



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, February 23, 2016 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667. 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]**
 - A. Amendment of fees of the Recreation Department (*continued from February 9, 2016*)
- III. **Licenses/Appointments/Reappointments/Use of Town Property**
 - A. Licenses
 - 1) Common Victualler License: Blue Willow Fine Foods, Bocce Italian Grill, Bob Sub & Cone, Box Lunch, Flying Fish Café Harbor Stage Company, Sunbird, Wellfleet Town Pizza
 - 2) Weekday Entertainment: Bocce Italian Grill and Flying Fish Café
 - 3) Automatic Amusement: Bob Sub & Cone
 - B. Appointments and Reappointments
 - 1) Mark A. Braun from Special Police Officer to Full Time Police Officer from April 4, 2016 through April 3, 2017.
 - C. Use of Town Property
 - 1) Request of Benjamin Libby to use the East platform of Mayo Beach for a wedding on October 1, 2016, 2 pm to 5:30 pm. Application fee paid; event fee due: \$100.
 - 2) Request of WOMR/John Braden and Kathleen Walker to change the date for the Wellfleet Sprint Triathlon from June 11 to June 5, 2016; all other terms remain unchanged. The original application was approved on January 12, 2016.
- IV. **Business**
 - A. Cape Cod Mosquito Control Project – Review of Project operations and FY2017 Budget Request. [Wilson]
 - B. Review and possible adoption of “White Ribbon” Proclamation. [Police Chief]
 - C. Review of February 10th Lower Cape Detectives Meeting.
 - D. Proposed correspondence to Representative Peake for support of H. Bill 3947, Section 17A & Section 17G [Wilson]
 - E. Review of Herring River Restoration Project plans for High Toss Road. [Herring River Restoration Committee]
 - F. Discussion of extension of water system to Briar Lane and Outer Cape Health Services including financing alternatives. [TA]
 - G. Discussion and possible approval of Food Truck Regulations. [ATA]
 - H. Discussion and possible approval of the Personnel Manual [TA]

- I. Vote to add election to fill unexpired term on Board of Selectmen (1 year) to 2016 annual town election. [Town Clerk]
- J. Continued discussion of FY 2017 operating, capital and enterprise budgets. [TA]
- K. Local Housing Partnership request for warrant article proposing initiative petition for deeds excise tax on certain real property transfers.
- L. Proposed correspondence to Representative Peake on rooms tax initiative petition. [Pilcher]
- M. Review of draft 2016 annual town meeting and annual town election warrant. [TA]
- N. Discussion and first read of proposed Organic Land Management Policy
- O. Reduce the Alternative Energy Committee aka Energy Committee membership from the current 7 members to 5 at-large members. [ATA]

Town Administrator's Report

V. Future Concerns

VI. Correspondence and Vacancy Report

VII. Minutes [February 9, 2016]

VIII. Executive session

- 1) To conduct strategy sessions in preparation for negotiations with nonunion personnel (Fire Chief.) [TA]

IX. Adjournment

To: BOS
From: Suzanne Grout Thomas
Date: February 17, 2016
Re: Proposed Rec Fee Increases

Please see the attached proposed fee schedule for Recreation Fees for 2016.

Recommendations:

- ❖ No increase for Youth Soccer, Basketball, Softball or T-Ball
- ❖ Institute a pre-season discounted fee for Residents for the Summer Rec/Bakers Field
- ❖ Increase of \$15 for Resident Summer Rec/Bakers Field
 - This includes the children of year round residents who do not take advantage of the early registration
 - It includes the children of Non-Resident Taxpayers
 - It also includes, at this point, the grandchildren of Non-Resident Taxpayers
- ❖ Increase of \$20 for the Season/Extended Day Afternoon Rec Program
- ❖ Increase of \$5 for the week/ Extended Day Afternoon Rec Program
- ❖ Increase of \$5 for the per diem/Extended Day Afternoon Rec Program
- ❖ **Extended Day Afternoon Rec Program is available only to Residents/Taxpayers**
- ❖ Increase of \$70 for Non Resident Summer Rec/Bakers Field

