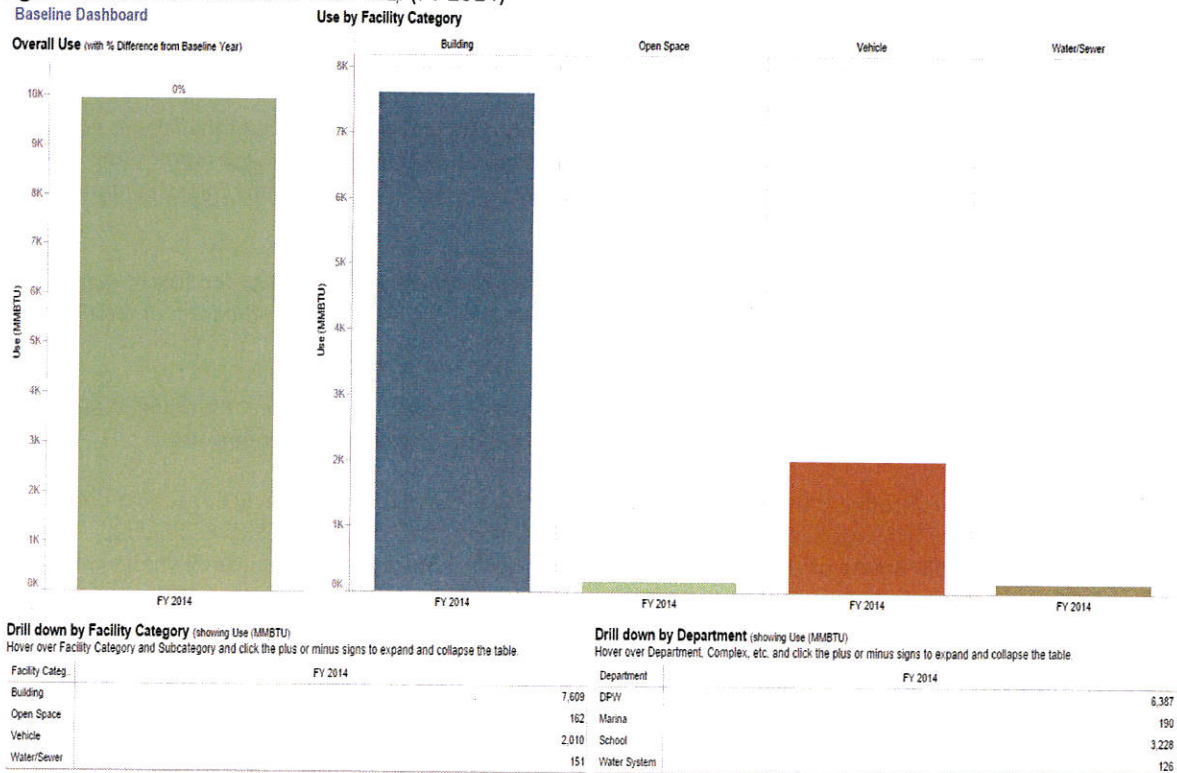


Table 2: Summary of Municipal Energy Use Baseline

BASELINE YEAR FY2014	MMBtu Used in Baseline Year	% of Total MMBtu Baseline Energy Consumption	Projected Planned MMBtu Savings¹	Savings as % of Total MMBtu Baseline Energy Consumption
Buildings	7770.24	76.9%	1825.9	18.1%
Vehicles	2010	20%	0	0
Water/Sewer/Pumping	150.97	1.5%	0	0
Open Space²	161.88	1.6%	0	0
Total	10093.1	100%		18.1%

(1) Projected planned energy savings are discussed in more detail later in this plan and are presented in Table 4.

(2) Open Space consists of parking, boat ramp, lighting, boat dock water pump and fuel dock.

III. ENERGY USE BASELINE INVENTORY

A. Identification of the Inventory Tool Used - The Town of Wellfleet used the Department of Energy Resources (DOER) MassEnergyInsight (MEI) web-based energy use analysis tool.

B. Identification of the Baseline Year – Fiscal Year (FY) 2014 will serve as the baseline year. FY 2014 ran from July 1, 2013 to June 30, 2014.

C. Municipal Energy Consumption for the Baseline Year (FY 2014) –During the baseline year, FY 2014, the total energy use in municipal vehicles and facilities in the Town of Wellfleet was 10,093.1 MMBtu. Tables 3, 3a and 3b present energy use for each municipal facility in Native Units and MMBtu. The MEI Tables 3a and 3b do not include energy from renewable sources at the Fire Station and Library.

Buildings: The ten municipal buildings and transfer station in Wellfleet used a total 7,770 MMBtu of energy in FY 2014, accounting for 76.9% of all municipal energy use. The buildings with the largest energy consumption were the Elementary School (3,228 MMBtu) and Fire Station (1,399 MMBtu) followed by the DPW building (858 MMBtu) Police Station (662 MMBtu), Council on Aging building (600 MMBtu), Town Hall (338 MMBtu) and the Transfer Station (121 MMBtu).

Street /Traffic Lights: There are 233 street lights in Town which belong to the Commonwealth Electric Company . Per the DOER Criteria 3 Guidelines the street light energy usage is excluded from this ERP. The traffic lights are owned and operated by the Commonwealth of Massachusetts.

All of these lights used 341.2 MMBtu of energy in FY 2014, accounting for approximately 3% of the Town's energy use. Even though street lights are owned by the utility company, the Town of Wellfleet in cooperation with Commonwealth Electric Company has in the Spring of 2014 completed a high efficiency lamp replacement program to reduce the energy consumption of the Town's street lights.

Vehicles: Municipal vehicles are the largest users of municipal energy in Wellfleet, accounting for 20% of the baseline total which is the equivalent of 2,010 MMBtu. Approximately 66% of this energy use is in the form of diesel fuel (as opposed to gasoline).

Water/Sewer Facilities: The Town of Wellfleet has one municipal water system. The Wellfleet Municipal Water System used 151 MMBtu of energy in FY 2014, accounting for 1.4% of the Town's overall energy use.

(1) The Open Space classification is the Marina Pier area consisting of parking, boat ramp, lighting, boat dock water pump and fuel dock. The classification does not include the Marina Shellfish & Beach Sticker building. The Marina Pier used 162 MMBtu of energy in FY 2014, accounting for 1.5% of the Town's overall energy use.

The Town of Wellfleet currently utilizes energy obtained from renewable sources at the Fire Station and Library. In calendar year 2013 the Fire Station produced 20,578 KWH from PV solar panels and the Library produced 26,795 KWH from PV solar panels.

Table 3

Baseline FY 2014

	Electricity		#2 Fuel Oil		Propane		Gasoline		Diesel		Electric Renewable Energy		Total MMBtu
	kWh	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	kWh	MMBtu	
School	196440	670.253	18403	2558.02		0		0		0		0	3228.2703
Town Hall	50345	171.777	1194	165.966		0		0		0		0	337.74314
Library	44720	152.585	1937	269.243		0		0		0	26795	91.4245	513.25218
Council on Aging	71800	244.982		0	3901	354.991		0		0		0	599.9726
DPW Barn	116144	396.283	3319	461.341		0		0		0		0	857.62433
Fire Station	111120	379.141		0	10441	950.131		0		0	20578	70.2121	1399.4846
Shellfish/Beach Sticker	8229	28.0773		0		0		0		0		0	28.077348
Shellfish Bldg - old	4185	14.2792	62	8.618		0		0		0		0	22.89722
Old Fire Station	72	0.24566		0		0		0		0		0	0.245664
Transfer Station	35422	120.86		0		0		0		0		0	120.85986
Police Station	87803	299.584	2606	362.234		0		0		0		0	661.81784
SUBTOTAL FOR BUILDINGS	726280	2478.07	27521	3825.42	14342	1305.12	0	0	0	0	47373	161.637	7770.245
Drinking Water/Beach Restrooms	44246	150.967		0		0		0		0		0	150.96735
Open Space - Marina Pier	47446	161.886		0		0		0		0		0	161.88575
Vehicles in Aggregate		0		0		0	5000	620	10000	1390		0	2010
Street and Traffic Lights in Aggregate (excluded)		0		0		0		0		0		0	0
TOTAL ENERGY CONSUMPTION	817972	2790.92	27521	3825.42	14342	1305.12	5000	620	10000	1390	47373	161.637	10093.098

Table 3A: Municipal Energy Consumption for Baseline Year FY 2014 (Native Fuel Units)

