



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, November 10, 2015 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.

Note: *It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.*

- I. Announcements, Open Session and Public Comment [7:00]** *Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.*
- II. Public Hearing(s) [7:05] - NONE**
- III. Licenses/Appointments/Reappointments/Use of Town Property**
 - A. Licenses - NONE**
 - B. Appointments/reappointments**
 - 1) Richard Wulsin to Waste Water Committee with term ending June 30, 2018.
 - C. Use of Town Property**
 - 1) Friends of the Wellfleet Library to use Town Hall East side driveway on July 10 & August 7, 2016 (rain dates July 17 & August 14, 2016) from 9 am to 1 pm for annual book sale; \$20 application fee paid, event fee TBD.
- IV. Business**
 - A.** Disposition of town property request from the Open Space Committee [Rea]
 - B.** Presentation of Open Space Plan and Survey results [Rea]
 - C.** Approval of Housing Partnership request to submit a buy down program application to Department of Housing and Community Development [McIlroy]
 - D.** Discussion of possible request to MassDOT for bicycle lanes on Route 6 [Thomas]
 - E.** Review of estimated costs of snow and ice removal from private roads [TA]
 - F.** Review of proposed amendment to Board of Selectmen policy on investments – additional policy provisions for Other Post Employment Benefits funds. [TA]
 - G.** Discussion of possible amendment(s) to Board of Selectmen policy on Bicycle Races (Policy 1998-01) [TA]
 - H.** Review of revised Equal Opportunity, Discrimination and Sexual Harassment Policy [TA]
 - I.** Herring River Restoration Project MOU III meetings report [Wilson]
 - J.** Review of draft food truck regulations [ATA]
 - K.** Discussion of Board of Selectmen's goals for 2016 [Pilcher]
 - L.** Authorize Town Administrator to execute Community Compact grant agreement with the Commonwealth [TA]
 - M.** Review of the Inter-municipal Cooperation Committee [Pilcher]
- V. Town Administrator's Report**
- VI. Future Concerns**
- VII. Correspondence and Vacancy Report**
- VIII. Minutes [October 27, 2015]**
- IX. Adjournment**



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 Richard Wulsin Date 9/11/15

Mailing Address PO Box 3055

Wellfleet MA 02667

Phone (Home) 508-349-8001 (cell) 508-221-5261

E-mail Richard@wulsinlaw.com

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

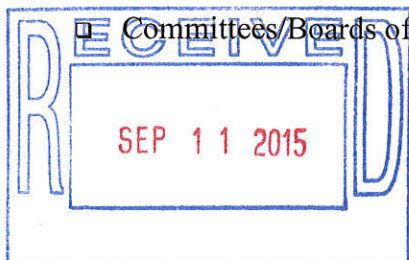
I am an attorney have served on
the Concord MA Board of Assessors

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

☐ Committees/Boards of Interest: 1) _____

2) _____

3) _____



TOWN OF WELFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Susan Bruce Affiliation or Group Friends of the Welfleet Library

Telephone Number 508-214-0250 Mailing Address c/o PO Box

Email address susanbruce@mac.com

Town Property to be used (include specific area) Town Hall E Side driveway from Main St to beginning of parking area and east side of lawn.

Date(s) and hours of use: July 10, 2016 (rain date 7/17) August 7 (rain date 8/14)
Sale: 9:00AM - 1:00PM

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.

Annual book sales in July and August for Friends of the Library. Activities include set up starting at 7:00AM Sale 9AM-1PM, then tear down and cleanup. Involves approximately 50 volunteers. All proceeds benefit the Library.

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

No services requested.

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: OCT 21 2015


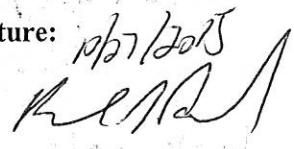
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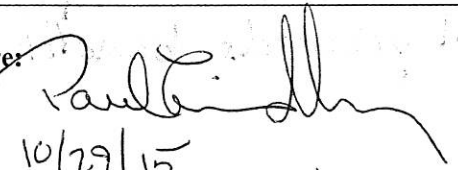
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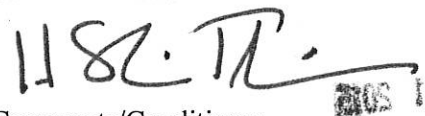
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

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:	Fire Dept. Signature:  Comments/Conditions:
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DPW Signature:  Comments/Conditions:	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/Conditions:
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TO: Wellfleet Board of Selectmen
FROM: Nancy Rea, Open Space Committee, Chair
DATE: October 31, 2015
RE: Disposition of Town Property

The Open Space Committee respectfully recommends that three lots owned by the Town be placed under management of the Wellfleet Conservation Commission for conservation protection.

The properties are all marsh/tidal lands that abut current conservation properties and are located at:

Map 29, lot 489

Map 29, lot 493

Map 15, lot 164

We understand that this assignment of responsibility needs approval at Town Meeting and seek your approval to start the process of placing this recommendation on the Town Meeting Warrant. To simplify presentation for residences, we suggest that two articles be put forward, one article for the two lots on Map 29, and one article for the lot on Map 15.

Thank you for your consideration.



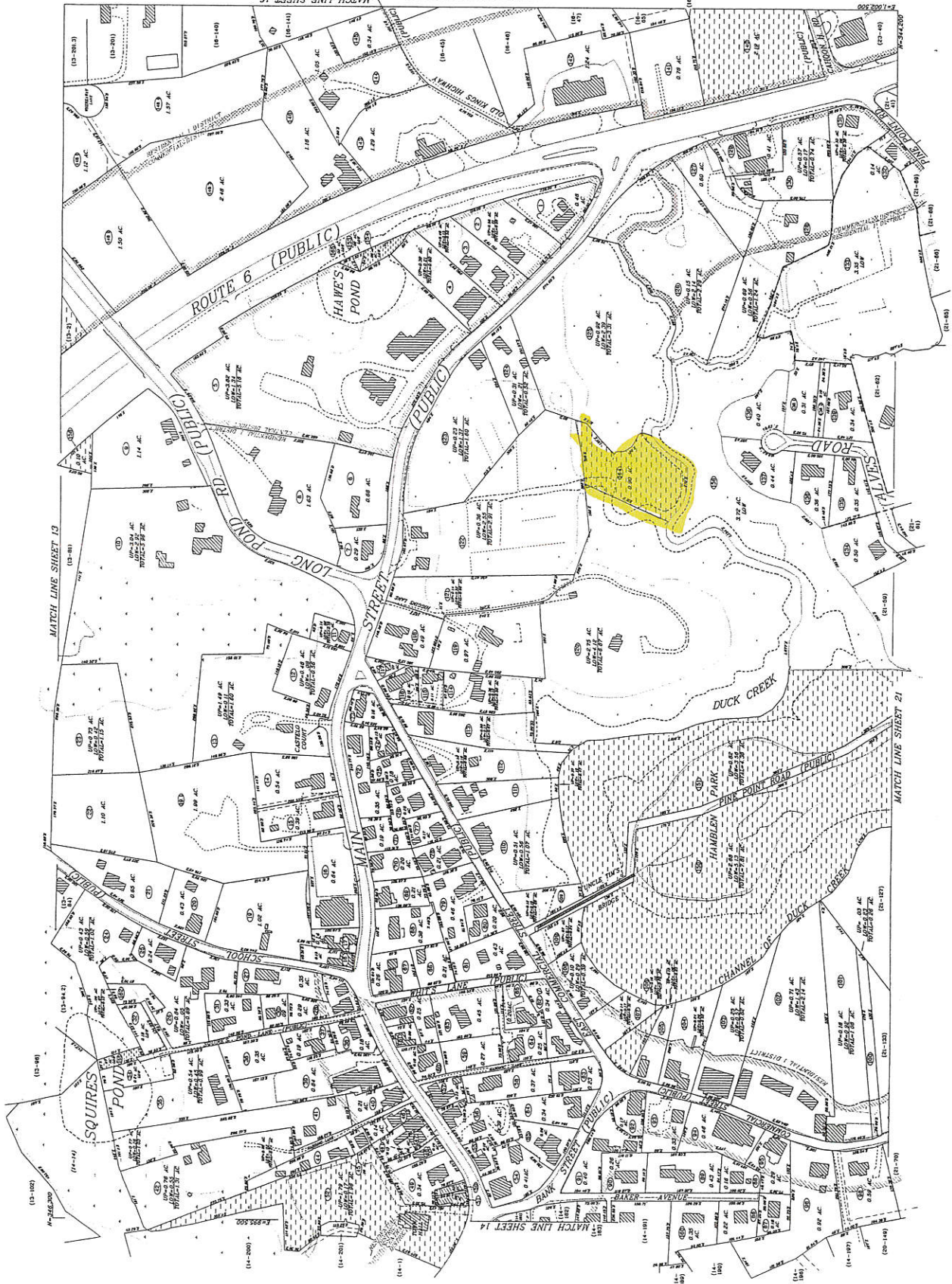
SPECIAL RPT
OF COMPLAN
JANUARY 1, 1993

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TOWN OF
WELLFLEET
ASSESSORS'
ATLAS
SHEET NO.
15

SEE ALSO SHEET 13
COMPILED AND
DRAWN BY
SLADE ASSOCIATES, INC.
REGISTERED LAND
SURVEYORS
ROUTE 6
WELLFLEET, MA 02667

SCALE: 1"=100'





ORIGINAL DATE
OF COMPILED
JANUARY 1, 1993

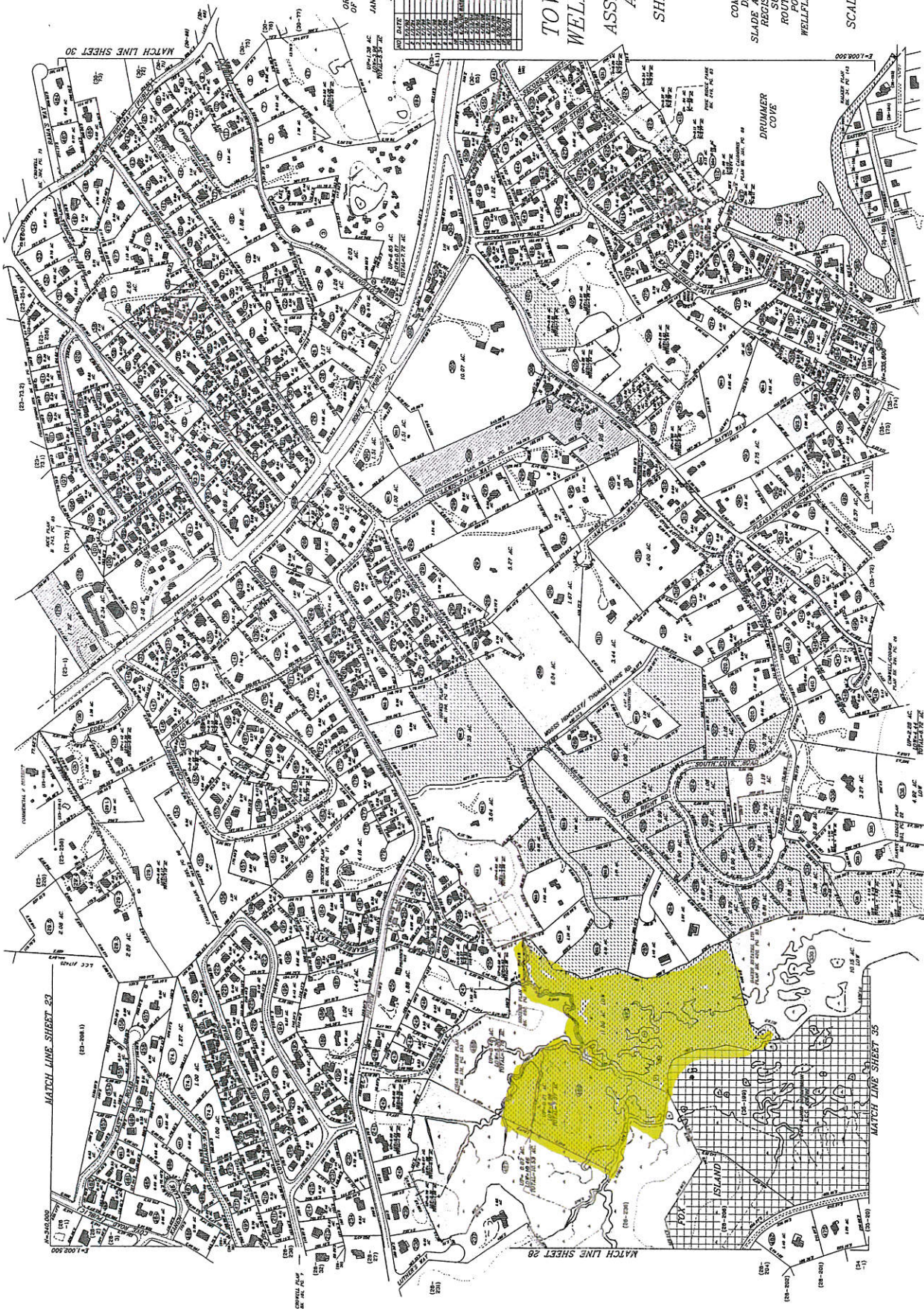
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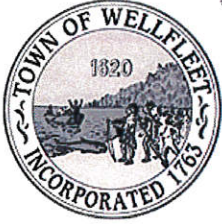
TOWN OF
WELLFLEET
ASSESSORS'
ATLAS