- ❖ Increase of \$15 for Resident/Taxpayer Swimming Lessons – Seasonal
- ❖ Increase of \$25 for Non-Resident Swimming Lessons – Seasonal
- ❖ Increase of \$20 for Non-Resident Swimming Lessons – Weekly
- ❖ Increase of \$5 for the Swim Add-on for children enrolled in Morning Rec

To: Board of Selectmen
From: Suzanne Grout Thomas
Date: January 20, 2010
Re: Reduced Fee Recommendations

In order to simplify the procedure as much as possible and to protect the privacy of individuals and families applying for reduced fees, I recommend the following guidelines:

- Reduced fees will be available to Residents and Non-Resident Taxpayers upon presentation of documentation.
- Reduced fees will be available to children 15 and under in the Recreation Program's Morning Rec. and Gull Pond swimming lessons to children of Residents and Non-Resident taxpayers upon presentation of documentation.
- Grandchildren of Residents and Non-Resident taxpayers will be eligible for reduced visitor fee upon presentation of proper documentation.
- Reduced fees will be ½ of full price fee
- Proper documentation verifies that the child, children or family have income qualified for one of the programs listed below:
 - Subsidized lunch program at WES (currently 32 children)
 - Letter from school on school letterhead
 - Fuel assistance through the Commonwealth of Massachusetts
 - Letter from agency on agency letterhead
 - Senior Tax Exemptions through the Assessor's office (currently 15)
 - Letter from Assessor's office on letterhead
 - Mass Health
 - Mass Health card in name of child/family
 - WIC
 - WIC card in name of parent or guardian
 - SNAP (FKA Food Stamps)
 - SNAP card in name of parent or guardian
- Each child's parent or guardian is responsible for obtaining and providing the documentation to the staff member registering the child for a program
- All documentation will be returned the adult registering the child and will not be retained in any form by the Town of Wellfleet
- All others will pay either the full Resident price per child or the full Visitor price per child
- Resident status will be determined by the staff member registering the child using the database culled from the Assessor's records and the records of the Town Clerk

What is a Resident?

- A registered voter in the Town of Wellfleet
- Listed as a year-round resident on the Town of Wellfleet Census
- The spouse or domestic partner of a listed property owner
- The child of a listed property owner (this does not include grandchildren unless the listed property owners are the legal guardians of the child)

TOWN OF WELLFLEET
Wellfleet Recreation Program Fees and Policies
FOR TAXPAYERS, RESIDENTS and VISITORS
2016

To be eligible for Resident status when a minor registers to participate in Recreation Programs, the participant must be one of the following:

1. The child or legal ward of a registered voter in the Town of Wellfleet.
2. The child or legal ward of a year-round resident on the Town of Wellfleet Census
3. The child or legal ward of a listed real estate property owner
4. The child or legal ward of the spouse or domestic partner of a listed real estate property owner
5. The child or legal ward of active military personnel whose home of record is Wellfleet
6. The child or legal ward of a Non-resident employee of the Town of Wellfleet
7. The child or legal ward of the owner of record of property held in trust, owned by an LLC or other legal entity.