**ERP Guidance Table 3a - Municipal Energy Consumption for 2014
(Native Fuel Units)**

		2014				
		Electric (kWh)	Oil (gallons)	Gasoline (gallons)	Diesel (gallons)	Propane (gallons)
Building	Council On Aging	71,800				3,901
	Town Hall	50,345	1,194			
	Library	44,720	1,937			
	Police Station	87,803	2,606			
	Wellfleet ES	196,440	18,403			
	DPW Highway Barn	116,144	3,319			
	New Fire Station	111,120				10,441
	Shellfish Building	4,185	62			
	Old Fire Substation - South We..	72				
	Transfer Station and Compacto..	35,422				
	Shellfish & Beach Sticker Buildi..	8,229				
	Total	726,280	27,521			14,342
Open Space	Marina Pier	47,446				
	Total	47,446				
Vehicle	Vehicle			5,000	10,000	
	Total			5,000	10,000	
Water/Sewer	Baker's Field Rec Bldg	4,900				
	Ballfield Irrigation Pump	2,037				
	Gull Pond Restroom	36				
	Maguire Landing Restroom	72				
	Newcomb Beach Restroom	76				
	White Crest Restroom	143				
	Grist Mill Way Pump Station	9,573				
	Water Tank	7,007				
	Boy Scout Camp Well Field	20,402				
	Total	44,246				
Grand Total		817,972	27,521	5,000	10,000	14,342

Table 3B: Municipal Energy Consumption for Baseline Year FY 2014 (MMBtu)

ERP Guidance Table 3b - Municipal Energy Consumption for 2014 (MMBTU)
Please make sure that any data submitted to DOER contains complete Data!

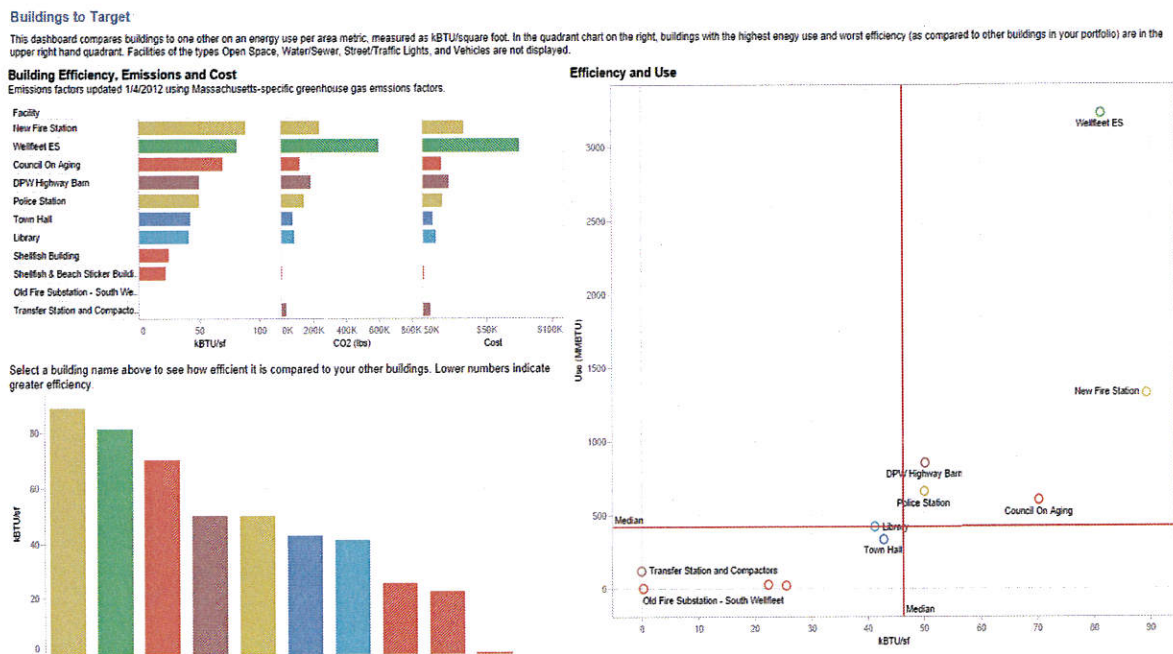
		2014					
		Diesel	Electric	Gasoline	Oil	Propane	Total
Building	Council On Aging		245			355	600
	Town Hall		172		166		338
	Library		153		269		422
	Police Station		300		362		662
	Wellfleet ES		670		2,558		3,228
	DPW Highway Barn		396		461		858
	New Fire Station		379			950	1,329
	Shellfish Building		14		9		23
	Old Fire Substation - South We..		0				0
	Transfer Station and Compacto..		121				121
	Shellfish & Beach Sticker Buildi..		28				28
	Total		2,478		3,825	1,305	7,609
Open Space	Marina Pier		162				162
	Total		162				162
Vehicle	Vehicle	1,390		620			2,010
	Total	1,390		620			2,010
Water/Sewer	Baker's Field Rec Bldg		17				17
	Ballfield Irrigation Pump		7				7
	Gull Pond Restroom		0				0
	Maguire Landing Restroom		0				0
	Newcomb Beach Restroom		0				0
	White Crest Restroom		0				0
	Grist Mill Way Pump Station		33				33
	Water Tank		24				24
	Boy Scout Camp Well Field		70				70
	Total		151				151
Grand Total		1,390	2,791	620	3,825	1,305	9,931

IV. ENERGY REDUCTION PLAN

A. Narrative Summary –

1. Overview of Goals for years 1 – 3: This time period runs from FY 2015 to the end of FY 2017. Wellfleet's strategy will be to focus on fuel conversions, HVAC modifications and upgrading town building envelopes during this time.
2. Overview of Goals for Years 4-5: The goals for FY 2018 and FY 2019 are to complete any unfinished projects listed above, including renovation of the police station.
3. Identify Areas of Least Efficiency/Greatest Waste: It is very useful to gain an understanding of how municipal facilities, namely buildings, perform compared to each other. Figure 2, *Buildings to Target*, compares the energy consumption to the building's efficiency for all the buildings in Wellfleet. As shown in this Figure, the Elementary School and Fire Station are the largest users (of the buildings) of energy in Town. Their efficiency falls upper right of the medians indicate inefficiency in energy consumption and cost per square foot consumption. The Wellfleet Council on Aging building is the next highest user of energy but falls right of median square foot consumption indicating inefficiency. Specific energy saving strategies have been identified for each of these locations.

Figure 2. Buildings to Target from MEI



B. Getting to a 20% Energy Use Reduction Within the 5 Year Period Following the Baseline Year – The Town of Wellfleet is committed to reducing baseline (FY 2014) energy consumption by 20% over the five year period from FY 2015 to the end of FY 2019. A list of specific and documented strategies is presented in Table 4, and accounts for 18.1% of total projected savings. An additional 1.9% of projected energy savings include more general strategies which are discussed below.

1. Program Management Plan for Implementation, Monitoring and Oversight – The Town of Wellfleet's Town Administrator and Select Board will be responsible for securing the funds and general oversight of the energy efficiency projects.

The Town Administrator and Energy Committee will be responsible for maintaining energy use data in MEI as well as DOER Green Communities Annual Reporting requirements.

2. Summary of Energy Audit(s) or Other Sources for Projected Energy Savings – Energy Audits were conducted in seven municipal facilities in Wellfleet by the Cape Light Compact (CLC) through Rise Engineering as part of the DOER

Energy Audit Program. Energy audits were conducted in 2014 at the Town Hall, Library, Department of Public Works building, Council on Aging building, Shellfish/Beach Sticker building, Fire Station and Wellfleet Elementary School.

These audits gathered data during site visit walkthroughs, review of utility bills and discussions with administration officials, staff, and building occupants. The data presented in these audits includes specific Energy Conservation Measures (ECMs) with detailed information about baseline energy use, projected usage savings and annual cost data. This information is contained in individual reports for each facility. Each of these reports is contained in the Appendix. Annual usage for calendar year 2013, cost estimates and annual cost savings were taken directly from these reports to estimate energy savings.

Specific ECM strategies outlined in Table 4, in combination with the strategies identified below account for a projected energy savings of 20%. To reach an energy savings of 20%, the Town of Wellfleet will explore additional energy conservation measures at the in all Town building that will account for the remaining 1.9% of required energy savings.

3. Energy Conservation Measures – A list of documented and itemized energy conservation measures is presented in Table 4. These measures account for 18.1% of the projected 20% of energy savings. This table contains detailed information such as project status, projected annual energy savings, projected annual cost savings, total project cost, incentive and financing information, funding sources as well as a reference source for all information.