SHEET NO.
29

COMPILED AND
SHADE ASSOCIATES, INC.
REGISTERED LAND
SURVEYORS
ROUTE 6 @ PINE
POINT ROAD
WELLFLEET, MA 02667

SCALE: 1"=200'





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: ASSISTANT TOWN ADMINISTRATOR & OPEN SPACE COMMITTEE
SUBJECT: UPDATED OPEN SPACE AND RECREATION PLAN
DATE: 11/5/2015
CC: TOWN ADMINISTRATION, OPEN SPACE COMMITTEE

In your office for review is a working draft of an updated Open Space and Recreation Plan and the results of a town-wide survey that was conducted to gather citizen input regarding open space and recreation. This draft has been reviewed by the Open Space Committee and members of the Wellfleet Conservation Trust, Conservation Commission and the Health and Conservation Agent. The maps for this plan have been generated by the Cape Cod Commission. Final comments and map changes are currently being processed and a final plan document will be completed and submitted to the State for approval in the coming months. Section 8 on page 79 conveys the goals, objectives and actions for this updated plan. I have included them below for your review.

Section 8 – Goals, Objectives and Action Plan

The following actions are designed to implement the Goals and Objectives and to address the needs identified in Section 7. They are also intended to conform to the maximum extent practical, to the implementation actions outlined in Wellfleet's Local Comprehensive Plan. Each specific action is subject to additional directed town approval and/or appropriation. The recommended agent with responsibility for implementing the action is identified at the end of each action and the year in which the action is presumed to occur is noted where appropriate.

GOAL I: Acquire, retain, preserve and protect a maximum of open space for the community, its salt and fresh water resources and its natural and wildlife habitats and facilitate others to accomplish the same ends. Balance the above with the practical needs of the town such as, but not limited to: recreation, affordable housing, future water needs.

OBJECTIVES:

1. Protect existing open space (Open Space Committee in cooperation with the Conservation Commission, Wellfleet Conservation Trust (WCT), and Massachusetts Audubon.

ACTIONS:

- Assist the Conservation Commission with their efforts to formulate and complete management plans for all town owned conservation land;
- Assist the Conservation Commission with their efforts to complete an annual audit of each of the conservations lands on behalf of the Conservation Commission;

- Assist the Conservation Commission with their efforts to contact neighbor abutters to conservation lands to request assistance in monitoring to protect against illegal dumping and cutting, All Terrain Vehicle activity including photo surveillance when possible;
- Work with the appropriate Town departments to implement uniform dog leash regulations throughout conservation lands;
- Facilitate open space preservation efforts by WCT, Mass Audubon and other open space conservation organizations;
- Support applications for CPC funds for open space preservation projects.

2. Acquire additional open space lands in accordance with the OSC's criteria for future land acquisition – See Appendix B (Open Space Committee).

ACTIONS:

- Set priorities for land acquisitions based on the criteria;
- Coordinate and review with NPS, WCT, Mass Audubon, NRAB, Town Boards and the CPA Committee;
- Work with the CPA Committee through the Open Space representative on this committee to establish criteria within the resources of the CPA committee for the acquisition of land for conservation and recreation.

3. Acquire and preserve land with emphasis on protecting natural resources, scenery, and the character of the town including threatened resources especially in A.C.E.C. land, water supply/aquifers, wetlands and bordering areas, and shell fishing/wildlife habitats; include preservation of special and unique vegetation; provide links with existing conservation land for wildlife corridors; create/enhance scenic vistas/roadway views; protect from development and for public access land near ocean, bay, and ponds; seek land for passive recreation (Open Space Committee in cooperation with WCT and other land conservation organizations).

ACTIONS:

- Focus efforts on protection of lands adjacent to existing conservation land, lands within scenic and historic areas, lands within habitat restoration areas (e.g. Herring River, Mayo Creek flood plains), and property just landward of salt marshes; use existing maps and list of vacant parcels. Identify by use of maps showing undeveloped land - See actions under # 2;
- Work with realtors to identify parcels for sale and possible bargain sale;
- Partner with WCT, Mass Audubon to facilitate acquisition where possible.

4. Continue education regarding the relationship between growth and ground water quality, waste disposal, harbor health, natural resources, and town character and quality of life (Open Space, Conservation, Planning, and interested volunteers)

ACTIONS:

- Pursue interviews with press and create informational materials for general public on an ongoing basis (such as trail guides for conservation properties);
- Explore educational projects with schools and libraries.

5. Work to preserve the rural, historic, and scenic character of the town (Open Space, Conservation, and Historical Commission).

ACTIONS:

- Work with Wellfleet Historical Commission and the Wellfleet Historical Society Museum through the CPA committee and support the preservation of scenic roads as designated by Town Meeting.

6. Protect open space by placing open space tax title lands under the aegis of the Conservation Commission except where such community priorities such as affordable housing or municipal services may arise (Open Space, Assessor, Planning, Conservation and listen to any comments from these boards and committees)

ACTIONS:

- Open Space Committee in conjunction with Town and Selectmen recommends suitable tax title lands to be placed under the aegis of the Conservation Commission for conservation purposes;
- Utilize the 2003 process for the identification of town owned property that should remain in open space. Process includes informing all appropriate Boards and Committees of its availability for open space.

7. Preserve open space by supporting existing Town policy for approval and assessment of conservation restrictions (Open Space Committee)

ACTIONS:

- Work with Conservation Commission and The Wellfleet Conservation Trust to review and define.

GOAL II: Protect Wellfleet Harbor and Estuary

OBJECTIVES:

1. The shellfish industry needs to have clean water and facilities and be balanced with the recreational demands of seasonal traffic.

ACTIONS:

- Review the current Harbor Management Plan and the current Shellfish Management Plan for the harbor to identify actions to support and implement these plans, if any, required of OSC.

2. Identify and seek acquisition of key open space parcels bordering harbor - partially complete (Open Space, Conservation, WCT, and The Compact)

ACTIONS:

- See Goal I, Objectives/ Action 2 – ongoing.

3. Continue to support efforts to restore Herring River, Mayo Creek and other tide-restricted estuaries (see below)

ACTIONS:

- Work closely with Town, NPS, Massachusetts Audubon, and Herring River Restoration Committee, Friends of the Herring River and other concerned parties;
- See Goal 1, Objectives/ Action 3.

4. Continue protection of wetlands as presently defined (Conservation Commission)

ACTIONS:

- See Goal 1 actions 2 and 3.

GOAL III: Protect the town's present and future water supply.

OBJECTIVES:

1. Identify and protect future well field areas through zoning or acquisition - (Health/Conservation/Water/Planning).

ACTIONS:

- Identify land acquisitions necessary;
- Open Space Committee act as required to support the objective.

GOAL IV: Improve ground water protection.

OBJECTIVES:

1. Promote preservation of open space as a means of preserving ground water and surface water quality.

ACTIONS:

- Support cluster development that sets aside a large proportion of each developed parcel for conservation;
- Continue to seek public ownership of shoreline properties as they become available for fee acquisition or conservation restriction;
- Support town regulatory boards in controlling construction, building expansion and on-site wastewater disposal near both fresh and marine surface waters.

GOAL V: Protect ponds, rivers, and streams.

OBJECTIVES:

1. Strengthen protective regulations in A.C.E.C. (Open Space, Planning, Conservation, etc.).

ACTIONS:

- Consider developing an A.C.E.C. Management Plan;
- Support the Conservation Commission's efforts to strengthen A.C.E.C. regulations;
- Support development of management plans with the Conservation Commission to protect ponds, rivers and streams.

GOAL VI: Protect beach areas.

OBJECTIVES:

1. Explore opportunities to minimize development of new residences or expansion of existing ones in or adjacent to buffer zones to avoid endangering our coastal banks and barrier beaches (Conservation Commission, Planning Board).

ACTIONS:

- Support working relationship between Conservation Commission and Planning Board to accomplish above objective while working within A.C.E.C. regulations);
- Monitor changing flood zone (FEMA regulations).

GOAL VII: Coordinate community recreation needs with open space priorities to the mutual benefit of each party

OBJECTIVES:

1. Identify all open space areas suitable for recreational use.

2. Layout possible jogging, walking, biking, and horseback riding trails as well as nature walks with emphasis on linking conservation and recreation areas.
3. Develop solutions for active and passive recreation and associated facilities for both residents and visitors, especially for youth and the elderly.

ACTIONS:

- Develop and publish trail guides to conservation areas;
- Consult with recreation, conservation, and open space committee members to coordinate and review above;
- Work with Wellfleet Conservation Trust, Cape Cod Pathways Program and the National Seashore to develop trail network;
- Explore potential trail planning in Herring River area and other sites of similar character
- Bike trails.

GOAL VIII: Accomplish the goals and objectives above expeditiously and at minimum expense. This will involve determination of the most effective organizational and administrative arrangements for their achievement.

OBJECTIVES:

1. Cooperate with various groups involved in Wellfleet's land use planning to establish needs and assign tasks.
2. Coordinate with CPA committee.

ACTIONS:

- Develop and publish trail guides to conservation areas. Cooperate with Local Comprehensive Plan Implementation Committee, Open Space Committee, Conservation Commission, Recreation Commission, Wellfleet Conservation Trust, and other groups involved in open space and recreation planning to discuss findings of the new Local Comprehensive Plan and Open Space and Recreation Plan;
- Assign Open Space Representative to the CPA committee as liaison between Open Space Committee and CPA committee activities.



Wellfleet Local Housing Partnership
Wellfleet Housing Authority
Town Hall - 300 Main Street
Wellfleet, MA 02667
508-349-0349

Ms. Janice Lesniak
Program Coordinator, Local Initiative Program
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

October 27, 2015

RE: Wellfleet BuyDown Program, Local Action Unit Application

Dear Janice:

Attached please find the Local Initiative Program, Local Action Unit application and supporting materials for the Wellfleet Housing BuyDown Program. Included:

- Local Action Unit (LAU) Application
- Documentation of Municipal Action - CPC funding
- Regulatory Agreement – not attached. As this is a BuyDown Program, when a unit is selected, unit specific information will be provided to DHCD as part of "Requesting Unit Approval" and once DHCD has approved the Unit, DHCD will provide the LIP Deed Rider. Attached is the LIP Deed Rider
- Documentation of Project Sponsor's Legal Authority
- MEPA ENF Certification Form - not required, as this is not new construction
- Affirmative Fair Housing Marketing Plan (AFHMP)

Wellfleet has previously run BuyDown programs with CPC funds, but the program had been available to households earning up to 100% of median income so Wellfleet had not sought inclusion on the DHCD SHI. We are now looking at a unit targeted to a household earning at/below 80% of area median income, so would have prepared the attached materials for DHCD review and approval. Please call if you have any questions.

We are eager to start the program and open our Affirmative Fair Housing Marketing this fall, so would appreciate your prompt action.

Sincerely,

Gary Sorkin,
Chairman, Local Housing Partnership

Sincerely,

Elaine McIlroy,
Chairman, Wellfleet Housing Authority

LOCAL INITIATIVE PROGRAM APPLICATION FOR LOCAL ACTION UNITS

Introduction

The Local Initiative Program (LIP) is a state housing initiative administered by the Department of Housing and Community Development (DHCD) to encourage communities to produce affordable housing for low- and moderate-income households.