**The Burden of Proof of eligibility is the
responsibility of the applicant.**

Proposed Recreation Fees 2016

	2015	2015	CURRENT	Proposed	Proposed
	# Attendees	Revenue	Fee	Fee	% increase
YOUTH SOCCER	63	\$ 945.00	\$ 15.00	\$15.00	0%
YOUTH BASKETBALL	95	\$ 1,425.00	\$ 15.00	\$15.00	0%
YOUTH SOFTBALL	13	\$ 195.00	\$ 15.00	\$15.00	0%
YOUTH T-BALL	15	\$ 225.00	\$ 15.00	\$15.00	0%
Summer Rec - Resident Early Registration to 6/1/2016					
Summer Rec - Resident	102	\$ 8,670.00	\$ 85.00	\$ 85.00	18%
Summer Rec - Sibling Resident	50	\$ 2,750.00	\$ 55.00	\$ 55.00	0%
Extended Rec - Season - Resident	24	\$ 4,800.00	\$ 200.00	\$220.00	10%
Extended Recreation - Week	16	\$ 880.00	\$ 55.00	\$ 60.00	9%
Extended Recreation - Day	29	\$ 580.00	\$ 20.00	\$ 25.00	25%
Summer Rec - Non Resident					
Summer Rec - Non Resident	18	\$ 2,340.00	\$ 130.00	\$200.00	54%
Summer Rec - Non Resident Sibling	18	\$ 1,800.00	\$ 100.00	\$100.00	0%
Resident - Swimming Lessons - 1st child					
Resident - Swimming Lessons - 1st sibling	34	\$ 2,890.00	\$ 85.00	\$100.00	18%
Non - Resident - Swimming/Season	32	\$ 1,760.00	\$ 55.00	\$ 55.00	0%
Non - Resident - Swimming/weekly	6	\$ 1,200.00	\$ 200.00	\$225.00	13%
REC + SWIMMING	59	\$ 3,245.00	\$ 55.00	\$ 75.00	36%
	84	\$ 840.00	\$10.00	\$15.00	50%

Fourth of July Road Race

Pre-registration		\$ 20.00	\$ 25.00	25%
Day of registration		\$ 25.00	\$ 30.00	20%
Pre-registration - kids		\$ 15.00	\$ 20.00	33%
Day of registration - kids		\$ 20.00	\$ 25.00	25%

Town of Wellfleet
Police Department

February 18, 2016

To: Board of Selectmen
From: Chief Ronald L. Fisette

Subject: FULL TIME POLICE OFFICER APPOINTMENT

I request Mark A. Braun be appointed as a Full Time Police Officer, from April 4, 2016 through April 3, 2017. Mr. Braun will need to attend a 20+ week Full Time Police Officer Academy (tentatively looking at the Plymouth Police Academy, start date April 11, 2016).

Mark A. Braun (Wellfleet Special Police Officer 2015):

Physical	Satisfactorily Completed
Physical Agility Test	In Progress
Police Academy Application	In Progress
Background Check	In Progress
Psychological Evaluation	Being scheduled

I recommend that Mr. Braun be appointed as above and that a conditional offer of employment be extended as follows:

- Pass a background investigation (already being under taken)
- Pass a psychological
- Pass a physical
- Pass the Physical Agility Test (PAT test)
- Obtain or be able to obtain a MA license to carry a firearms permit (Class A)
- Complete the Full Time Police Academy
- Satisfactorily complete the Field Training program

Respectfully submitted for your information and consideration.



Ronald L. Fisette
Chief of Police

cc: Harry Terkanian, Town Administrator

Police Officer Position; Full Time [XX] Part Time []

Communications Position; Full Time [] Part Time []

WELLFLEET POLICE DEPARTMENT SUMMARY SHEET OF APPLICANT'S INFORMATION

Applicant's Name: Braun Mark A.
(Last) (First) (Middle)

The following information is a summary of information provided as part of a 10 page application packet. The entire application is available for your review if you so desire.

I PERSONAL HISTORY

Address: 63 Cemetery Road
(Number & Street)
Harwich MA 02645
(City/Town) (State) (Zip)

II EDUCATION

	School Name, Address and Phone Number	Graduated Yes/No	Number of Years Attended	Degree	Major
High School	Dennis Yarmouth Regional 210 Station Ave. S. Yarmouth, MA (508) 398-7630	Yes	4	Diploma	
Undergraduate	Cape Cod Community College 2240 Iyannough Rd., Barnstable, MA (508) 362-2131	No	2	N/A	Criminal Justice
Graduate					
Other					

- b. Have you attended or are attending a Reserve Police Academy? Yes [XX] No [] If yes, give details to include completion date: Plymouth Academey 6/2006
- c. Have you attended or are attending a Full Time Police Academy? Yes [] No [XX] If yes, give details to include completion date: _____
- d. Do you have a First Responder certificate? Yes [XX] No [] Exp. Date: _____
- e. Do you have a CPR certificate? Yes [XX] No [] Exp. Date: _____

- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:

Hobbies: personal fitness, vehicle mechanic, chess, checkers & reading

- g. List any special equipment or computer systems with which you have experience.