Additional measures outlined below amount to a projected energy savings of 193 MMBtu, or approximately 1.9% of the baseline total. The energy savings estimated for these locations will fall under the “undocumented 5%” category of the overall 20%. Specific strategies identified are discussed in more detail below.

The Wellfleet Energy Committee will work to identify additional energy efficiency improvement projects that account for at least 1.9% of the remaining total to bring the Town up to a projected 20% energy savings. Specific measures that will include at least the following:

- Replacing thermal window treatment for all Town building.
- Replacing exterior doors with thermal door and door sealing at for all Town buildings.
- Replace all existing T-12 lighting with T-8 fixtures where possible
- Replace all incandescent lamps with compact fluorescent lamps where possible

In addition to those measures identified in Table 4 and outlined above, the Town of Wellfleet has also adopted a Fuel Efficient Vehicle Policy (FEVP) which states that vehicles will be replaced with more fuel efficiency models when commercially available and feasible. The Town will also evaluating an Anti-Idling Policy for Town-owned vehicles that are expected to have the greatest impact on energy consumption for Town vehicles as they (combined) account for 20% of all energy use in Town. After an initial thirty day educational period with help from the Energy Committee, it will be the responsibility of supervisors to enforce this policy. Department Heads will be asked to monitor compliance and report to the Energy Committee after six months of this policy taking effect in order to make suggestions for improvements or changes.

C. Summary of Long-Term Energy Reduction Goals – Beyond 5 years

1. Municipal Buildings: Town buildings are the largest energy users after town vehicles (all but two of which are in the exempt category) therefore, our municipal buildings will continue to be an area of focus into the future. After the priority work of insulating and air sealing is underway, smaller but still significant projects can be undertaken in all buildings. Such projects would include energy conserving window treatments for smaller area windows where appropriate, upgrading storm windows and installing thermal entrance doors for the Town Hall. We also view training and education of building occupants as an ongoing energy reduction strategy.

2. Vehicles: The Town of Wellfleet has two non-exempt vehicles. When these vehicle is taken out of service and, if the decision is made to replace it, it will be replaced with one meeting the current energy efficient guidelines.

3. Street and Traffic Lighting: the Energy Committee will continue to work with the Police Chief and Select Board to find additional energy savings by using passive, reflective signage rather than lighting for roadway safety where ever possible.

4. Perpetuating Energy Efficiency: The Town of Wellfleet Energy Committee has considered creating an energy conservation savings reinvestment plan to help finance future energy efficiency and energy reduction projects. We will initiate discussions with the Town Administrator and the Select Board.

4: Estimated Energy Savings in Wellfleet Municipal Facilities

Table 4 Energy Conservation Measures Data											
Category/Building	Measure	Status (Completed with month/year or planned Qtr/year)	Energy Data			Financial Data				Reference Data	
			Projected Annual Electricity Savings (kWh)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$ CLC)	Funding Source(s) for Other Grants and Net Town Costs	Source for Projected Savings
Town Hall	High Efficiency Chiller	2 nd qtr 2015	2,650			\$477	\$68,840	\$65,222	\$3,618		CLC Energy Audit
	Fuel Conversion to Propane and High Efficiency Boiler	2 nd qtr 2015		172		\$533	\$15,757		\$2,000		CLC Energy Audit
Town Hall	Electronic Commutative Motors	2 nd qtr 2015	2,734			\$492	\$9,500	\$9,500			CLC Energy Audit
Library	Demand Control Ventilation	3 rd qtr 2016	4,644			\$1,321	\$8,000		\$8,000		CLC Energy Audit
DPW Barn	Oil to Propane Conversion	3 rd qtr 2015			0	\$488	\$28,015	\$28,015			CLC Energy Audit
DPW Barn	High Efficiency Propane Boiler	3 rd qtr 2015			545.0	\$1,392	\$7,004	\$4,004	\$3,000		CLC Energy Audit
DPW Barn	Infrared Heating System for Large Maintenance Bay	3 rd qtr 2015			336.0	\$1,041	\$17,324	\$14,324	\$3,000		CLC Energy Audit
Shellfish/Beach Sticker Bldg	High Efficiency Heat Pump	3 rd qtr 2015	901			\$171	\$5,000	\$4,500	\$500		CLC Energy Audit
Shellfish/Beach Sticker Bldg	Wall Insulation	3 rd qtr 2015	904			\$172	\$945		\$945		CLC Energy Audit
Shellfish Bldg - old	Decommissioning/Dem olition	2 nd qtr 2015	4,185	700		\$3,072					
School	Energy Management System DDC w/DCV Drives	3 rd qtr 2016	1,897	2,992		\$9,619	\$302,118	\$302,118			CLC Energy Audit
School	Variable Frequency	3 rd qtr 2015	16,600			\$2,988	\$34,682	\$34,682			CLC Energy Audit
School	Fuel Conversion to Propane and High Efficiency Boiler	3 rd qtr 2015			2,512	\$5,131	\$216,298	\$167,786	\$48,512		CLC Energy Audit
School	Energy Recovery Ventilation	2 nd qtr 2015		381		\$1,182	\$8,576		\$8,576		CLC Energy Audit
School	Demand Circulator	3 rd qtr 2015	1,185	41		\$340	\$6,000	\$6,000			CLC Energy Audit
Council on Aging	High Efficiency Condensing Propane Furnaces	3 rd qtr 2016			430	\$842	\$8,195	\$4,195	\$4,000		CLC Energy Audit
Fire Station	Energy Recovery Ventilation	2 nd qtr 2015	3,075		2,933	\$6,333	\$10,174		\$10,174		CLC Energy Audit
Fire Station	RTU Optimizer Digi- VAV	2 nd qtr 2015	35,081		252	\$5,756	\$15,825		\$15,825		CLC Energy Audit
Police Station	Decrease set points on heating system	2nd qtr 2018		300		\$1,146	\$0				Springer Architects AIA Lead AP
Police Station	Building Insulation	2nd qtr 2018	15,804	470		\$2,535	\$33,400	\$29,400	\$4,000		Springer Architects AIA Lead AP
Police Station	Retrofit to Stretch Code levels	2nd qtr 2018	22,000	651		\$841	\$52,896	\$52,896			Springer Architects AIA Lead AP
Police Station	Increase cooling set points	2nd qtr 2018		100		\$411	\$0				Springer Architects AIA Lead AP
BUILDINGS SUBTOTAL			111,660	5,807	7,008.0	\$46,283	\$848,549	\$722,642	\$112,150		
STREET AND TRAFFIC LIGHTS SUBTOTAL				0	0	\$0	\$0	\$0	\$0		
WATER/SEWER/PUMPING SUBTOTAL				0	0	\$0	\$0	\$0	\$0		
VEHICLES SUBTOTAL				0	0	\$0	\$0	\$0	\$0		
TOTAL Projected Savings			111,660	5,807	7,008	\$46,283	\$848,549	\$722,642	\$112,150		
TOTAL MMBtu SAVINGS			1825.88492	807.173	637.728						

V. ONSITE RENEWABLE ENERGY PROJECTS & RENEWABLE ENERGY

The Town of Wellfleet is developing plans for a solar array on the Town's capped landfill. However, after completion of the energy conservation measures described, Wellfleet will consider onsite generation of electricity by a PV array mounted on the Department of Public Works building roof.

VI. LIST OF RESOURCES

The Town of Wellfleet used the following people and resources to create this ERP:

□ Seth Pickering: Green Communities Regional Coordinator, Massachusetts Department of Energy Resources (DOER). Seth.Pickering@state.ma.us

Green Communities Grant Program Information and Guidance: MA DOER, www.mass.gov/energy/greencommunities

Marcus Springer: RIBA, AIA, LEED AP

Energy Audit Reports, Energy Audit Reports, and Energy Audit Summary Report: Prepared by Rise Engineering at the request of Cape Light Compact as part of the MA DOER Energy Audit Program, 2014 (see Appendix).