The program provides technical and other non-financial assistance to cities or towns seeking to increase the supply of housing for households at or below 80% of the area median income. LIP-approved units are entered into the subsidized housing inventory (SHI) pursuant to Chapter 40B.

Local Action Units (LAUs) are created through local municipal action *other than* comprehensive permits; for example, through special permits, inclusionary zoning, conveyance of public land, utilization of Community Preservation Act (CPA) funds, etc.

The Department shall certify units submitted as Local Action Units if they meet the requirements of 760 CMR 56.00 and the Local Initiative Program Guidelines, which are part of the Comprehensive Permit Guidelines and can be found on the **DHCD website at www.mass.gov/dhcd**

To apply, a community must submit a complete, signed copy of this application to:

**Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114**

Attention: Janice Lesniak, LIP Program Coordinator

Telephone: (617) 573-1327

Email: Janice.Lesniak@state.ma.us

Community Support Narrative, Project Description, and Documentation

Please provide a description of the project, including a summary of the project's history and the ways in which the community fulfilled the local action requirement. see attached "Wellfleet Housing BuyDown Program Guide" for project description. This is a local action program as the funds for program are from Community Preservation (see attached award letter).

Signatures of Support for the Local Action Units Application

Chief Executive Officer:

defined as the mayor in a city and the board of selectmen in a town, unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter

Signature:

Print Name: Paul Pilcher, Chair, Board of Selectmen

Date:

Chair, Wellfleet Housing Authority: (as applicable)

Signature

Print Name: Elaine McIlroy,
Chair, Wellfleet Housing Authority

Date:

Chair, Local Housing Partnership: (as applicable)

Signature

Print Name: Gary Sorkin,
Chair, Local Housing Partnership

Date:

Municipal Contact Information

Chief Executive Officer:Name Paul Pilcher, Chair, Board of SelectmenAddress 300 Main Street, Wellfleet, MA 02667Phone 508-349-0300Email paulpilcher@comcast.net**Town Administrator/Manager:**Name Harry Terkanian, Town AdministratorAddress 300 Main Street, Wellfleet, MA 02667Phone 508-349-0300Email harry.terkanian@wellfleet-ma.gov**City/Town Planner:**

Name:

Address

Phone _____

Email _____

Town Counsel:Name Elizabeth LaneKopelman and Paige, P.C.Address 101 Arch Street, Boston, MA 02110Phone 1-800-548-3522

Email _____

Chair, Local Housing Partnership (if any):Name Gary Sorkin, ChairAddress 300 Main Street, Wellfleet, MA 02667Phone 508-349-7547Email garysorkin21@gmail.com**Community Contact Person:**Name Elaine McIlroy, Chair, Wellfleet Housing AuthorityAddress 300 Main Street, Wellfleet, MA 02667Phone 508-349-0300Email emcilroy@comcast.net

The Project

Developer: Wellfleet Housing Authority

Telephone: Gary Sorkin, 508-349-7547

Email: garysorkin21@gmail.com

Project Site: scattered, tbd

Address:

Is your municipality utilizing any HOME or CDBG funding for this project? Yes ☐ No ☒

Local tax rate per thousand \$ 6.78 for Fiscal Year 2015

Site Characteristics: proposed or existing buildings by design, ownership type, and size.

<u>Project Style</u>	<u>Total Number of Units</u>	<u>Number of Units Proposed for Local Action Units Certification</u>
Detached Single-family house	<u>1</u>	<u>1</u>
Rowhouse/townhouse	<u> </u>	
Duplex	<u> </u>	
Multifamily house (3+ family)	<u> </u>	
Multifamily rental building	<u> </u>	
Other (specify)	<u> </u>	

Unit Composition

Type of Unit:	# of Units	# of BRs	# of Baths	Gross Square Feet	Livable Square Feet	Proposed Sale Prices/ Rent	Proposed Condo Fee
Condo Ownership							
Fee Simple Ownership	1	TBD	TBD	TBD	TBD		
Rental							
Affordable:							
Market:							

Please attach the following documents to your application:

1. Documentation of municipal action (e.g., copy of special permit, CPA funds, land donation, etc.)

- CPC award and Town Meeting approval letter
- Wellfleet Housing Authority Meeting approval minutes
- Wellfleet Local Housing Partnership approval minutes
- Wellfleet Board of Selectmen approval minutes

2. Long-Term Use Restrictions (request documents before submission):

For ownership projects, this is the Regulatory Agreement for Ownership Developments, redlined to reflect any proposed changes, and/or the model deed rider.

For rental projects, this is the Regulatory Agreement for Rental Developments, redlined to reflect any proposed changes.

For HOME-funded projects, this is the HOME covenant/deed restriction. When attaching a HOME deed restriction to a unit, the universal deed rider cannot be used.

3. Documents of Project Sponsor's (developer's) legal existence and authority to sign the Regulatory Agreement:

- appropriate certificates of Organization/Registration and Good Standing from the Secretary of State's Office
- mortgagee consents to the Regulatory Agreement
- Trustee certificates or authorization for signer/s to execute all documents

4. For Condominium Projects Only: The Condominium master deed with schedule of undivided interest in the common areas in percentages set forth in the condominium master deed

5. For Rental Projects Only: A copy of the Local Housing Authority's current Utility Allowances

6. MEPA (Massachusetts Environmental Policy Act) environmental notification form (ENF)--for new construction only (request form before submission)

7. Affirmative Fair Marketing and Lottery Plan, including:

- ads and flyers with HUD Equal Housing Opportunity logo
- informational materials for lottery applicants
- eligibility requirements
- lottery application and financial forms
- lottery and resident selection procedures
- request for local preference and demonstration of need for the preference
- measures to ensure affirmative fair marketing, including outreach methods and venue list
- name of Lottery Agent with contact information

See Section III of the Comprehensive Permit Guidelines at www.mass.gov/dhcd and search for **LIP 40B Guidelines** for more information.

PLEASE contact our office if you have any questions: 617-573-1327.

Wellfleet Housing BuyDown PROGRAM GUIDE

In A Nutshell: The Wellfleet Housing BuyDown Program is a program for low-to-moderate income homebuyers (see grid below for income qualification levels). The program provides a \$125,000 subsidy towards purchasing a Wellfleet home, lowering the price to you and making the home affordable. With this subsidy, the low-to-moderate income homebuyer will be able to affordably purchase a lower end market-rate Wellfleet home. In exchange for the subsidy, the home will be forever affordable, meaning that when you go to sell it, there will be restrictions on the amount you can sell it for.

Buyer Qualification: To qualify, your annual household income must be at or below 80% of Barnstable County Median Income*

2015 Barnstable MSA Income Limits; see www.huduser.org						
Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
80% Income Limits	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350

*other requirements may apply

Affordable Purchase Price: The maximum affordable home prices are listed below by home size. This is the price you would pay, so it is the home price less the Wellfleet BuyDown Subsidy and any other subsidy you may get. It is also the price at which the home will be deed restricted. Affordable Home prices may be below these, but cannot be higher.

MAXIMUM AFFORDABLE PRICES*, based on DHCD Housing Calculations				
Home Size	1 bedroom	2 bedroom	3 Bedroom	4 Bedroom
Affordability to 80% AMI	\$181,250	\$203,750	\$226,250	\$244,500

*This is the maximum price before adding the BuyDown subsidy

Minimum Price: The minimum affordable purchase price is \$175,000. To participate you will need to be able to secure a mortgage for an affordable purchase price of \$175,000 or more.

The Process:

1. Submit an Application to the Lottery
(including a mortgage pre-approval for a purchase price of at least \$175,000)
2. Get Selected in the Lottery
3. Start Home Shopping
4. Buy Your Home/ Move In
5. Rehab, if Needed

If you are approved, you will receive a subsidy towards your home purchase – up to \$125,000. You will pay at or below the affordable price, but not less than the minimum (see previous page for prices). Homes must meet program construction standards and cannot already be a deed restricted affordable unit. The program is intended for single family homes, but a condo unit might be approved on a case-by-case basis. You will “shop” for homes as any home-shopper would; by working with a real estate broker, or by calling the seller and/or seller broker and arranging to view homes. You decide which one, if any, you want to buy. If you decide to purchase a home, there will be additional inspections to ensure the home meets all program standards and is priced appropriately. There will be a professional home inspection and a professional appraisal. If it is determined there is needed rehabilitation or construction, the program will work with you to negotiate and/or to plan for the needed repairs. You will have assistance throughout the “shopping” and purchase process (and MUST get all documents approved before you sign them!). You will be responsible for working with your lender to get a mortgage. The subsidy funds will be available to you at closing.

DETAILS, DETAILS, DETAILS:

Application: As well as income limits, there are other eligibility requirements. You must be a first-time homebuyer (exceptions apply) and cannot have assets worth more than \$75,000. Please see the application materials for more information and details.

Mortgage: As part of your application, you are required to submit a “pre-approval” letter from a lending institution for a sale price of at least \$175,000. The loan must have a fixed rate (current, fair market), can have no more than 2 points, you must provide a down-payment of at least 3%, and you cannot pay more than 38% of your monthly household income for your loan (see applications for more info).

Homebuyer Education: It is STRONGLY recommended that you take a Massachusetts Homeownership Collaborative approved Home Buyer Education Course. The Community Development Partnership (CDP) in Eastham offers this class, usually in the fall. Please see www.capecdp.org or call 508-240-7873. Housing Assistance Corporation (HAC) in Hyannis also offers classes (www.haconcape.org; 508-771-5400).

Construction Standards: The home you pick to purchase should meet Program construction standards. The program looks at a five year horizon and requires that any construction work (other than routine maintenance) that might be reasonably anticipated as needed in this time frame be either complete by Seller before home purchase, or the cost of the repair needs to be accounted for in the purchase price and a repair plan in place. The concept is to make sure you are not saddled with extraordinary home costs (like a new roof or a new furnace) in the first five years of homeownership.

Maximum on Rehab: While any home could possibly be rehabbed to meet high construction standards, to limit risk the Program will not look at homes that require more than \$25,000 in rehab (exceptions may be made on a case-by-case basis).

Shopping Time: Once you have been selected, you will have four months to house hunt and get a signed Purchase & Sale Agreement. Extensions may be granted on a case-by-case basis.

Offer: Before making an Offer on a home, you must meet with the Program Manager. The Program Manager will view the home, and the Program Attorney must approve the Offer.

Other Documents/Approvals: You are required to hire your own attorney, and there is also a Program Attorney. The Program Attorney's role is to look out for the best interest of the program. The Program Attorney MUST review all documents before you sign them (this is critical).

Transaction and Closing Costs: You will pay for all costs associated with your loan ("closing costs") or you can use the Wellfleet BuyDown subsidy funds. You will also be responsible for paying for the home inspections and any necessary testing. These funds must come from you the buyer, but the costs of these may be reimbursed to you at closing as part of the subsidy funds. Note: reimbursement is just once and at the time you actually purchase the home (closing). If you start on the purchase process for a home, incur expense, but then you do not end up purchasing that home, you will not be reimbursed for those costs.

Program Inspections/Appraisal: The program reserves the right to hire independent professionals to assess the home if it is determined to be appropriate. This could include home inspection, any necessary testing and/or an appraisal.

Closing: At closing, the seller will sell the home to you and a deed rider, ensuring the home will always be affordable, is recorded. The Program Attorney will review all documents. Please review the attached Deed Rider and Disclosure Statement. The Program Manager will also review this with you.

Post Closing Rehab: If your selected home needed rehab that the seller did not do, this is done post-closing. An escrow account with funds will be established.

To: BOS
From: Suzanne Grout Thomas
Date: November 6, 2015
Re: Bike lanes on Route 6

The Truro BOS and Bike and Pathways Committee requested and received approval of using the existing break down lanes on Route 6 as bike lanes. Last night the Wellfleet Bike and Walkways Committee agreed to support the same request to MassDOT in Wellfleet. Therefore this is a request for the Wellfleet BOS to endorse the project concept and to send a letter to MassDOT to that effect.