CJIS Extranet, CJIS Messenger, IMC, Firehouse, Microsoft Word

III EMPLOYMENT HISTORY

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
04/2009	N/A	Eastham Police Department 2550 State Hwy, Eastham, MA (508) 255-0551	20.00	N/A	Deputy Chief Kenneth Roderick
Reason for Leaving: N/A					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
10/2006	9/2010	Yarmouth Police Department 1 Brad Erickson Way Yarmouth, MA (508) 775-0445	13.00	13.00	Lt. Patrick Carty
Reason for Leaving: Full Time Employment with Eastham Police Department					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
4/2004	4/2009	Reebok International 174 Route 28 Yarmouth, MA (508) 771-0905	8.25	12.25	Store Manager Paul Godfey
Reason for Leaving: Full Time Employment with Eastham Police Department					

- b. Have you ever been disciplined or forced to resign because of misconduct or unsatisfactory employment? Yes [] No [XX] If yes, give details:

- c. Are you eligible for rehire with each of your former employers? Yes [XX] No [] If no, please explain:

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

Applicant Benjamin Libby Affiliation or Group N/A
Telephone Number 978-875-1523 Mailing Address 2225 N Halsted, Apt 1
Email address benlibby11@gmail.com Chicago, IL 60614
Town Property to be used (include specific area) East portion of Mayo Beach

Date(s) and hours of use: October 1, 2016 from 2pm to 5:30pm which includes
set-up, pictures, and the ceremony!
Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

I would like to have my wedding ceremony of approximately 100 people at
Mayo Beach. We would set up benches and a wedding arch. We'd also be
using a wireless microphone. People will be transported there via coach bus.
No fees will be charged nor will any food or drink be served

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

None

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: 20.00 paid




Fee: _____


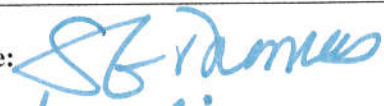
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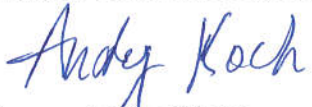
JAN - 7 2016

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:  1/12/2016 Comments/Conditions: OK	Fire Dept. Signature:  1/13/2016 Comments/Conditions: 
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DPW Signature:  1/19/16 Comments/Conditions: OK	Beach Dept. Signature:  OK - Depending Comments/Conditions: What do they mean by "east portion" of Mayo Beach?
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Shellfish Constable Signature:  - phone OK Comments/Conditions: 2/16/16	Harbormaster Signature: Comments/Conditions:
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Recreation Dept. Signature: Comments/Conditions:	Town Administrator: H. S. Th. Comments/Conditions: trash picking by event organizers Should pay an event fee
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Thank you Jeanne, I appreciate your quick response. We'll be there.

Thanks Ron.

On Feb 17, 2016 8:06 AM, "Jeanne Maclauchlan"
<jeanne.maclauchlan@wellfleet-ma.gov> wrote:

John,

This will go to the BOS on Tuesday, February 23rd. The meeting is at the COA at 7:00 pm. Please plan to have someone attend to explain to the Selectmen.

Jeanne Maclauchlan
Principal Clerk

From: John Braden [<mailto:john@womr.org>]
Sent: Tuesday, February 16, 2016 3:12 PM
To: Ronald Fisette
Cc: Jeanne Maclauchlan; Kathleen Walker
Subject: Re: race date - need to move

Thanks Ron,

I appreciate you getting back to me. We would like to change the race date/town use date to Sunday June 5th - same time as the application that was approved. And if at all possible, I'm hoping we can get this on the selectmen's agenda sooner rather than later. We need to publish the date on the triathlon's website so that we can encourage participants to register, and to several triathlon opportunity websites as well.