MMBtu Conversion Chart¹

Fuel Energy Content of Common Fossil Fuels per DOE/EIA

BTU Content of Common Energy Units – (1 million Btu equals 1 MMBtu)

- 1 kilowatt hour of electricity = 0.003412 MMBtu
- 1 therm = 0.1 MMBtu
- 1 ccf (100 cubic foot) of natural gas = 0.1028 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of heating oil = 0.139 MMBtu
- 1 gallon of propane = 0.091 MMBtu
- 1 cord of wood = 20 MMBtu
- 1 gallon of gasoline = 0.124 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of E100 ethanol = 0.084 MMBtu
- 1 gallon of E85 ethanol = 0.095 MMBtu
- 1 gallon of diesel fuel = 0.139 MMBtu
- 1 gallon of B100 biodiesel = 0.129 MMBtu
- 1 gallon of B20 biodiesel = 0.136 MMBtu
- 1 gallon of B10 biodiesel = 0.137 MMBtu
- 1 gallon of B5 biodiesel = 0.138 MMBtu

FOR MORE INFORMATION

Website:

www.mass.gov/energy/greencommunities

Town of Wellfleet Energy Reduction Plan APPENDIX

Energy Audit Report, Wellfleet Elementary School

Energy Audit Report, Fire Station

Energy Audit Report, Department of Public Works Building

Energy Audit Report, Town Hall

Energy Audit Report, Shellfish/Beach Sticker Building

Energy Audit Report, Public Library

Energy Audit Report, Council on Aging

Energy Reductions for the Wellfleet Police Station

**TOWN OF Wellfleet
BOARD OF SELECTMEN**

September __, 2014

To Whom It May Concern:

Please be advised that on _____, the Board of Selectmen of the Town of Wellfleet met at their regularly scheduled meeting and voted to approve the Energy Reduction Plan for Criterion #3 of the Green Communities Application for Designation, as presented by the Wellfleet Energy Committee. The Selectmen were given copies of the plan for review prior to the meeting.

The Board of Selectmen voted _____ to support the plan and the minutes of that meeting include that vote.

Sincerely,

BOARD OF SELECTMEN



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR
SUBJECT: AGENDA REQUEST FROM MARIA ECKE
DATE: 9/3/2014
CC: FILE

At the August 26, 2014 Board of Selectmen's meeting Maria Ecke read her August 20, 2014 letter (copy attached) requesting an agenda item. Under the "Future Concerns" section of the meeting the Board asked me to research the issue and report back to the Board.

The substance of Ms. Ecke's letter is she believes that there should be a single, authoritative list or catalog of lots maintained by the Town of Wellfleet. In the letter she offers the opinion that the assessing department's practice of combining more than one lot into a single parcel for assessing purposes has to potential for and in fact has misled some on this issue. She specifically refers to use of the assessing date by neighborhood associations for the purpose of assessing maintenance costs.

The word "Lot" used in the context of real estate can have different meanings in different situations. For example:

- The Planning Board, in approving subdivision plans or in making "approval not required" endorsements defines "Lot" as "an area of land in one ownership, with definite boundaries, used or available for use, as the site for one or more buildings, and intended for transfer of ownership." This definition speaks to the lot at the time of creation of the lot by plan and does not govern the Lot's future status as ownership and zoning bylaws change. Because a lot may be used for an accessory structure or for transfer to a neighbor to solve any one of a number of issues, the definition does not presume that the lot can be built upon for residential purposes.
- Lots may also be created by deed. Prior to the adoption of the Subdivision Control Law in Wellfleet, parcels could be divided and lots created by deed. Even today lots which have never been surveyed can still be transferred by deed.¹
- The Zoning Board of Appeals in the Zoning Bylaw defines "Lot" as a "Parcel of land occupied or intended to be occupied by one Principal Building or Principal Use and its accessory buildings, except as provided for in Section 5.4.13 of these By-Laws, together

¹ See, General Laws, Chapter 183, Section 6A for the circumstances where this is permissible.

with such open spaces as are required under the provisions of this By-Law, having not less than the minimum area required by the By-Law for a lot in the district in which such land is situated, and having its principal frontage on a street or on such other means of access as may be determined in accordance with the provisions of law to be adequate as a condition of the issuance of a building permit for a building on such land.” This definition speaks to the time the Lot is put to a use such as the building of a residence.

- Assessors use the term “Parcel” rather than “Lot.” Since assessors can, and do, combine “lots” into larger “parcels” where convenient for assessing purposes. What was a “lot” at the time of its creation by plan or which met the definition as a “lot” for building at some time in the past may no longer qualify as such. Note also that the assessor’s atlas includes a note that makes it clear that the map is for assessing purposes only and other, more authoritative, sources should be consulted for other purposes.
- The Board of Health incorporates into its regulations the definitions contained in the State Building Code, the State Sanitary Code and the State Wetlands regulations which, because the regulatory focus differs from planning, zoning or assessing may involve additional definitions of the term “Lot.”

An example of the varying applications of these definitions is the Somerset Ave subdivision, where Ms. Ecke owns property. The Somerset Ave subdivision was created in 1973. All of the lots are slightly in excess of 20,000 square feet in area. The lots met the minimum lot size for residential building in 1973, but do not meet the current minimum residential lot size. As a result, a lot on Somerset Ave. held in the same ownership as an adjacent lot may have been merged into a single lot by virtue of the operation of the current zoning bylaw².

The following problems present themselves should the Town decide to implement the suggestion that the Town maintain a log of “Lots:”

1. There would have to be agreement on the legal status of a parcel of land would have to meet to be classified as a “Lot.” Whatever definition is agreed upon will not provide a definitive answer in all situations.
2. Maintaining such a log would require the Town to conduct an exhaustive examination of the legal status of each lot for zoning, public health, building code and environmental law compliance. Such an effort would require substantial time and effort by trained staff, for which we have no current budget. While such effort is necessary when permits are applied for, the Town normally does not undertake such investigations in other circumstances.
3. The list would not be authoritative. I am unaware of any statutory authority for such a list. Lot owners, abutters and others would be free to challenge a determination by the Town with which they did not agree.
4. Such a list would not be of assistance to neighborhood associations. In neighborhood associations created by a developer, there is normally an assessment

² Note that this is a simple explanation of the zoning “doctrine of merger”; there are exceptions to the application of this doctrine which have been the subject of multiple court decisions. See, for example, the exceptions in General Laws, Chapter 40A, Section 6.

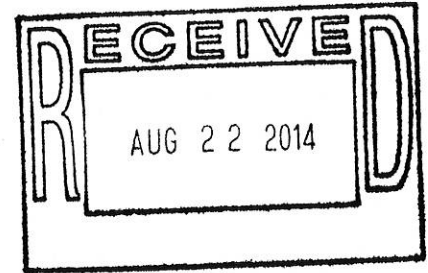
process defined in the organizing document for the association. In the case of repairs to private roads under General Laws, chapter 84, sections 12 – 14 the manner of apportioning the cost of repairs is determined by the neighborhood association's assessors (not the same as the Town's assessor.) The statute³ does not reference "lots" nor does it require the apportionment of the cost by "lot."

Recommendation: For the foregoing reasons I do not recommend that the Town allocate resources to maintaining a registry of "Lots."

³ General Laws, Chapter 84, Section 14.

August 20, 2014

To: Board of Directors
Paul Pilcher, Chair
Dennis Murphy, Vice Chair
John Morrissey, Clerk
Berta Bruinooge, Member
Jerry Houck, Member
Fax: 508-349-0305



Re: Addition to the Agenda for the Board of Selectmen Meeting on August 26, 2014

In the recent years of hard stressed economic times, families have had to change their spending habits as well as businesses and even Towns which run as a business. In the early days Wellfleet had very new infrastructure but over the years the roads have lost their integrity, which has made many roads unplowable and un-passable because of deterioration. On paper there were just as many private roads as public roads but now with all the associations popping up there seems to be an awful lot of private roads in disrepair. The Public Works Department has trouble and even refused to plow some roads. This revelation of the number of private roads has not changed but in these recent days there seems to be an economic distress among families and yes, even Towns. Hence, this is where the problem lies. With Towns now having less money for their resources they are coming down on all of the hundreds of private roads because of maintenance costs; therefore, there are now more neighborhood associations popping up. That is all fine and dandy, but the Towns have not changed their legal bookwork declaring what constitutes a single Lot from a double or triple Lot that will be used for verification by the association and the number of participants, or are they merely clustered together for tax purposes only and are now being used for purposes of association Lot numbers. So now there is now a problem with defining how many single property Lots are actually contained in all of these, new neighborhood Associations. The surveyors who guard over these associations use the Town tax papers when deciding how many individual Lots are situated amongst the number of payees per associations, for example there are many home owners who own 2 or 3 Lots on any given street but if you look it up by the tax documents it will show it only as one single property because they sometimes butt up next to each other. This is not fair and it needs to be changed. Those who own more than one lot in a neighborhood should be regarded as not individual Lot owners because when the associations break down the number of payees and divide up the dues these individuals with more than one Lot are not paying their rightful share. It is time now for the Towns to change with the times and not take their tax documents and confuse these associations with the actual number of Lots when these associations are figuring out the number of participants in their breakdown of payees in their mathematical figuration of Lot ownership. There needs to be one Town log book showing how many actual Lots are in a development, for when these associations are counting individual Lots there will no longer be any misunderstanding of the actual number of Lots belonging to each participant of the association. If you cannot put this issue on the agenda now when can you?