Attachments:

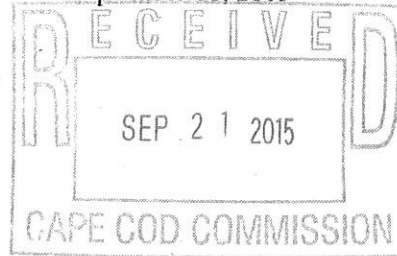
- (1) Letter to MassDOT from Truro dated November 12, 2014
- (2) Letter from MassDOT to Truro dated September 16, 2015
- (3) Draft letter from Wellfleet BOS requesting same project be extended to Wellfleet



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas J. Tinlin, Administrator



September 16, 2015



Paul Wisotzky, Chair
Town of Truro
Office of the Board of Selectmen
P.O. Box 2030
Truro, MA 02666

Dear Mr. Wisotzky:

MassDOT's District 5 Office has completed a preliminary investigation of the installation of bike lanes and other safety-related issues along Route 6. It has been determined that it is feasible to install bike lane symbols within the existing paved shoulders on Route 6 between Shore Road and the Wellfleet Town Line. However, there is insufficient space available for the installation of a milled rumble strip along the edge line. The District will investigate the use of a pavement marking contract to provide bike lane striping to be implemented in the Spring of 2016.

The reconfiguration of pavement markings in the vicinity of Shore Road will require additional study, engineering analysis and design to ensure the changes made are appropriate to meet existing conditions and needs. It is MassDOT's intention to initiate a stand-alone project for this location, obtain base survey information, traffic data, and secure a design consultant.

MassDOT District 5 Staff would like to meet with Town Officials to discuss the Route 6 improvements in greater detail. Please contact Pam Haznar, District 5 Project Development Engineer, at (508) 884-4239, or by email at Pamela.Haznar@dot.state.ma.us to discuss potential dates and locations to meet.

MassDOT looks forward to hearing from you, and to working with you to improve the conditions along the Route 6 corridor.

Sincerely,

Thomas J. Tinlin
Highway Administrator

cc: Patricia Leavenworth, P.E., Chief Engineer
Mary-Joe Perry, District 5 Highway Director
Pamela Haznar, P.E., District 5 Project Development Engineer
The Honorable Dan Wolf, State Senator
The Honorable Sarah Peake, State Representative
Rae Ann Palmer, Truro Town Administrator
Martha Henevor, Cape Cod Commission ✓
Catherine Hayes, Truro Bike and Walkways Committee

Town of Truro
Board of Selectmen
Town Hall
P.O.Box 2030
Truro, Ma 02666

Draft: November 12, 2014

Mr Frank DePaola
Acting Secretary
Commonwealth of Massachusetts
Department of Transportation
10 Park Plaza, Suite 4160
Boston, MA 02666

Subject: Designated Bike Lanes for State Highway Route 6
Truro and Wellfleet, MA

Dear Mr. DePaola:

The Truro Board of Selectmen (BOS) with the support of the Truro Bike and Walkways Committee (BWWC) request that designated bike lanes be installed along the existing paved shoulder of State Highway Route 6 from the Eastham and Wellfleet town line through Truro to the roadway exit for Shore Road in North Truro (formerly known as Route 6A) to provide for safer travel for existing bike usage along this heavily travelled and shared roadway. It is our objective to work with the Massachusetts Department of Transportation (MassDOT) to improve this roadway to provide safer conditions for all current users.

The Route 6 roadway was designed in the 1950's. The transportation capacity of this road is no different today than when it was designed. Traffic has increased dramatically since the road's inception. Route 6 is the most direct travel route for both vehicles and bicyclists. In addition, the past few years have seen dramatic increase in driver inattention, texting and aggressiveness, which only decreases the safety of all users on Route 6.

The Truro BOS believes that this recommendation would meet the policies of the Massachusetts Department of Transportation goals to accommodate bicycles and pedestrians into the design and construction of every project. The 2011 Cape Cod Commission Transportation Plan (Goal #3) is to connect village centers, economic and employment centers, and points of interest using multiple coordinated modes of transportation in a direct and efficient manner. In addition, these proposed Route 6 improvements would meet the standards set in the 2010 initiative by the Cape Cod Commission, "Cape Cod Bikeways" to create a Cape-wide network of bicycling routes while other additional routes for recreational biking are being investigated and developed.

The Truro BWWC is also working with the Wellfleet Bike and Walkways Committee in their support of this project and their active participation in this request.

Existing Route 6 Conditions - Route 6 is a varied width highway that runs along the spine of Cape Cod and is utilized by vehicles, bicyclists and to a limited extent, pedestrians. Route 6 from Eastham through to Provincetown is the shortest, most direct, and least hilly route and is utilized by a variety of bicyclists, including avid bicyclists, commuters, and groups of all ages involved in group or event rides. As the Department is well aware, Route 6 is the main route for vehicular travel on the Outer Cape. Recent 2013 traffic counts completed by the Cape Cod Commission show that the shared roadway is heavily traveled, especially during the peak summer season when bike travel is also highest. Recent traffic studies also indicate that a large percentage of drivers do not obey the posted speed limits, making this road potentially more dangerous.

This section of roadway from the Eastham/Wellfleet town line to the Shore Road exit in North Truro consists of approximately 12.5- miles of 2-lane highway. Posted speed limits are 45 miles per hour. A majority of the roadway is approximately a 34-foot paved way which includes two 12-foot designated motor vehicle lanes. Existing paved shoulders in both the east and west bound are generally 5-feet in width and are currently signed as breakdown lanes.

Proposed Route 6 Improvements - The Truro BOS and BWWC believe that converting the existing breakdown lanes to designated bike lanes would be a relatively inexpensive and easy modification that would increase the safety to cyclists by alerting drivers that bicycles are on the road. Route 6 should include bike lanes with appropriate pavement markings and signage along this corridor where there is significant bicycle demand. We believe that this objective can be met by providing striped bicycle lanes, signage and rumble strips within the existing paved shoulders of Route 6. These improvements would provide approximately 25-miles of designated bike lanes.

Specific recommendations for improvement include:

1. Sign this section of Route 6 for a bike lane. Signage would be installed at both ends of the project (and intermittently within). The signage would put drivers on alert that bicyclists have usage of the road.
2. A majority of this length of highway does have existing 5-foot wide breakdown lanes. Where necessary, widen the paved surface of Route 6 to obtain the required width to accommodate travel lanes and 5-foot bike lanes in both the east and west directions.
3. Paint standard bike lane symbols (including bicycle figures with helmets) on the road surface within the proposed 5-foot bicycle lane.
4. Repaint the fog lines along both sides of the roadway to a consistent 5-foot width. The existing roadway breakdown lanes are not a consistent width, especially when approaching a curb cut or intersection, and in some instances the breakdown lane "disappears" due to the fog line merging with the incoming curb cut. Re-design these curb cuts to minimize length of turning lanes and standardize the bike lane 5-foot width..

5. Install a 6- inch wide intermittent rumble strip inside the fog line to further alert motorists of the bike lane.
6. Standardize all bike lane striping and signage at intersections to designate the bike lane by using dashed lines to designate the bike travel lanes across the intersection.
7. Improve the unpaved shoulder of the roadway by installing hardener on the sandy shoulders, to bring the height of the shoulders near the elevation of the pavement. In many places the unpaved shoulder is several inches below the traveled surface and are predominantly sand. A dangerous condition exists if a bicyclist were to go off the paved surface into the existing soft sand. Every rain event washes sand onto the road surface. At times sand can be several inches deep across the paved shoulder forcing cyclists into the vehicle travel lane. A heavy layer of hardener along road sidelines would prevent sands from being washed onto the paved surface and have the added benefit of lessening road maintenance.
8. Update signage along Route 6. There are several signs which would no longer be necessary, such as, "do not drive in the breakdown lane."
9. Add pavement along the westbound side of Route 6 from the Shore Road, North Truro exit for a distance of approximately 200 feet. This would allow cyclists traveling south from North Truro and Provincetown to enter the Route 6 highway and be in a bike lane from this intersection, as opposed to the roadway vehicle travel lane.
10. Reconfigure the westbound vehicle lanes north of the Shore Road intersection such that vehicles merge from two-lanes to one-lane prior to the Shore Road intersection.
11. Installation of bicycle safe drainage inlet grates.
12. Continued maintenance of roadway by MassDOT to keep bike lanes safe and clear, which would include brush and tree trimming, filling of potholes and sweeping to remove debris and sand.

These improvements would have the additional benefits of providing bicyclists the confidence to utilize Route 6 as a mode of transportation and to alert vehicles that this is a Shared Use Roadway. The un-intended result of these improvements may assist to decrease traffic speeds to within the posted speed limits and to slow vehicles when turning at curb cuts.

Additional Proposed Route 6 Construction- The Truro BOS is aware that the Truro Police Department is concurrently working with the Barnstable Joint Transportation Commission to improve Route 6 from Castle Road to the Shore Road intersection in North Truro. The BOS request, where applicable, that bike lane(s) within the Route 6 shoulders be included in these projects.

The Truro Board of Selectmen urge that the MassDOT complete this project with the utmost of urgency in consideration of the bicycling public. Representatives from the Truro Board of Selectmen and Bike and Walkways Committee, as well as the Truro Police Department are available to meet and discuss the proposed re-designation of Route 6 shoulders as bike lanes at your convenience.

Page 4
MassDOT

Respectfully submitted on behalf of the Board of Selectmen and the Bike and Walkways Committee,

Jay Coburn,
Chair
Board of Selectmen

cc: Catherine Haynes, Truro Bike and Walkways Committee
Kyle Takajian, Truro Police Department
Charleen Greenhaugh, Truro Town Planner
Martha Hevenor, Cape Cod Commission
Paul Pilcher, Wellfleet Board of Selectmen
John Cumbler, Wellfleet Bike and Walkways Commission
Senator Dan Wolf
State Rep. Sarah Peake
Ms. Mary-Joe Perry, MassDOT District 5 Highway Engineer

Town of Wellfleet
Board of Selectmen
300 Mail Street
Wellfleet, MA 02667

Draft: November 10, 2015

Ms. Stephanie Pollard
Secretary of Transportation
Commonwealth of Massachusetts
Department of Transportation
10 Park Plaza, Suite 4160
Boston, MA 02116

Subject: Designated Bike Lanes for State Highway Route 6
Truro and Wellfleet, MA

Dear Secretary Pollard:

The Wellfleet Board of Selectmen (BOS) with the support of the Wellfleet Bike and Walkways Committee request that designated bike lanes be installed along the existing paved shoulder of State Highway Route 6 from the Eastham and Wellfleet town line through to the Wellfleet/Truro line to provide for safer travel for existing bike usage along this heavily travelled and shared roadway. It is our objective to work with the Massachusetts Department of Transportation (MassDOT) to improve this roadway to provide safer conditions for all current users. We are aware that the MassDOT has agreed to such a project in Truro and feel that the extension of the approved project through Wellfleet would contribute to the safety of bicycle riders and the vehicles that share Route 6.

Existing Route 6 Conditions - Route 6 is a varied width highway that runs along the spine of Cape Cod and is utilized by vehicles, bicyclists and to a limited extent, pedestrians. Route 6 from Eastham through to Provincetown is the shortest, most direct, and least hilly route and is utilized by a variety of bicyclists, including avid bicyclists, commuters, and groups of all ages involved in group or event rides. As the Department is well aware, Route 6 is the main route for vehicular travel on the Outer Cape. Recent 2013 traffic counts completed by the Cape Cod Commission show that the shared roadway is heavily traveled, especially during the peak summer season when bike travel is also highest. Recent traffic studies also indicate that a large percentage of drivers do not obey the posted speed limits, making this road potentially more dangerous.

Proposed Route 6 Improvements - The Truro BOS and Bike and Pathways Committee believe that converting the existing breakdown lanes to designated bike lanes would be a relatively inexpensive and easy modification that would increase the safety to cyclists by alerting drivers that bicycles are on the road. Route 6 should include bike lanes with appropriate pavement markings and signage along this corridor where there is significant bicycle demand. We believe that this objective can be met by providing striped bicycle lanes and signage within the existing paved shoulders of Route 6. These improvements would provide approximately 25-miles of designated bike lanes in conjunction with the already approved Truro project.

Specific recommendations for improvement include:

1. Sign this section of Route 6 for a bike lane. Signage would be installed at both ends of the project (and intermittently within). The signage would put drivers on alert that bicyclists have usage of the road.