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR
SUBJECT: NSTAR SPRAYING
DATE: 9/11/2014
CC:

Over the past week I have received three communications expressing concern about NStar's spraying in Wellfleet (telephone calls from Laura Kelly and Irene Goldman and the attached letter from Alexandra Grabbe.) In the past the Board has, on a number of occasions, written various public officials to express its concern over NStar's use of pesticides on Cape Cod, with no apparent effect. Conversations this week have requested that the Town seek a court injunction to halt NStar's activities in Wellfleet.

Whether to do so is a policy matter properly within the jurisdiction of the Selectmen.

My understanding is that courts defer to the expertise of administrative agencies when reviewing rule making and administrative permitting. In order to effectively litigate this issue it would be necessary to engage experts and develop expert scientific testimony that clearly demonstrates that the agency (in this case MDAR) either exceeded its authority or proceeded in reliance on factually incorrect scientific information. Such an undertaking would involve significant expense for both experts and counsel without any guarantee of success. I do not believe that Wellfleet's appropriation for legal services is sufficient for such a project. I have therefore responded to the two telephone inquiries by advising that I would not authorize the expenditure of Town funds in pursuit of this end. I will similarly respond to Ms. Grabbe after the Board has had an opportunity to determine whether it wishes to consider this issue further.

I have canvassed other Cape town administrators and do not find support for a joint effort at this time.

I have authorized the Health and Conservation agent to take selected water samples to document baseline conditions.

**TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2016**

It shall be the policy of the Town of Wellfleet that this Budget Policy articulates the Town's priorities and goals and provides an overview outlining the issues to be addressed during the Town of Wellfleet's budget process. This policy is adopted pursuant to Town Charter section 7-2-1 and Board of Selectmen's Policy 2013-1, Budget and Fiscal Management Policy.

BUDGET COMPLIANCE: The Budget will be estimated in accordance with all applicable laws. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund and the Enterprise Funds.

BUDGET COMPONENTS: The Budget shall be composed of a General Fund Operating Budget, the Marina Enterprise Fund, the Water System Enterprise Fund, a Capital Budget, a ten year Capital Improvement Plan and any budget Articles proposed for the Annual Town Meeting Warrant. The Budget should include financial results for the previous year and the current year. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

ENTERPRISE FUNDS: The Town of Wellfleet shall propose budgets for the Enterprise Funds that are self-supporting without a property tax transfer and which shall also reasonably and accurately allocate indirect costs.

CAPITAL BUDGET: The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will encompass capital projects or items with an overall expenditure of at least \$5,000 and a life expectancy of at least one year.

CAPITAL IMPROVEMENT PLAN:¹ The Town of Wellfleet shall propose a ten year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including if additional personnel may be required.

The Town Administrator will review and revise the approved FY2016 Capital Improvement Plan with Department Heads during the fall budget planning process.

The FY2016 Capital Improvement Plan shall be submitted to the Finance Committee and the Board of Selectmen not later than the 1st of June. The Finance Committee shall by the 30th of June submit a report to the Board of Selectmen and the Town Clerk with their recommendations on the Capital Improvement Plan and shall hold a Public Hearing on the Capital Improvement Plan within 7 days of a public notice appears in one or more

¹ See Town Charter section 7-5.

local newspapers. As part of the review of Capital Improvement Plan, it is expected that the Nauset Regional School District shall submit their Capital Improvement Plan to the Town of Wellfleet.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 1, 2014. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 9, 2014.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET

APPROVALS: The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and, if necessary, in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by March 4, 2015.

ADDITIONAL REQUESTED BUDGET AMOUNTS: Additional requested budget amounts above the previous year's budget request are not encouraged but will be considered if justification for such additional amounts is included with the budget materials. Justification and any supporting documents shall be submitted by department heads as a separate submission. Priority will be given for requests that place a minimum reliance upon the property tax to fund these endeavors and for requests required to meet legal obligations of the Town of Wellfleet.

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

THE BOARD OF SELECTMEN ADOPT THE FOLLOWING FISCAL MANAGEMENT GOALS:

- To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.
- Not to authorize any new significant program without an identified financing source to pay for said program.

- Not to authorize any new full time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- To replace open full time positions with part time employees or equally qualified volunteers to realize savings in employee benefits.
- No borrowing to fund operational programs.
- The maximum utilization of funds from all revenue sources to fund programs.
- Whenever possible and reasonable, to cultivate productivity improvements that could lead to realized savings.
- Whenever possible and reasonable, to investigate regional opportunities that could lead to realized savings.
- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.
- To gradually increase its annual OPEB appropriation to achieve a level of \$400,000 by FY2018. The FY2015 contribution was \$200,000; the goal for FY2016 is \$250,000.
- To gradually increase the Stabilization Fund to approximately 5.0% of the annual operating budget. \$50,000 was transferred to the Fund at the 2014 annual town meeting. The Fund balance after the 2014 annual meeting was approximately \$606,078 with a goal of approximately \$685,000. A transfer of \$50,000 annually will allow this goal to be met in three years.
- To maintain the Reserve Fund at an amount equal to 0.5% of the operating budget. For Fiscal 2015 the Reserve Fund was budget at \$75,000 and met this goal. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle.
- To maintain a free cash balance equal to approximately 4.5% of the operating budget. For Fiscal 2015 the operating budget was approximately \$15 million dollars so the goal amount was \$675,000 and was met.

Adopted: September ____, 2014

FY 2016 Annual Budget and Annual Town Meeting Schedule

DRAFT

SEPTEMBER			
DATE	ACTION	WHO	
September 16, 2014	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS	
September 17, 2014	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom	
September 30, 2014	BOS Meeting: Issue FY2016 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and <u>issue a policy statement</u> relating to the budget for the ensuing Fiscal Year.') BOS MEETING: Charter Sec. 7-2-2 - 'Not later than the 31st of October the BOS + FinCom shall set a date for the TA to submit to the above bodies a comprehensive budget for all Town functions for the ensuing Fiscal Year and an accompanying budget message.'	TA/ATA	
September 30, 2014	Certify Free Cash	TA/BOS/FinCom	
September 30, 2014	Estimate revenues for FY2016 based on financial analysis of previous fiscal years	Accountant	
OCTOBER			
DATE	ACTION	WHO	
October 1, 2014	Distribute Operating Budget, FY2016 CIP for review, Budget Policy Statement + instructions/guidelines to Dept Heads	TA/EA	
October 14, 2014	BOS MEETING: If not approved by BOS Sept 30, set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	TA	
October 22, 2014	FINCOM MEETING	FinCom	
October 28, 2014	BOS MEETING	BOS	
October 31, 2014	FINAL deadline date for Budget Policy Statement to BOS/FinCom + set date for budget submission (see above Charter Sec 7-2-2)	FinCom	

T:\BOS\Current BOS Meeting Materials\2014\2014-09-16\FY2016 Budget and ATM Schedule 2014-09-02.xls

FY 2016 Annual Budget and Annual Town Meeting Schedule

NOVEMBER		
DATE	ACTION	WHO
November 1, 2014	DEADLINE for submission of Operating Budget and review of FY2016 CIP to TA	Dept Heads
November 3-7, 2014	Individual Dept Head Meetings w TA. Alert FinCom liaison to Depts of specific meeting date	TA/Dept Heads/FinCom
November 18, 2014 or November 25, 2014	BOS MEETING: Schedule joint FinCom Big 5 Budget Review on December 16, 2014	BOS
DECEMBER		
DATE	ACTION	WHO
December 5, 2014	Submission of budget documents and budget message to BOS + FinCom. Include FY16 budget documents + message in BOS Packets	TA/ATA
December 5, 2014	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 5, 2014	Budget materials made available to public	EA
December 9, 2014	BOS MEETING: Distribute budget packets for the Big 5 Budgets	TA/EA
December 12, 2014	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2015	EA
December 15, 2014	2014 ANNUAL REPORT SUBMISSIONS DUE	All Boards/Committees
December 16, 2014	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 19, 2014	Develop draft ATM Article Index	ATA

FY 2016 Annual Budget and Annual Town Meeting Schedule

JANUARY		
DATE	ACTION	WHO
January 5, 2015	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 13, 2015	BOS MEETING: Submit FY15 Regional School Budget Development Schedule to BOS with January 9, 2015 packets	TA
January 13, 2015	BOS MEETING: Submit draft ATM Article Index to BOS	ATA
January 21, 2015	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 27, 2015	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets on January 23, 2014	TA/Accountant
January 27, 2015	BOS MEETING: Review and place ATM Articles	BOS
January 30, 2015	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 3, 2015 [tentative date - confirm with School Committee]	School Committee Meeting - Final budget review + vote to approve FY2016 regional school budget	School Committee
February 6, 2015	Deadline to receive proposed ATM Articles + Transfer Requests from Dept + Committee Heads	Dept + Committee Heads
February 10, 2015	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting	BOS/FinCom/School Reps
February 11, 2015	Distribute placed Articles to Boards/Committees	EA
February 12, 2015	TENTATIVE - Receive approved regional school budget	NRST Business Manager
February 24, 2015	BOS MEETING: Review and place ATM Articles	BOS
February 25, 2015	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 26, 2015	Distribute placed Articles to Boards/Committees for recommendations	EA
February 27, 2015	FINCOM to submit final budget recommendations to TA	FinCom
February 27, 2015	Deadline for petitioned articles ("Prior to Mar 1" - Charter 2-4-2)	Registered Voters

1. BOS Current BOS Meeting Materials 2014-2015-16 FY2016 Budget and ATM Schedule 2014-09-02.xls

FY 2016 Annual Budget and Annual Town Meeting Schedule

MARCH		
DATE	ACTION	WHO
March 2, 2015	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 10, 2015	BOS MEETING: Place and vote final ATM Articles	BOS
March 11, 2015	Distribute placed Articles to Boards/Committees	EA
March 13, 2015	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	Board/Com Chairs + Com Secretaries
March 19, 2015	Final Review of Warrant	TA/ATA/EA
March 24, 2015	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 25, 2015	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 25, 2015	FINCOM MEETING	FinCom
March 26, 2015	Submit Warrant to printer	EA
APRIL		
DATE	ACTION	WHO
April 1, 2015	Distribute CIP request forms. Due May 1, 2015	EA
April 14, 2015	BOS MEETING	BOS
April 13, 2015	Deadline for mailing Warrants ("14 days prior to ATM" Charter 2-3-2)	Printer
April 15, 2015	Finalize Article Motions	TA/ATA/EA
April 17, 2015	[Tentative] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair
April 20-23, 2015	Create Power Point Presentation with Articles and Motions for ATM	EA
April 22, 2015	FINCOM MEETING	FinCom
April 27, 2015	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 27, 2015	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 28, 2015	BOS MEETING	BOS

FY 2016 Annual Budget and Annual Town Meeting Schedule

MAY			
DATE	ACTION	WHO	
May 1, 2015	FY2016 CIP request forms due from Department Heads	EA	
May 4-29, 2015	TA to prepare FY2016 CIP	TA	
May 12, 2015	BOS MEETING	BOS	
May 26, 2015	BOS MEETING: Submit FY2016 CIP to BOS + FinCom	EA	
May 27, 2015	FINCOM MEETING	FinCom	
JUNE			
DATE	ACTION	WHO	
June 1, 2015	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA	
June 9, 2015	BOS MEETING	BOS	
June 23, 2015	BOS MEETING	BOS	
June 24, 2015	FINCOM MEETING	FinCom	
June 30, 2015	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom	
TBD: CIP Public Hearing	Charter Sec 7-6-1: 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.'	FinCom	



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator's Report
Date: September 11, 2014

This report is for the period August 22, 2014 through September 10, 2014.

- 1 Route 6/Mains Street Intersection Improvement Project. I have reserved the COA on Tuesday, October 22 from 7:00 PM on to introduce the engineering firm we have hired and to seek citizen input on the project and important considerations.
- 2 NStar spraying. I have received three requests that the Town seek a court injunction to halt NStar spraying in Wellfleet. I have canvassed the other Cape Town Administrators and find little interest in mounting a legal challenge.
- 3 Community Policing. Chief Fisette is investigating joint training with Provincetown.
- 4 PAYT. August 31st is the end of the first nine months of PAYT. I will be doing an analysis of results as soon as I have information from Town departments and WasteZero.
- 5 Regional Dispatch. Attended meeting on September 9th with Chief Pauley at the Sheriff's offices to review the draft operating agreement and draft budget for FY 2016 prepared by the Sheriff.
- 6 Additional Meetings. August 27th with County IT for periodic review; Elementary School Roof construction meetings August 28th and September 4th, ATA Screening Committee September 2nd, Personnel Board August 28th, Building Needs September 8th, Department Heads September 10th, 208 Stakeholders September 10th, Board of Health September 10th.
- 7 Public Works Projects: See separate memorandum attached.
- 8 Personnel Matters:
 - a. Administrative actions:
 - b. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Assistant Town Administrator resigned effective July 8, 2014. Applications being screened by the Screening Committee.
 - ii. DPW. Two vacancies: equipment operator position at the Transfer Station, and Facilities/Craftsman
 - iii. Animal Control Officer resigned effective July 14, 2014. Interviews being scheduled.
 - iv. Building – Building Inspector is part time.

TOWN ADMINISTRATOR'S REPORT TO THE SELECTMEN

- v. Health – Assistant health agent position is vacant. Being filled on a part time basis using the funding previously appropriated by contract with the County one day a week.
- vi. Herring Warden. Job description redrafted and sent to NRAB and SAB for review and comment. SAB has no comment



TOWN OF WELFLEET

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MEMORANDUM

TO: BUILDING NEEDS ASSESSMENT COMMITTEE
FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR
SUBJECT: STATUS OF PUBLIC CONSTRUCTION PROJECTS
DATE: 9/5/2014; REV'D 9/11/2014
CC: BOARD OF SLECTMEN

Not all of the following projects fall within the purview of the Building Needs Assessment Committee, but it is easier for me to maintain a single status document. The status of pending public works projects is as follows:

1. **Water System Expansion.** This project is essentially complete. I still expect a small bill from the engineer. The retainage needs to be released and there is some remaining documentation to do. We have completed the permanent financing with the USDA. There were three change orders, all initiated by the Town: 1) add the private roads and reduce paving to compensate; 2) add a culvert under Chequessett Neck road required by the Conservation Commission; and 3) extend service on Hiller Ave. beyond its intersection with Summit Street.
2. **Wellfleet Elementary School Roof.** This project is also essentially complete. The closeout meeting was on September 4th. What remains is payment of the change order, release of retainage and final payments to the OPM and designer. The OPM, designer and MSBA commissioning agent are all pleased by the general contractor's work. The change order was for some additional repairs where water damage was noted. Because some unit price item quantities were less than estimated, the total cost of the project, including the extra work, exceeded the bid amount by about \$6,000, well within the owner's contingency. As soon as the final bills are paid and remaining closeout steps completed a reimbursement request to the MSBA will be initiated.
3. **Baker Field Restrooms.** Location of the rest room facility on the property is an issue. The analysis of possible locations is discussed in a report posted on the Town web site. After briefing the selectmen on the issue, the commission to the designer has been revised to do a study of a possible location of a replacement building to house the Recreation Department operations and a public restroom. The designer has been provided with the Recreation Department's view of their space needs. Funding is from the 2013 annual town meeting.