2. A majority of this length of highway does have existing 5-foot wide breakdown lanes. Where necessary, widen the paved surface of Route 6 to obtain the required width to accommodate travel lanes and 5-foot bike lanes in both the east and west directions.
3. Paint standard bike lane symbols (including bicycle figures with helmets) on the road surface within the proposed 5-foot bicycle lane.
4. Repaint the fog lines along both sides of the roadway to a consistent 5-foot width. The existing roadway breakdown lanes are not a consistent width, especially when approaching a curb cut or intersection, and in some instances the breakdown lane "disappears" due to the fog line merging with the incoming curb cut. Re-design these curb cuts to minimize length of turning lanes and standardize the bike lane 5-foot width.
5. Standardize all bike lane striping and signage at intersections to designate the bike lane by using dashed lines to designate the bike travel lanes across the intersection.
6. Improve the unpaved shoulder of the roadway by installing hardener on the sandy shoulders, to bring the height of the shoulders near the elevation of the pavement. In many places the unpaved shoulder is several inches below the traveled surface and is predominantly sand. A dangerous condition exists if a bicyclist were to go off the paved surface into the existing soft sand. Every rain event washes sand onto the road surface. At times sand can be several inches deep across the paved shoulder forcing cyclists into the vehicle travel lane. A heavy layer of hardener along road sidelines would prevent sands from being washed onto the paved surface and have the added benefit of lessening road maintenance.
7. Update signage along Route 6. There are several signs which would no longer be necessary, such as, "do not drive in the breakdown lane."
8. Install bicycle safe drainage inlet grates.
9. Continued maintenance of roadway by MassDOT to keep bike lanes safe and clear, which would include brush and tree trimming, filling of potholes and sweeping to remove debris and sand.

These improvements would have the additional benefits of providing bicyclists the confidence to utilize Route 6 as a mode of transportation and to alert vehicles that this is a Shared Use Roadway. The unintended result of these improvements may assist to decrease traffic speeds to within the posted speed limits and to slow vehicles when turning at curb cuts.

The Wellfleet Board of Selectmen urges that the MassDOT complete this project with the utmost of urgency in consideration of the bicycling public. Representatives from the Wellfleet Board of Selectmen and Bike and Walkways Committee, as well as the Wellfleet Police Department are available to meet and discuss the proposed re-designation of Route 6 shoulders as bike lanes at your convenience.

Respectfully submitted on behalf of the Board of Selectmen and the Bike and Walkways Committee,

Paul Pilcher
Chair, Wellfleet Board of Selectmen

cc: Kevin Toomey, Wellfleet Bike and Walkways Committee
Ron Fisette, Wellfleet Police Department
Brian Carlson, Asst. Town Administrator
Suzanne Grout Thomas, Director of Community Services
Martha Hevenor, Cape Cod Commission
Senator Dan Wolf
State Rep. Sarah Peake
Ms. Mary-Joe Perry, MassDOT District 5 Highway Director



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: Snow and Ice Removal from Private Ways
Date: October 26, 2015
CC:

Attached is the DPW Director's estimate of the cost of removing snow and ice from all private roads. Option A is based upon using Town staff and equipment to perform the task. Option B is based upon using private contractors to perform the task and assumes that a sufficient number of private contractors can be engaged to do the work. For comparison purposes, Option C is the cost estimate if the Town limited snow and ice removal to public roads only and represents a net reduction in cost. Please note the assumptions the estimates are based upon. Also note that for Options A & B these costs are in addition to the average snow removal budget of \$130,000.

If the Town proceeds to fund snow and ice removal from unpaved private roads, standards for the condition of the unpaved private roads would have to be developed and approved.



TOWN OF WELFLEET
Department of Public Works
220 West Main Street
Wellfleet, MA 02667

Mark Vincent
Director

Phone: 508-349-0315
Fax: 508-349-7085

July 20, 2015

Harry Terkanian
Town Administrator
300 Main Street
Wellfleet, MA 02667

Reference: Private Dirt Roads

Dear Mr. Terkanian,

The following is an attempt to estimate the task of plowing and sanding private dirt roads with in the Town of Wellfleet. Sanding would only occur in cases of a re-freeze of a road which has already been plowed and creates a hazard.

We have identified approximately 192 private dirt roads with in the town. In total, these roads are over 30.29 miles in length or 60.58 lane miles for the purpose of snow plowing.

This estimate assumes that 80% of these roads would be plowed.

If considered, these roads could not be plowed safely or effectively unless their condition meets a standard prescribed by the Town. The condition requirements for these roads may exceed the current requirement used for private paved roads due to the type of equipment used to plow them (mainly front end loaders).

These requirements alone require numerous inspections and re-inspections which are currently outside the staffing capability of the department.

The following estimates are also complied with the following considerations:

- Assuming approximately one hundred ninety two (192) private dirt roads with 30.84 miles or 60.58 lane miles of length to be plowed
- Assuming all of these roads meet prescribed standards
- Without reassurance of when these roads would be serviced but projected within twenty four (24) hours during and after an event
- Assumed the best method would be utilizing front end loaders to prevent plow and equipment damage on normal vehicles used on paved roads which are less adept to these conditions.
- Normal operations would include dividing the town into separate areas of responsibility for manpower and equipment, similar to paved roads.

The following are preliminary estimates for plowing private dirt roads within the Town:

- Option A – Town Providing Services and Subsequent Additional Costs:
 - a) 4 Front End Loaders for the purpose of plowing roads.
At \$200,000 each.....\$800,000 Capital Purchase
 - b) 4 Operators to operate Loaders at \$50,000.....\$200,000 Per Year
1 Operator Supervisor.....\$55,000 Per Year
 - c) Fuel Cost.....\$23,000 Per Year
 - d) Materials.....\$5,000 Per Year
 - e) Equipment Maintenance.....\$16,000 Per Year
 - f) Overtime.....\$45,000 Per Year
 - Total Average Additional Costs.....\$344,000 Per Year *

Total Capital Outlay.....\$800,000

- Considerations:
 - 1) The current DPW garage facility is not large enough to store additional equipment.
 - 2) One suggested way to facilitate this problem would be to construct a new storage facility at the Transfer Station for storing equipment.
.....Cost - Unknown
- Option B – Sub-Contracting plowing at 80% of Private Dirt Roads
 - a) Events 15
 - b) 4 Front End Loaders @ \$125 per hour for 12 hours per event x 15 events =
.....\$90,000 Per Year
 - c) Additional Operation supervisor, road inspections, etc.....\$55,000 Per Year
 - d) Materials.....\$5,000 Per Year
 - e) Total Average Additional Costs.....\$150,000 Per Year *

- Considerations:
 - 1) It is difficult to determine at this point how many contractors would be available to dedicate the equipment and services to the town solely for the purpose of plowing private dirt roads.
 - 2) Example: If only 2 contractors are available, then the Town would need to consider portions of Option A. (Capital Outlay/additional personnel, etc.)

* This amount does not include the annual average snow removal budget of \$130,000 per year

- Option C – The Town would plow 80 public paved roads and 21 public dirt roads

a) Overtime.....	\$33,000
b) Salt/Deice.....	\$23,000
c) Other vehicle supplies, etc.....	\$3,000
d) Total Cost.....	\$59,000



TOWN OF WELLFLEET

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: Revision to Policy on Investments' Policy 2009-02 Adopted September 8, 2009
Date: October 26, 2015
CC: Acting Treasurer

Other Post Employment Benefits ("OPEB") Trust funds are authorized by General Laws, Chapter 32B, Section 20. Section 20 allows OPEB Trust funds to be invested in securities which meet the "prudent investor" rule established in MGL Chapter 203C. In recognition of the longer term for which OPEB funds are held, this rule allows a more aggressive investment strategy than is permitted for other public funds. The proposed policy amendment would authorize the application of this investment strategy to Wellfleet's OPEB Liability fund.

The following is proposed language to be added to the end of the existing policy to authorize application of the prudent investor rule to the Town's OPEB Liability Trust funds:

OTHER POST EMPLOYMENT BENEFITS TRUST FUNDS

Massachusetts General Laws, Chapter 32B, Section 20 allows a city, town, district, county or municipal light plant to setup a special trust fund known as the Other Post Employments Benefits (OPEB) Liability Trust fund. Wellfleet accepted this section by vote of the Town under Article 15 of the 2009 Annual Town Meeting and has established and funded an OPEB Liability Trust fund. The Town Treasurer is the custodian of the fund. Investment of fund monies by the custodian shall be consistent with the prudent person standard set forth in Massachusetts General Laws, Chapter 203C for private trust funds. Income earned by the fund shall be added to the fund principal.

BOARD OF SELECTMEN

Investment Policy

Original Date: September 8, 2009

2009-2

The Board of Selectmen of the Town of Wellfleet hereby establishes and adopts this Investment Policy.

GENERAL STATEMENT OF POLICY

It is the policy of the Town of Wellfleet to invest public funds in a manner which will provide the maximum security with the highest investment return while meeting the daily cash flow demands of the Town.

AUTHORITY

Massachusetts General Laws, Chapter 44, Section 55B, requires that the Treasurer invest all public funds except those required to be kept un-invested for the purpose of immediate distribution.

Massachusetts General Laws, Chapter 44, Section 55 sets forth the types of instruments which are legal for municipal Treasurers to invest in. These are:

- ◆ US Treasury securities with a maturity of one year or less;
- ◆ Agencies of the US Government;
- ◆ Savings accounts of banks insured by the federal government;
- ◆ Certificates of Deposits of a maturity of one year or less insured by the federal government, and;
- ◆ Investments in a pooled fund operated under the authority of the State Treasurer.

OBJECTIVES

The primary objectives, in priority order, of the Town's investment activities shall be:

SAFETY: Preservation of principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

LIQUIDITY: The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated.

RETURN ON INVESTMENT: The Town's investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow requirements of the portfolio.

REPORTS: The Town Treasurer should make available quarterly reports which summarize how the Town's funds are invested and the average rate of return received.

AUTHORIZED AND SUITABLE INVESTMENTS

The Town is empowered by statute to invest in the following types of securities:

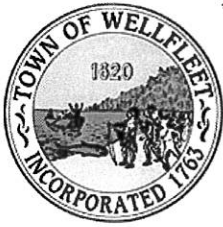
1. United State Treasury Bills. Short-term obligations of the United State government issued and sold at a discount, with maturities of 13, 26, and 52 weeks.
2. United State Treasury Notes and Bonds. Obligations of the United State government issued with a fixed coupon rate and original maturities of one year.
3. Repurchase Agreements. Contractual agreements between the Town and brokerage firms, banks or government bond dealers. The repurchase agreement (Repot) issuer receives cash and, in turn, provides securities to the Town as collateral for the cash. There exists a contractual agreement for the repot issuer to repurchase the securities at pre-determined dates and prices. The right of substitution of collateral may be granted to the issuer upon approval by the Treasurer.
4. Collateralized Public Deposits. Instruments issued by financial institutions (banks) that state specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are to be backed by acceptable collateral securities as dictated by State and local law. The right of substitution of collateral may be granted to the financial institution upon approval by the Treasurer. Interest will be calculated on a 365-day year/actual-day month basis, or another method approved by the Treasurer in writing.
5. Federal Farm Credit Bank Discount Notes. Consolidated obligations of the Farm Credit Banks, issued on a discount basis, with maturities of one year or less.
6. Federal Farm Credit Bank Debentures. Unsecured consolidated obligations of the Farm Credit Banks, issued with a fixed coupon rate, with maturities ranging from six months to one year.
7. Federal Home Loan Bank Discount Notes. Consolidated obligations of the twelve district banks, issued on a discount basis, with maturities of one year or less.
8. Federal Home Loan Bank Debentures. Unsecured consolidated obligations of the twelve district banks, issued with a fixed coupon rate, with maturities running one year or less.
9. Federal National Mortgage Association Discount Notes. Obligations of the Association, issued on a discount basis, with maturities under one year.
10. Federal National Mortgage Association Debentures. Unsecured obligations of the Association, issued with a fixed coupon rate, with various maturities.
11. Federal Home Loan Mortgage Corporation Discount Notes. Obligations of the Corporation, issued on a discount basis, with maturities under one year.
12. Federal Home Loan Mortgage Corporation Debentures. Unsecured obligations of the Corporation, used with a fixed coupon rate, with various maturities.
13. Bank Money Market Account. Interest bearing bank deposits.
14. Federal Home Loan Mortgage Corporation Participation Certificates. Issues of the Corporation, representing undivided interests in conventional mortgages underwritten and previously purchased by the Corporation. The Corporation guarantees the timely payment of interest at the certificate rate and full return of principal. Original maturity payment dates are thirty days.
15. Participation Units in a combined Investment Fund. The fund must only invest in Treasury of Agency of the Federal Government instruments. Municipal bonds or corporate bonds rate "A" or higher. (e.g. MMDT- Chapter 44, Section 55)

SELECTION CRITERIA FOR BANKS AND BROKERS/DEALERS

A bank on the list of qualified banks for investment and banking services must meet minimum criteria, which are defined below. Banks failing to meet the minimum criteria or which, in the judgment of the

Treasurer fail to offer adequate safety to the Town, will be removed from the qualified list. Although a bank is on the qualified list, it will still be required to pledge collateral on all deposits and investments, pursuant to Town and State Law.