4. **Baker Field Tennis Courts.** Design is complete and the project is ready to bid but I have placed it on hold until the restroom site issue has been resolved in order to insure that it does not conflict with a possible site for a combined Recreation Department/restroom building. Funding is from the 2013 annual town meeting and includes CPA funds.
5. **Police Station/Police Department Needs Study.** We are awaiting the final report and cost estimate from the designer. The designer also owes us a presentation to be made at a selectmen's meeting. Funding is encumbered from the FY 2014 operating budget.
6. **Waterfront Buildings Needs Study.** The contract has been awarded. An initial meeting attended by affected Town department heads and the designer was held on August 6th. Funding is encumbered from the 2014 operating budget.
7. **Dredging.** A contract for the required engineering work has been sent to Bourne Consulting Engineering. There is \$11,000,000 in the Commonwealth's environmental bond bill for dredging the Harbor, however release of those funds is a political decision that rests with the governor and is not assured. Funding for permitting is from an existing capital appropriation but additional funding will be required to complete the permitting.
8. **Route 6/Main Street Intersection Improvement.** The contract was awarded on August 26th. The next step is to schedule a "zero percent" design review. I am looking to the Community Forum to host the event. \$200,000 was appropriated at the 2014 annual town meeting. Additional funding of about \$76,000 will be required in a future year to complete the design.
9. **COA Garden Project.** Work is in progress. Funding is from COA gift account.
10. **Library Reading Room Addition.** A request for qualifications for designer services is ready to issue. A copy of the draft is attached to the BNA copy of this memorandum. This project will be funded with Library trust funds.
11. **Government TV Channel Facility.** There is a room in the Library available to house the "head end" gear, but we will need minor modifications to the Library to provide adequate climate control for the servers and a separate entrance so the facility can be accessed while the Library is closed. This project is expected to involve designer fees less than \$10,000 and construction costs less than \$100,000 and is not subject to the designer selection law. No steps have been taken to date. First step will be to hire an architect to do a study and provide accost estimate. Funding is from Cable TV licensing revenues.
12. **Beach Access and Parking Development.** This project is to study the development of additional parking behind the Elementary School ball field and also to study improved pedestrian access from the beach lots to the beaches. No procurement steps to date. Funding is from the 2014 annual town meeting
13. **Housing Authority Affordable Accessory Dwelling Unit Project.** Draft RFP for developer proposals is under review.

14. **Gull Pond Road Affordable Housing.** Construction is underway. I have not had a role in this project to date.
15. **Hamblin Island Restoration Project.** Project is essentially complete. All that remains is the installation of a hand pump well. Handled by ATA King; I have not had a role in this project.
16. **Long Pond Road Affordable Housing.** Habitat for Humanity has been selected to develop the project. The Housing Authority anticipates that the developer will submit an application for zoning approvals within the coming months. Tim King prepared the RFP for developer proposals; I have not had a role in this project.
17. **Sea Babies Playground.** A RFP is being drafted by Liz Sorel for my revue. Project is funded by private donation and CPA funding.

Town of Wellfleet Committee Vacancies

Date: September 12, 2014
To: Harry Terkanian
From: Jeanne Maclauchlan
Re: Appointments to Town Boards

The following provides the appointing authority with a comprehensive view of vacant positions on each Town Board. Each identifies the amount and type of positions that are vacant, the authority for making the appointment, the length of the term and the number of applications requesting consideration to fill a vacancy.

Barnstable Human Rights Commission (1 Wellfleet Representative)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file.		

Bike & Walkways Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file.		

Board of Water Commissioners (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: Two applications on file.		

Building and Needs Assessment Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file.		

Bylaw Committee (3 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Moderator	3 years
Requesting Appointment: No applications on file.		

Cable Advisory Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year
Requesting Appointment: No applications on file.		

Commission on Disabilities (up to 7 Members)

Vacant Positions	Appointing Authority	Length of Term
4 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file.		

Cultural Council (no more than 22 members)

Vacant Positions	Appointing Authority	Length of Term
13 positions	Board of Selectmen	3 years
Requesting Appointment: One application on file.		

Energy Committee (7 Members, 2 Alternates)

Vacant Positions Appointing Authority
1 Alternate Position Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
2 years

Herring Warden (1 Warden, 1 Assistant Warden)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
1 Assistant Position Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
3 years
3 years

Historical Commission (7 Members)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
1 Position Board of Selectmen
Requesting Appointment: **One application on file.**

Length of Term
3 years
6/2015 (to complete term)

Housing Authority (5 Members)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
4 years (to complete term)

Open Space Committee (7 Members)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
1 year

Personnel Board (4 Community Members)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
Requesting Appointment: No application on file.

Length of Term
6/30/2015 (to complete term)

Shellfish Advisory Board (7 Members, 2 Alternates)

Vacant Positions Appointing Authority
1 Alternate Position Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
3 years

Wastewater Planning Committee (7 Members)

Vacant Positions Appointing Authority
2 Positions Board of Selectmen
Requesting Appointment: No applications on file.

Length of Term
3 years

Inactive Committees to be dissolved:

Charter Review Committee
Local Comprehensive Plan Implementation Committee

ATM 2004
ATM 4/28/2008



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**Wellfleet Board of Selectmen
Minutes of the Meeting of August 26, 2014
Wellfleet Senior Center, 7:00 p.m.**

Present: Paul Pilcher, Chairman, Berta Bruinooge, John Morrissey, Dennis Murphy; Jerry Houk; Town Administrator Harry Terkanian

Chairman Paul Pilcher called the meeting to order at 7:00 p.m. The meeting started with a moment of silence for the victim of the August 19, 2014 car accident.

Announcements, Open Session and Public Comment(s) [7:00]

Town Administrator Harry Terkanian announced:

- Board of Health public hearing scheduled for September 10th to consider amending their regulations to change the days of the week on which the Transfer Station is closed from Wednesday and Thursday to Thursday and Friday.
- Cape Cod Commission public hearing on the draft section 208 Area Wide Water Quality Management Plan scheduled for Wednesday, September 10, 2014 from 4PM to 6PM at Preservation Hall.

Lydia Vivante, Chair of the Recycling Committee announced that the swap shop reopening is scheduled for September 2, 2014 with hours of operation Tuesdays, Saturdays and Sundays 8:00 am - 12:00 pm.

Maria Ecke of 85 Somerset Ave read her letter¹ asking for an addition to the agenda. Pilcher responded that the request will be discussed as a future concern item later in the meeting.

Appointments

Nicolas Watkins, applicant willing to serve on the Historical Commission was not present for an interview.

Motion 15-039:

Bruinooge moved to appoint Nickolas Watkins to the Historical Commission with term ending June 30, 2017. No member of the Board seconded and the motion failed.

Barbara Brennessel was present to answer Selectmen's questions regarding her application to be appointed to the Conservation Commission.

Motion 15-040:

Murphy moved and Morrissey seconded to appoint Barbara Brennessel to the Conservation Commission with term ending June 30, 2016. The motion carried 5-0.

Appointments to the Assistant Town Administrator's Screening Committee

Pilcher and Bruinooge expressed interest to serve on the Assistant TA screening committee. Terkanian recommended Andrew Freeman from the Planning Board, the Police Chief, the COA Director and the DPW Director and one or two at large members. Terkanian said that Dale Donovan, Jennifer Pierce and Amy Voll have all expressed a willingness to serve.

Motion 15-041: Bruinooge moved and Morrissey seconded to appoint Amy Voll to the Assistant Town Administrator's screening committee. The motion passed 5-0

Motion 15-042: Pilcher moved and Murphy seconded to appoint Jennifer Pierce to the Assistant Town Administrator's screening committee. The motion passed 5-0.

Pilcher read the names of all appointees to the Assistant Town Administrator's screening committee - Andrew Freeman from the Planning Board, the Police Chief, the COA Director, the DPW Director and at large members Amy Voll and Jennifer Pierce.

Motion 15-043: Murphy moved and Morrissey seconded to appoint selectmen Paul Pilcher and Berta Bruinooge, Planning Board member Andrew Freeman, the Police Chief Ronald Fisette, the COA Director Suzanne Thomas, the DPW Director Mark Vincent and at large members Amy Voll and Jennifer Pierce to the Assistant Town Administrator screening committee. The motion carried 5-0.

Public Hearing(s) – Pilcher opened the public hearing at 7:15 pm.

Shellfish Constable Andy Koch recommended² approving the application received on August 8, 2014 from Ralph Bassett and Laura Lambert to transfer shellfish grant license #01-01 ext from Ralph Bassett and Laura Lambert to Ralph Bassett, Laura Lambert and Kevin Cormier

Motion 15-044: Bruinooge moved and Morrissey seconded to approve the request of Ralph Bassett and Laura Lambert to transfer shellfish grant license #01-01 ext from Ralph Bassett and Laura Lambert to Ralph Bassett, Laura Lambert and Kevin Cormier. The motion carried 5-0.

The public hearing closed at 7:16 pm.

Selectmen's FY 2015 goals

Pilcher presented the list of Selectmen's goals³. He said that the list of goals will be made available online to the public.