- (1) Capital adequacy;
- (2) Asset quality;
- (3) Management;
- (4) Earnings, and;
- (5) Liquidity.



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To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Bicycle Events
Date: October 29, 2015
CC:

After the October 27, 2015 Board of Selectmen's meeting I met with Chief Fisette on October 29, 2015 to discuss the limits of the Police Department's authority over bicycle events on public streets.

The starting point of any analysis is the cyclists have the same right to use public roads as do pedestrians and motorists. Police authority is limited to normal traffic enforcement. The fact that cyclists may be riding together as part of an organized group does not alter the situation. Only in situations where the police department closes a road in connection with an event do the police have authority to determine who can use the road and under what terms. For events where use of other Town property is involved, such as use of a parking lot as a watering stop or as a rest stop, the Town can control how that property is used. The limit on police authority also extends to state highways. In the case of state highways, the decision to close a road or otherwise authorize a requested use rests with the Commonwealth; MassDOT and the State Police. Customarily MassDOT requests an acknowledgment of the event from local officials prior to granting a use permit.

In this context, I think there are three possible alternatives:

1. Treat all bicycle events as uses of Town property and process them in the same way the Town processes other requests, understanding that what is really capable of regulation is the use of other Town properties such as parking lots, rather than the use of the roads themselves. Under this alternative the use of Town property policy would govern how the Town acts in response to a request. The Bicycle Races policy would serve no purpose and could therefore be repealed.
2. Delegate the management of all bicycle events to the policed department understanding that the department operates under the "strong chief" statute and therefore the decisions about the handling of the event by the police would not be subject to review or direction by the selectmen. In that case the policy should be revised to reflect the delegation of management of all bicycle events to the police department without further direction by the Board. In this case the policy might also be revised to change *bicycle races* to *bicycle events* and to remove the reference to State roads. Revised, it would read as follows:

In order to insure that proper precautions are taken before any bicycle event using Town roads, the sponsors of the event must receive permission from the

Police Department. The Police Department will use its own judgment as to the requirements the event sponsor will have to meet.

Prior to the event, the Board of Selectmen shall be notified by the Police Department of the date, time and place of the event as well as any precautions which will be made for the event at a regularly scheduled public Board of Selectmen's meeting.

3. Take no action in which event bicycle races would remain the responsibility of the police department and all other bicycle events would be treated as use of town property and be subject to approval by the selectmen.

BOARD OF SELECTMEN
Policy on Bicycle Races
Original Date: June 1, 1998
1998-1

Reaffirmed: July 23, 2001
Revised: January 27, 2009

In order to insure that proper safety precautions are taken before any bicycle race or for that matter any race using Town roads or State roads in Wellfleet, the sponsors of the race must receive permission from the Police Department. The Police Department will use its own judgement as to the requirements the road race sponsor will have to meet.

Prior to the race, the Board of Selectmen will be notified by the Police Department of the date, time and place of the race as well as any precautions which will be made for the event at a regularly scheduled Board of Selectmen public meeting.

2-2 Equal Opportunity, Discrimination and Sexual Harassment Policy

(BOARD OF SELECTMEN Sexual Harassment Policy of the Town of Wellfleet Original Date: 1/28/91
1991-1a SEXUAL HARASSMENT POLICY OF THE TOWN OF WELLFLEET

Revised: 1/3/97 Reaffirmed: 3/2/98 Revised: 10/4/99 Revised: 7/23/01 Revised: 5/10/05 Revised: 1/27/09,
Revised, current as of the date of this manual's publication)

As part of the Town of Wellfleet's continuing Affirmative Action Efforts, The Board of Selectmen hereby establishes the following revision for all town employees. This revision is in accordance with the Commonwealth of Massachusetts Commission against Discrimination's Policy 96-2 voted by the MCAD on October 25, 1996.

2-2.A. Introduction

It is the goal of the Town of Wellfleet to promote a professional and productive workplace in which all employees are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Discrimination, including harassment, whether based upon race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, parental leave, genetic information, active military status, criminal record (inquiries only), or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about discrimination, sexual harassment or retaliation against individuals for cooperating with an investigation of a discrimination or sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from discrimination, sexual harassment, or retaliation the conduct that is described in this policy will not be tolerated and we have provided a procedure with which inappropriate conduct will be dealt, if encountered by employees.

Deleted:

Because the Town of Wellfleet takes allegations of discrimination and sexual harassment seriously, we will respond promptly to complaints of discrimination and sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goal of promoting a workplace that is free from discrimination and sexual harassment, the policy is not designed or intended to limit our authority to discipline or pursue remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Any employee who believes he or she has been the subject of discrimination or sexual harassment of any kind should report the alleged discrimination or sexual harassment immediately to his/her department head or supervisor, or to the Town Administrator or Assistant Town Administrator. An investigation of all complaints will be undertaken immediately under the direction of the Office of the Town Administrator. Any employee who, following appropriate investigation has been found to have discriminated against or

sexually harassed another employee shall be subject to appropriate sanctions depending on the circumstances, up to and including termination.

This policy may apply to conduct that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media), or during non-work hours. When the conduct complained of occurs outside the workplace or during non-work hours, the Town may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this policy:

- whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- whether the conduct occurred during work hours;
- the context of conduct that occurs outside of normal work hours and whether there is any connection to the workplace;
- the severity of the alleged outside-of-work conduct;
- the work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job;
- whether the conduct adversely affected the terms and conditions of complainant's employment or impacted the complainant's work environment.

All employees should take special note that retaliation against an individual who has complained about discrimination or sexual harassment, or against individuals for cooperating with an investigation of a discrimination or sexual harassment complaint is unlawful and will not be tolerated by this organization.

Deleted: , as stated above,

Deleted: ,

Deleted: and retaliation

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2-2.B. Definition of Prohibited Discriminatory Behavior

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It is not possible to list all circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment.

2-2.C. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: Sexual harassment means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decisions; or,

Deleted: as

(b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Hostile Work Environment – A form of sexual harassment, where pervasive and sexually hostile working conditions unreasonably interfere with an employee's ability to do his or her job.

Quid Pro Quo – Another form of sexual harassment where tangible job benefits are offered or withheld in exchange for sexual favors.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, or comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Discussion of one's sexual activities.

Deleted: Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.¶
The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

2-2.D. Procedures

1. Complaints of Discrimination, Sexual Harassment or Retaliation

If an employee believes that he or she has been subjected to sexual harassment, discriminatory behavior or retaliation, it is the Town's policy to provide the employee with the right to file an internal complaint. This may be done orally or in writing.

An employee may file a complaint of discrimination, sexual harassment or retaliation by contacting his or her department head or supervisor or alternatively the Town Administrator or Assistant Town Administrator. These persons will remain available to

discuss any concerns employees may have and to provide information about the Town's policy on discrimination, sexual harassment or retaliation and the complaint process.

2. Discrimination, Sexual Harassment and/or Retaliation Investigation

When a complaint of discrimination, sexual harassment or retaliation is received, the Town will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The Town's investigation will include a private interview with the person filing the complaint and with any witnesses. The Town will also interview the person alleged to have committed the discrimination, sexual harassment or retaliatory behavior. When the investigation has concluded, the Town will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action.

2-2.E. Sanctions

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such actions may include: counseling, information or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions, including termination from employment.

2-2.F. State and Federal Remedies

In addition to the above, if any employee believes he or she has been subjected to discrimination, sexual harassment or retaliation, he or she may file a formal complaint with either or both of the governmental agencies listed below. Using the Town's complaint process does not prohibit an employee from filing a complaint with either of these agencies. Please note that both agencies have short time periods for filing a claim (300 days)

1. The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: (800) 669-4000
TTY: (800) 669-6820

2. The Massachusetts Commission Against Discrimination

Boston Office

New Bedford Office

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
(617) 994-6000
TTY: (617) 994-6196

800 Purchase Street, Rm. 501
New Bedford, MA 02740
(508) 990-2390
Fax: (508) 990-4260

**EQUAL EMPLOYMENT OPPORTUNITY, DISCRIMINATION, AND SEXUAL
HARASSMENT POLICY**

This acknowledges that I have received and reviewed the Town of Wellfleet's Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding Equal Employment Opportunity, Discrimination and Sexual Harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.



TOWN OF WELLFLEET

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

www.wellfleetma.org

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: PLANNING BOARD
SUBJECT: FOOD TRUCKS IN WELLFLEET
DATE: 11/5/2015
CC: TOWN ADMINISTRATION

Upon the request of several Wellfleet citizens who are interested in operating mobile food trucks within the Town of Wellfleet the Planning Board has been discussing the possible inclusion of this type of business use within the Town Zoning Bylaw. Information the Planning Board received from Town Counsel states that "pursuant to the Massachusetts General Laws, the food service aspects of Food Trucks are subject to regulation by the Board of Health through its general jurisdiction and through the issuance of food permits pursuant to 105 CMR 590.000, et seq., the Food Code, and the business aspects are subject to regulation by the Board of Selectmen through the issuance of licenses pursuant to Chapter 101 of the General Laws that governs so-called Hawkers, Peddlers and Transient Vendors. Accordingly, both as a general licensing matter and as a public health matter, the Planning Board, in my opinion, does not play a role in the regulation of Food Trucks"

Due to the fact that the Planning Board does not have a role to play in regulating mobile food trucks it will not be modifying the Zoning Bylaw but the board would like to convey to the Board of Selectmen the following concerns regarding this type of business operation.

The concerns include those related to parking, nuisance, safety on and off the site, egress, proximity to residences and other businesses such as brick and mortar restaurants. It is also possible that restaurants may want to put up their own mobile food trucks on their own properties.

To assist in the process of supporting the development of regulations by the Board of Selectmen for the operation of mobile food trucks within Town the Planning Board adopted the following definition of Food Truck.

Food Truck: A readily moveable trailer or motorized wheeled vehicle, currently registered with the Mass Division of Motor Vehicles, designed and equipped to cook prepare, and serve food.

The Planning Board feels this definition is a good starting point and it is our hope that it will help begin the drafting of regulations. The Assistant Town Administrator can help the Board of Selectmen draft regulations for food truck vending in preparation for the 2016 season.



TOWN OF WELLFLEET

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MEMORANDUM

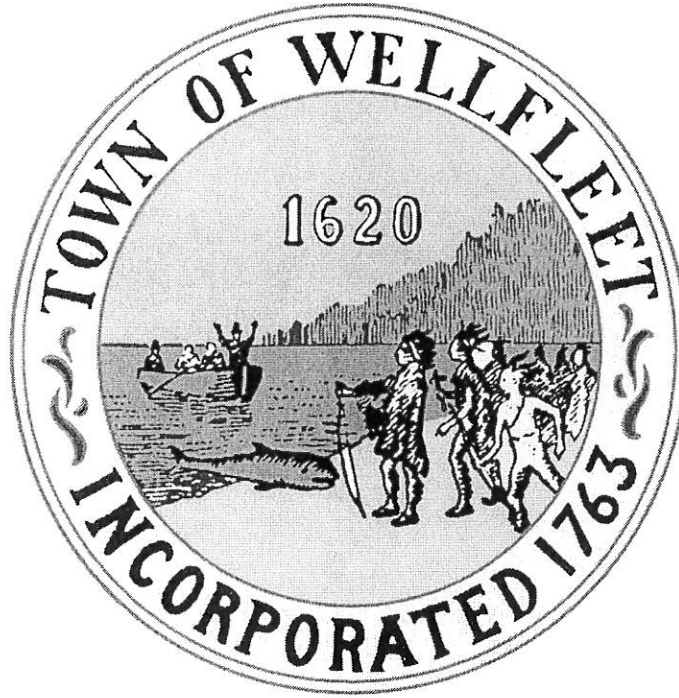
TO: BOARD OF SELECTMEN
FROM: ASSISTANT TOWN ADMINISTRATOR
SUBJECT: PROPOSED FOOD TRUCK RULES AND REGULATIONS
DATE: 11/4/2015
CC: TOWN ADMINISTRATION

In your packet is a set of draft food truck regulations that have been prepared for your consideration. The Town Administrator, Health Department, Zoning Enforcement Officer, Community Services Director and Recreation Director have reviewed this draft. Under M.G.L. Chapter 101, Section 3 the Board of Selectmen has authority to regulate this activity within the Town. Food trucks are considered transient vendors and this section of the law requires that they possess a Hawker and Peddler License issued by the Division of Standards. This License shall also be subject to local rules and regulations as may be made by the Board of Selectmen. In addition to the rules created and enforced by the Board of Selectmen this type of activity must also comply with 105 CMR 590 which requires a food permit from and inspection by the local Health Department.

BOS Regulations for the operation of Food Trucks.

TOWN OF WELLFLEET
COMMONWEALTH OF MASSACHUSETTS

RULES AND REGULATIONS REGARDING THE OPERATION OF FOOD TRUCKS



Effective:
Local Licensing Authority: Wellfleet Board of Selectmen

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Renewals	5
Violation, suspension, revocation or modification	5
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Protocol for issuing a Food Truck License

The Town of Wellfleet, through the Board of Selectmen (the Board), regulates the retail sale of food or beverage from Food Trucks pursuant to Chapter 101 of the Massachusetts General Laws that governs so-called Hawkers, Peddlers and Transient Vendors. In addition, vendors of Food Trucks are required to obtain a food service permit, pursuant to 105 CMR 590 and the Town Board of Health relevant rules and regulations. These regulations specifically relate to the service of food by Mobile Food Vendors. For these purposes, a Mobile Food Vendor is defined as any person who travels from place to place upon public ways and dispenses food from a food truck, food cart, canteen truck, catering truck, breakfast truck, lunch truck, lunch wagon, or any other mobile food vehicle. A food truck shall be defined as a readily movable trailer or motorized wheeled vehicle, currently registered with the Mass Division of Motor Vehicles, designed and equipped to cook, prepare and serve food.

Comment [HST1]: Cook, prepare or serve? 'and' would require all three activities.

Comment [B2]: This is the definition of a Food Truck that the Planning Board adopted.

Before granting a license to operate a food truck, the Board must determine if the public good requires it. In making this determination, the Board will consider the following:

- Traffic and pedestrian safety issues
- Impact on nearby parking
- Sanitation arrangements and conditions (Health Department signoff shall be required)
- Noise, odors or other disruptions to the surrounding neighborhood
- Zoning compliance (Building Department signoff may be required)
- Fire safety (Fire Rescue Department sign off may be required)
- Hawkers and Peddlers license (obtained through the Police Department)
- Any other public safety issues, as identified by the Board of Selectmen
- The number of food trucks operating within the Town
- Previous compliance or performance issues of the food truck vendors

These regulations are intended to supplement and not usurp existing state law and regulations where applicable. Should these regulations conflict with state law or regulation, state law/regulation will control.

Application requirements:

Any person wishing to apply for a Food Truck License shall fully complete the application form supplied by the Town Administrator's office, including authorization for the Town to obtain a Personal Criminal Record Request Form (CORI) and a Sex Offender Registry Board (SORI) check. Upon completion of the application review process, the application shall be scheduled for a hearing before the Board of Selectmen at a public meeting.

Maintenance of order and decorum and cooperation with Town officials

Any person to whom a Food Truck License is issued under these regulations shall ensure that order and decorum is maintained in the licensed area and immediate vicinity at all times, and shall cooperate in every respect with town officials including, but not limited to, representatives of the Board of Selectmen, the Fire Rescue and Police Departments, the Building Department, the Health Department, Board of Health, and Town Administration. The licensed area including any vehicles shall be available at all times for inspection by said officials or any other department or official of the town so directed by the Board of Selectmen.

Operating requirements for Mobile Food Vendors

1. Licensees may only operate at specifically approved public or private locations (hereafter, the "licensed area"), at specifically approved times. For private locations, the Licensee shall provide written evidence of the property owner's approval for use of that area.
2. If operations are located on a Town owned property the Licensees shall provide evidence of comprehensive liability insurance in the amount of at least \$1 million (single claim), and listing the Town of Wellfleet as an additional named insured,
3. Licensees shall not be permitted to operate within 200 feet of a licensed common victualler establishment without their written permission. Such permission shall not be required in instances where the licensee and the common victualler establishment share common ownership. The 200 feet distance shall be measured as the Board of Selectmen or its designee shall reasonably determine.
4. Licensees shall not deploy any free-standing sign or flags unless specifically permitted by the Board of Selectmen and in compliance with local Zoning rules and regulations.
5. Licensees shall not deploy tables or seating unless specifically permitted by the Board of Selectmen with permission from the Health Agent.
6. Mobile food vehicles (food trucks) shall not be positioned so as to expose clients to vehicular traffic, or otherwise in an unsafe manner. Any directive of a Police Officer in this regard shall be immediately complied with.
7. Licensees shall make specific provisions for trash and wastewater removal and ensure that the licensed area is kept clean, neat and sanitary at all times. Reliance on the use of municipal trash receptacles is not permissible. Upon request, proof of proper disposal shall be submitted to the Health Agent.
8. No licensee or employee of the licensee shall consume any alcoholic beverage or unlawful controlled substance during the 4 hours preceding and while on duty.

BOS Regulations for the operation of Food Trucks.

9. No licensee or employee of the licensee shall permit a patron to bring into the licensed area any alcoholic beverage for consumption on the premises.

10. Operations are permitted between the hours of 7:00 a.m. and dusk, but not later than 9:00 p.m., unless otherwise specified. This guidance supersedes the permissible hours of operation for Hawkers and Peddlers.

11. Licensees are required to obtain a Hawkers and Peddlers License for each employee from the Wellfleet Police Department. As part of this process a Personal Criminal Record Request Form (CORI), Sex Offender Registry Board (SORI) check, and fingerprints will be obtained for each such employee.

12. Licensees shall not sell non-food novelty items, noise makers or toys.

Renewals

A Food Truck License is subject to annual renewal. When determining whether to renew a license, the Board of Selectmen will utilize the same criteria as set forth above. Renewal forms may be obtained from the Town Administrator's office and must update all previously filed statements and plans, as appropriate. It is the responsibility of the licensee to file for a renewal at least 60 days prior to termination of the current license. Failure to renew prior to expiration shall result in a loss of license and any subsequent renewal request shall be treated as a completely new application.

Violation, suspension, revocation or modification of a Food Truck License

Any violation of these regulations will be subject to a fine of \$50 (1st offense), \$100 (2nd offense) or \$300 (3rd and subsequent offenses). In addition, any violation may result in the immediate suspension of the license or removal of the Mobile Food Vendor's cart, truck or other vehicle at the owner's expense. Each day shall constitute a separate offense and if the circumstances warrant it in the judgment of the Police Department or other enforcement officer, in which case such suspension shall be reviewed by the Board of Selectmen at its next available public meeting scheduled in accordance with open meeting law requirements. A licensee may appeal any fine to the Board of Selectmen.

The Board of Selectmen may suspend, revoke or modify a Food Truck License if, after a public hearing, the Board finds that these regulations have been violated.

Application Instructions

1. Fill-out and sign the application form and attachments.
2. Include a detailed list of the intended locations for operation, including a sketch for each location showing how the mobile food vehicle is to be positioned. For each location also provide the proposed times of operation.
3. Obtain all applicable initial plan reviews and/or preliminary approvals from the Building, Health, Fire Rescue and Police Departments, and obtain Hawkers and Peddlers Licenses for each employee before application is submitted to the Town Administrator's office.
4. Deliver the completed and signed application form and attachments (e.g., list of intended locations for operation, tax certification, resumes, copies of Hawkers and Peddlers licenses, etc.), along with a payment for the application fee.
5. For private locations, the Licensee shall provide written evidence of the property owner's approval for use of that location.
6. A Personal Criminal Record Request Form (CORI) and Sex Offender Registry Board (SORI) check will be obtained by the Town Administrator's for each employee.
7. After the application materials are received and reviewed for completeness, an interview will be scheduled with the Town Administrator or the TA's designee to discuss the applicant's plans for operation. The applicant will then be required to appear before the Board of Selectmen during one of its regular public meetings. Staff in the Selectmen's Office will notify the applicant by telephone of the date and time of the public hearing.
8. The Board of Selectmen reserves the right to defer action on the license application until all issues and concerns raised by the Board are addressed by the applicant to the Board's satisfaction; and the Board also reserves the right to deny approval if the applicant fails to meet the application requirements, or does not/cannot resolve the issues and concerns raised by the Board.
9. The Board of Selectmen shall only approve the application once the applicant has obtained all required Health Department, Building Department, Police Department and Fire Rescue Department final approvals (i.e., permits, reviews and/or inspections) before the Food Truck License will be issued. If the applicant fails to obtain a required approval at any point in the process, the issuance of the License will be withheld until the issue or problem is resolved to the satisfaction of the appropriate body.

BOS Regulations for the operation of Food Trucks.

Specific questions should be addressed to:

Selectmen's Office, Jeanne Macclauchlan, Principal Clerk, 508-349-0300
Building Department, Richard Stevens, Building Inspector, 508-349-0309
Health Department, Hillary Greenberg-Lemos, 508-349-0308
Fire Rescue Department, Theresa Townsend, Administrative Assistant, 508-349-3754
Police Department, Ron Fisette, Chief of Police, 508-349-3702

Date Applied:

Date Approved:

Date Issued:

Office Use Only	Fees Paid:	Tax Cert:	Resumes:	H&P Info:	Plan:	Interview:
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The undersigned hereby applies for a Food Truck License in accordance with the provisions of Town of Wellfleet Board of Selectmen Regulations.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant:

Date:

D.O.B:

Drivers. License Number:

Fed.ID #:

Business Address:

Home Address:

Business Telephone:

Cell Phone:

Name of Operation:

Plan Review and/or Preliminary Approval (Required for Approval)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:		
Health Department:		
Police Department		
Fire Department:		

BOS Regulations for the operation of Food Trucks.

PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO EACH LOCATION:

What will be the hours of operation?

Time(s) of Peak Customer Activity

Est. Number of Customers at Peak Time(s):

Est. Number of Employees at Peak Time(s):

What provisions have been made for trash, wastewater and recycling?

LIST THE LOCATIONS WHERE THE MOBILE FOOD VEHICLE WILL BE DEPLOYED AND ATTACH A SKETCH OF HOW THE VEHICLE WILL BE POSITIONED AND OTHER DETAILS OF THE AREA TO BE LICENSED.

(Please provide a sketch for each location on a separate piece of paper.)

Location(s)

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:

Printed Name:

Date:

Note: No Food Truck License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no Food Truck License will be issued until all required inspections have been conducted, permits granted, and final approvals given.

=====

FOR OFFICE USE ONLY

Final Permits/Approvals Granted (Required Before TFL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Police Department:				
Fire Department:				



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300

Fax (508) 349-0305

www.wellfleetma.org

FINAL BOARD OF SELECTMEN GOALS 2015-2016

No goals appeared on all 5 Selectmen's list.

The following goals appeared on 4 of the 5 lists:

1. Move ahead with dredging plans; present plan and price tag to 2016 Town Meeting.
2. Conduct a forensic audit of one of the Big 3 budgets.

The following goals appeared on 3 of the 5 lists:

3. Continue to look for new revenue options with or without parking fees.
4. Review funding for maintenance & repairs of public buildings; consider hiring separate maintenance personnel; consider FT Building Inspector.

The following goals appeared on 2 of the 5 lists:

5. Each department to review current fees & suggest feasible increases.
6. Collaborate with CDP/Outer Cape towns to create "Outer Cape Summit" for housing/planning/job creation.

The following goals appeared on one list only:

7. Keep the increase in 2017 budget to 2 ½% and maintain current level of services without additional full-time employees.
8. Work with Board of Water Commissioners to update Master Water Plan.
9. New Harbor/Shellfish Warden Shack.
10. Review financial intake and output for economies.