Discussion of August 16th and 19th traffic accidents

Police Chief Ronald Fisette and Fire Chief Richard Pauley gave an overview of the time lines of the August 16⁴ and August 19, 2014⁵ accidents. Houk wanted to know how long it took for the traffic to start moving and why there was no command staff present in Town on Saturday August 16, 2014. Fisette explained what have happened. Houk suggested alternating command staff on weekends during the summer. Bruinooge suggested that traffic control might have helped preventing the traffic back up. Pilcher also supported the suggestion that one of the top Police Department executives should be on call during the summer weekends. Morrissey wanted to know if the local media was informed of the traffic back ups to let people know to avoid the congested areas. Fisette confirmed that the press has been informed and different options such as smart phone aps may be explored in future incidents. Tim O'Hara from the public said that the roads are not build for the volume of traffic and suggested reopening of Wireless Rd.

Report from State Representative Sarah Peake

Representative Sarah Peake presented her report to the Selectmen. Highlights of Rep. Peake's report:

- FY15 State budget
- 5-year Bond Bill
- Update on the local room tax
- Route 6 traffic concerns and possible meeting with MassDot and Town officials on September 17 or September 18, 2014.
- Update on the parking tickets rate increase request

Vibrio issues

Julian Cyr from the Mass. Department of Public Health spoke about potential Vibrio issues when consuming raw shellfish from contaminated water during the the period May 19-October 19. He said that during the above period the DPH requires that oysters must be put on ice within two hours of harvesting. The selectmen requested records of compliance issues, if there were any related to Wellfleet. Koch spoke about Vibrio training meetings he and his staff have attended and expressed how pleased he was with the actions of the fishermen to comply with the Vibrio rule.

940 Chequessett Neck Road Conservation Restriction

Denny O'Connell, Chair of the Conservation Commission presented the 940 Chequessett Neck Rd Conservation restriction request⁶ and gave a background overview of the request.

Motion 15-045: Murphy moved and Bruinooge seconded to approve the 940 Chequessett Neck Rd Conservation restriction as presented by the Conservation Commission. The motion passed 5-0.

Proposed Creation of a Community Services Department

Terkanian presented his memo and recommendation on creation of the Community Services Department⁷. He mentioned that another two concerns he had are inspection and regulation services and financial services. Terkanian presented the proposed job descriptions for Recreation Director⁸ and Community Services Director⁹. He said they have to be approved by the Personnel Board. According to him this would lead to better operational procedures and vertical organizational structure. Murphy wanted to know the compensation of the new position. Terkanian explained that he had not engaged in bargaining with WEA Union yet. The selectmen and people from the public had concerns and questions on how this reorganization would affect the Recreation Department. Pilcher supported the idea. According to Bruinooge the job description of the Recreation Director would not change, just the way the position would report– instead of reporting to the TA, if approved would report to the Community Services Director. Sheila Lyons from the public also supported the creation of the new position. Morrissey believed that this would work and supported it.

Motion 15-046: Bruinooge moved and Murphy seconded to approve the creation of Community Services Director position as presented. The motion carried 5-0.

Discussion of complaint re July 4th Parade

Pilcher presented the email and the TA's memo¹⁰ in response to the email. The selectmen discussed that the Parade is out side of the scope and authority of the Board due to the fact that it is Chamber of Commerce event.

Motion 15-047: Bruinooge moved that there is no action taken on this matter and referred the complaint to the Chamber of Commerce. Houk seconded. Further discussion ensued. The motion passed 5-0.

Discussion of Board policy on individual communications

Pilcher expressed his concerns about individual communications to letters coming to the Board. Terkanian suggested two ways to solve the issue – one by him screening the communications and taking administrative action when needed and the other by sending automated reply to acknowledge that the email has been received and is pending review by the Board at a public meeting.

Status of possible funding for Community Policing training

Chief Fisette spoke about the current status of possible funding for Community Policing training. More information would be available in September. Terkanian read the letter from Chief Fisette to BOS dated

August 21, 2014¹¹. There were concerns from the public if there was a need for a warrant article for STM funds appropriation. Terkanian explained that there is a consultancy budget available to cover a cost of training if the cost would be in the \$4,000-\$5,000 range.

Contract award for Route 6/Main Street traffic improvement project

Terkanian presented the contract for Route 6/Main Street traffic improvement project¹² and explained the awarding and designer selection process. He said that the contract was reflecting the current funding and appropriation.

Motion 15-048: Murphy moved and Bruinooge seconded to approve the contract for Route 6/Main Street traffic improvement project as presented. The motion passed 5-0.

No Trespass Order to William Vannoy [*Continued from August 12th*]

Lt. Michael Hurley said that the issue seemed to be resolved. Chief Fisette spoke about ratifying the order until September 2, 2014.

Motion 15-049: Bruinooge moved and Morrissey seconded to continue the no trespass order issued to William Vannoy until September 2, 2014. The motion carried 5-0.

Approval of the temporary staffing contract with Barnstable County

Terkanian presented the temporary staffing contract with Barnstable County for the Assistant Health Agent vacancy¹³.

Motion 15-050: Morrissey moved and Bruinooge seconded to approve the contract with Barnstable County for the Assistant Health Agent vacancy. The motion passed 5-0.

Discussion of Cape Light Compact position on document production

Houk presented the letter from the Chatham BOS¹⁴ and recommended that Wellfleet selectmen send a similar letter of support to the Attorney General¹⁵. Dick Elkin, Cape Light Compact representative for Wellfleet spoke of the Cape Light Compact willingness to share the information with the Attorney General. Stephan Wallenberg – Cape Light Compact staff, who was present, also said that the Compact will cooperate with the AG document request. Barnstable County commissioner Sheila Lyons gave a background behind the letters coming from Eric Bibler. Lili Green from the Energy Committee supported the proposed letter of the Wellfleet selectmen to the Attorney General.

Motion 15-051: Houk moved and Murphy seconded to mail the Wellfleet Board of Selectmen letter to the Attorney General supporting Cape Light Compact document production request as presented. The motion passed 4-1 [Morrissey]

Metropolitan Planning Council Nomination

Terkanian explained that this nomination is for serving on the board that oversees the regional transportation plan and if the selectmen were interested to make a nomination the deadline for it is September 12, 2014. The selectmen expressed no interest and no action was taken on this matter.

Town Administrator's Report

Terkanian presented the TA report of August 22, 2014¹⁶ and added several additional items:

- Lydia Vivante has requested permission for the Democratic Town Committee to have a table on town hall lawn on August 30th from 10 AM to 2 PM.

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- Terkanian is working on RFP for the construction of affordable accessory dwelling units for the Housing Authority.
- Terkanian is working on procurement for the Sea Babies playground at the COA.
- The DPW conducted an auction to dispose of three surplus vehicles on August 22. The auction netted \$8,712.50.

Future Concerns

- November 11 meeting conflict with Veteran's Day – no action was taken. The Board decided on “*wait and see*” strategy for scheduling a second meeting in November.
- Topics to be discussed by the Regional Lower Cape Coordinating Committee [Pilcher]
- More SAB regulation changes [Terkanian]
- The tree in front of Town Hall is a safety hazard [Terkanian]
- Maria Ecke's request for an agenda item [Terkanian]

Correspondence¹⁷ and Vacancy Report¹⁸

Minutes

Motion 15-052: Murphy moved and Bruinooge seconded to approve the minutes of August 5, 2014¹⁹ and August 12, 2014²⁰ as presented. The motion passed 5-0.

Adjournment

Motion 15-053: Murphy moved and Bruinooge seconded to adjourn the open meeting. The motion passed 5-0 and the meeting was adjourned at 9:49 pm.

Respectfully submitted,
Michaela Miteva, Executive Assistant

Public Record Documents:

- ¹ Maria Ecke's request for an agenda
- ² Shellfish Constable's recommendation
- ³ FY 15 Selectmen's Goals List
- ⁴ August 16th, 2014 traffic accident timeline
- ⁵ August 19th, 2014 traffic accident timeline
- ⁶ 940 Chequessett Neck Rd Conservation restriction request
- ⁷ TA's Memo on Community Services Department recommendation
- ⁸ Proposed Recreation Director job description
- ⁹ Proposed Community Service Director
- ¹⁰ Email complaint and TA Memo on the July 4th Parade
- ¹¹ Chief Fisette letter to BOS dated August 21, 2014
- ¹² Contract for Route 6/Main Street traffic improvement project
- ¹³ Temporary Assistant Health Agent contract with Barnstable County
- ¹⁴ Chatham BOS letter to AG re Cape Light Compact document request
- ¹⁵ Wellfleet draft letter to AG re Cape Light Compact document request
- ¹⁶ TA report of August 22, 2014
- ¹⁷ Correspondence report of August 26, 2014
- ¹⁸ Vacancy report of August 22, 2014
- ¹⁹ Minutes of August 5, 2014
- ²⁰ Minutes of August 12, 2014