7/14/15

TOWN OF WELLFLEET
BOARD OF SELECTMEN
CERTIFICATE OF VOTE

I, Helen Miranda Wilson, Clerk of the Board of Selectmen of the Town of Wellfleet, Massachusetts, certify that at a meeting of the Board held on November 10, 2015, of which all members of the Board were duly notified and a quorum was present, the following vote was unanimously passed, all of which appears in the official record of the Board:

VOTED: That the Town Administrator be and hereby is authorized to execute a Community Compact Grant Agreement with the Commonwealth of Massachusetts.

I further certify that the above vote(s) were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the meeting agenda, date, time and place of the meeting was filed with the Town Clerk and a copy thereof posted in compliance with the provisions of G. L. c. 30A s. 18 – 25 and 940 CMR 29.03(2)(b) and that no deliberations or decisions in connection with the subject matter of this vote were taken in executive session.

Dated: _____

Clerk of the Board of Selectmen



TOWN OF WELLFLEET

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: October 30, 2015

This report is for the period October 23, 2015 through October 29, 2015.

- 1 I will be away the week of November 2 through 6, 2015.
- 2 On October 23rd ATA Carlson attended Boot Camp for New Managers
- 3 Procurement:
 - a. Town Hall re roofing was done over the Weekend of October 24 – 25th. The work was supervised by the DPW and was completed as scheduled and on budget.
 - b. Police Station Renovation. Proposals for Owner's Project Manager Services were received on September 30, 2015. The Designer Selection committee met on October 19, 2015 and selected three firms for interviews. Interviews of the three highest ranked firms were conducted on October 28, 2015. A selection committee meeting has been scheduled for November 9 to vote on a final ranking.
- 4 OPEB investment. Proposed revision to the Selectmen's investment policy will be on the November 10, 2015 agenda for initial consideration by the Board.
- 5 Additional Meetings.
 - a. October 23, 2015. Met with Ned Hitchcock and Joe Aberdale (Marina Advisory Committee) about revisions to the Marina Regulations to address concerns raised about live aboards. A further public hearing will be required to consider the amendment.
 - b. October 23, 2015. Attended the Herring River Restoration Committee meeting with Chequessett Yacht & Country Club.
 - c. October 27, 2015. Department Heads meeting.
 - d. October 27, 2015. Met with ATA Carlson and Don Jacobs to review status of the employee classification and compensation study. The project is still on schedule and is expected to be completed by the end of November.
 - e. October 29, 2015. Attended a presentation on the science behind the Herring River restoration project.
- 6 Citizen Complaints.
 - a. October 26, 2015. Met with Amy's Way residents over signage concerns.
- 7 Personnel Matters:

TOWN ADMINISTRATOR'S REPORT TO THE SELECTMEN

- a. Employee performance reviews. I have completed 15 of 17 direct reports. Building Inspector and Town Accountant remain to be reviewed. The Acting Treasurer will not be reviewed.
- b. Administrative actions (appointments are subject to disapproval by majority vote of the Board of Selectmen within 14 days; Charter section 5-4-1): NONE
- c. Town Treasurer. Rosemary Moriarty has been hired as Town Treasurer and will start on December 7, 2015.
- d. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Building – Building Inspector is part time.

Town of Wellfleet Committee Vacancies

Date: November 6, 2015
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
2 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Board of Health (5 members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: One application on file		

Building and Needs Assessment Committee (5 Members)

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

Cable Advisory Committee (5 Members)

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

Cape Light Compact Governing Board (2 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	to be determined by BOS
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
11 positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Energy Committee (11 members total)

Vacant Positions	Appointing Authority	Length of Term
2 regular Positions	Board of Selectmen	3 years
2 Alternate Positions		
Requesting Appointment: No applications on file		

Finance Committee (9 members, 2 alternate)

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

Herring Warden (1 Warden, 1 Assistant Warden)

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

Historical Commission (7 Members)

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

Recreation Committee (5 members)

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

Recycling Committee (Up to 11 Members)

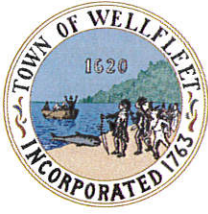
Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Shellfish Advisory Board (7 Members, 2 Alternates)

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

Taxation Aid Committee (4 Members)

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



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**Wellfleet Board of Selectmen
Minutes of October 27, 2015
Wellfleet Senior Center**

Present: Selectmen Paul Pilcher, Dennis Murphy, Helen Miranda Wilson; Town Administrator Harry Sarkis Terkanian and Assistant Town Administrator Brian Carlson

Regrets: Selectmen Jerry Houk and Berta Bruinooge

Chairman Paul Pilcher called the meeting to order at 7:00 pm and wished a quick recovery to Selectman Houk.

Announcements, Open Session and Public Comment

- Wilson announced that the Barnstable County Office is subsidizing tick testing program for Barnstable County residents and the reports will be provided from LMZ which will provide for passive surveillance as well as specific disease information that will be shared with the medical community.
- Pilcher announced the upcoming Community Planning and Brainstorming Session: Creating and Defining a Cultural District in the Town of Wellfleet on Tuesday, November 3, 2015 at 4:30 pm at the COA.
- Town Administrator Harry Sarkis Terkanian announced the upcoming art contest for the annual town report cover. Submissions will be accepted from November 2, 2015 through December 8, 2015 and the details are posted on the Town's web page under News and Announcements.

Public Hearing(s) [7:05]

The Selectmen heard from the applicants Leon and Erica Wagner, their attorney and the former owners of Sweet Seasons, Inc. regarding the request to transfer the Seasonal All Alcoholic Inn license from Sweet Seasons, Inc to Chap and Wags, Inc. dba The Wagner at Duck Creek.

MOTION 215-356: Wilson moved and Murphy seconded to approve the application received on September 28, 2015 from Chap & Wags, Inc. dba The Wagner at Duck Creek, 70 East Main Street, Wellfleet, MA, Leon Wagner and Erica Chapman, Managers, to transfer the Seasonal All Alcoholic Inn license from Sweet Seasons, Inc. The motion passed 3-0.

Appointments/Reappointments

MOTION 215-357: Wilson moved and Murphy seconded to appoint G. Fred Vanderschmidt to Waste Water Committee with term ending June 30, 2018. The motion passed 3-0.

Business

Eversource litigation on right-of-way spraying *(Continued discussion from 10/13/15)*

Laura Kelley of POCCA asked the Board for the opportunity to have a meeting with Town Counsel and the pro bono attorney representing POCCA and the three abutters against the Eversource to discuss the options of the Town joining the law suit. Pilcher suggested deferring action on this until more than three Board members are present. Terkanian said that he would like to discuss this with Town Counsel first in order to avoid establishing client- attorney relationship with POCCA. He wanted to know if

anyone had tried to challenge the administrative decision of MDAR. Pilcher suggested Terkanian to talk to K&P and then revisit the subject if K&P feels it should be advanced. Wilson suggested involving the Board of Water Commissioners and the Conservation Commission and hearing their position on this matter.

MOTION 215-358: Wilson moved to get the Conservation Commission and Board of Water Commissioners opinion on Eversource right-of-way spraying. Murphy seconded and the motion passed 3-0.

Approval of Housing Partnership request to submit a buy down program application to Department of Housing and Community Development – action on this was deferred due to a lack of quorum after Pilcher’s recusal due to possible conflict of interest.

Discussion of possible Selectmen’s comments on Local Initiative Program application by Habitat for Humanity (*Continued from 10/13/15*). There were no additional suggestions and no action was taken on this matter.

Discussion of procurement policy for season long uses of Town property

No action was taken; The Board directed Terkanian to bring the Procurement Policy for Season Long Uses of Town Property¹ revised addressing the discussed concerns and adding the language “*or other activities that the Board defines at a certain time.*”

Possible revocation of Board of Selectmen’s policy on Award of Shellfish Grants (Policy 1988-04)

Terkanian explained the redundancy of Policy 1988-04 – Selectmen’s policy on Award of Shellfish Grants², because shellfish grants are already awarded and regulated with the Shellfish Advisory Board (SAB) Rules and Regulations. The Selectmen took no action on this matter pending the recommendation by the SAB.

Discussion of possible amendment(s) to Board of Selectmen policy on Bicycle Races (Policy 1998-01)

Terkanian explained that the possible amendment(s) to the Bicycle Races Policy³ came up as a result of the last BOS meeting. Wilson had a question if this policy would apply to State roads and said that the Town cannot grant use of those roads. Pilcher wanted to hear more from the Police Chief and postponed action on this item to the meeting on November 10, 2015.

Discussion of possible Board comments on MassDOT’s Capital Plan (*continued from 10/13/15*)

Pilcher said that there are several requests to the MassDOT Capital Plan and the Board is waiting on to see which ones will be included in the capital plan. The other selectmen had no additional comments and no action was taken on this matter.

Request to approve dual representation by Town Counsel with the Town of Truro in connection with Herring River restoration project draft memorandum of understanding III

Terkanian presented Town Counsel’s letter⁴ and explained the need for Town Counsel’s dual representation for Wellfleet and Truro to deal with Herring River Restoration MOU III matters Pilcher said that this might become a big issue if at some point in the future any potential conflict of interest is identified and did not favor the dual representation.

MOTION 215-359: Wilson moved to approve dual representation of Town Counsel with the Town of Wellfleet and Town of Truro on Herring River Restoration Committee MOU III. Murphy seconded.

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Further discussion ensued. Murphy said that a lot of effort and money have been spent to get to this point and wanted to know if Pilcher's concerns could be mentioned and addressed by re-writing the language of dual representation. Pilcher stressed the importance of not having dual representation and keep things clean and separate to preserve the best interest of the Town. Wilson withdrew her motion. Murphy withdrew his second and the motion did not progress.

MOTION 215-360: Murphy moved to not enter in dual representation agreement with K&P for Herring River Restoration Committee MOU III. Wilson seconded and the motion passed 3-0.

BOS vote authorizing the TA to sign contracts on the Town's behalf

Terkanian said that based on his conversation with Town Clerk for contracts and signatory powers currently he has no authority to sign and contracts or purchase orders and referred to his memo⁵ detailing this matter. Pilcher requested to have copies of purchase orders available for review. Terkanian confirmed that all purchase orders are available in hard copy and electronic format.

MOTION 215-361: Wilson moved to authorize Town Administrator Harry Sarkis Terkanian to sign contracts up to \$15,000 on behalf of the Town. Murphy seconded and the motion passed 3-0.

Town Administrator's Report

Terkanian went over his report⁶ and added:

- The employee pot luck holiday party will be at 1 pm on December 22, 2015 at the COA.
- The Town Hall roof was replaced over the weekend.
- A little before the meeting an agreement with the Town Treasurer agreement has been reached and Rosemary Moriarty will be starting on December 7, 2015.
- ATA Carlson attended boot camp for new managers on October 23, 2015.

Future Concerns

- Wilson wanted to review the personnel manual and the environmental policy draft.
- Pilcher asked to have the 2015-2016 BOS goals reviewed at one of the upcoming meetings.
- Terkanian said that the DPW director will give an updated cost estimate on the snow and ice removal on private during the November 10, 2015 meeting.
- Terkanian said that draft Food Truck Regulations, revised Investment Policy for OPEB and revised Equal Opportunity and Discrimination and Sexual Harassment policies will be on November 10, 2015 meeting agenda.
- Terkanian asked for guidance on the November 24, 2015 meeting. The Selectmen present confirmed availability and no action was taken to reschedule or cancel the meetings.

Correspondence⁷ and Vacancy⁸ Report

Minutes

MOTION 215-362: Wilson moved and Murphy seconded to accept the minutes⁹ with of October 13, 2015 with additions given by Wilson to the EA. The motion passed 3-0.

MOTION 215-363: Pilcher moved and Wilson seconded to approve the minutes¹⁰ of October 15, 2015 as printed. The motion passed 3-0.

Adjournment

MOTION 215-364: Wilson moved and Murphy seconded to adjourn the meeting at 8:51 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

¹ Draft policy for Season Long Uses of Town Property

² Policy on Awarding Shellfish Grants

³ Bicycle Races Policy

⁴ K&P letter for dual representation authorization for the Town of Wellfleet and the Town of Truro for HRRC MOU III.

⁵ TA memo on Authorization for the Town Administrator to Execute Contracts

⁶ TA report of October 23, 2015

⁷ Correspondence report of October 27, 2015

⁸ Vacancy report of October 23, 2015

⁹ Draft minutes of October 13, 2015

¹⁰ Draft minutes of October 15, 2015