As always, thanks for everything and let me know if there anything else you need from us.

Best,

John Braden
Executive Director
WOMR/WFMR
john@womr.org
[508.487.2619](tel:508.487.2619)
www.womr.org

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant WOMR/John Braden & Kathleen Walker

Affiliation or Group Wellfleet Sprint Triathlon

Telephone Number 508.487.2619

Mailing Address POB 975

Email address

Provincetown 02657

Town Property to be used (include specific area) Long Pond and grassy area & Long Pond parking lot,
Long Pond Rd, Lawrence Rd., Gross Hill Rd, Ocean View Drive, Elementary School parking lot

Date(s) and hours of use: 6/11/16 / 8 AM -11 AM, set up time between 5-8 am

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.

*1/4 mile swim in Long Pond. *Grassy area at Long Pond to serve as transition area. *Long Pond parking lot

for registrations, emergency vehicles, drop-off turn around and comfort station. *Long Pond Rd, Lawrence Rd, Gross Hill Rd,

Ocean View Drive for a 10 mile bike-loop. *Long Pond Rd & Ocean View Rd for a 3 mile run-loop *There will be food & water

at the LP lot, between 2 & 3 dozen volunteers and 100 triathletes. *Registrations fees will be charged and timing equipment will be used.

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

police, EMT, DPW, lifeguards

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

1/12/16 BOS meeting:

X Approved with the following condition(s): proof of liability insurance
and pay for police details.

_____ Disapproved for following reason(s):

Date: **OCT 23 2015**

Processing Fee: 26.00 paid

Fee: N/A

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

<p>Health/Cons. Agent Signature:</p> <p><i>[Signature]</i></p> <p>Comments/Conditions:</p> <p><i>OK</i></p> <p>Permits/Inspections needed:</p>	<p>Inspector of Buildings Signature:</p> <p><i>[Signature]</i></p> <p>Comments/Conditions:</p> <p><i>Na</i></p> <p>Permits/Inspections needed:</p>
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<p>Police Dept. Signature: <i>10/23/15</i></p> <p><i>[Signature]</i></p> <p>Comments/Conditions:</p> <p><i>OK Will coordinate with event staff in the planning + execution</i></p>	<p>Fire Dept. Signature: <i>10/27/15</i></p> <p><i>OK [Signature]</i></p> <p>Comments/Conditions:</p>
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<p>DPW Signature: <i>Paul Rishley 12/10/15</i></p> <p>Comments/Conditions:</p> <p><i>What is the nature of DPW assistance requested?</i></p>	<p>Beach Dept. Signature:</p> <p><i>Joe Thomas -</i></p> <p>Comments/Conditions:</p> <p><i>Life guards will be at Surf/Rescue that weekend.</i></p>
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<p>Shellfish Constable Signature:</p> <p><i>[X]</i></p> <p>Comments/Conditions:</p>	<p>Harbormaster Signature:</p> <p><i>[X]</i></p> <p>Comments/Conditions:</p>
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<p>Recreation Dept. Signature:</p> <p><i>[Signature]</i></p> <p>Comments/Conditions:</p>	<p>Town Administrator:</p> <p><i>H. S. Th.</i></p> <p>Comments/Conditions:</p> <p><i>DEC 5 2015</i></p>
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REC'D DEC 10 2015

District Name: Cape Cod Mosquito Control Project

***NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS
ITS PRELIMINARY PROPOSED BUDGET FOR FY2017***

Notice is hereby given that the Cape Cod Mosquito Control Project (the "District") will hold an informational public meeting at the time and place indicated below in order to present and discuss the District's preliminary proposed budget for **FY2017**, and to receive comments and answer questions from the public and local public officials in connection therewith.

1. Date: November 16, 2015 *[not later than March 1st]*
2. Time: 10:00AM
3. Location: 259 Willow Street Suite 3 Yarmouthport, MA 02675
4. A copy of the District's preliminary proposed budget is available for inspection during regular business hours at the following location(s):
259 Willow Street Suite 3 Yarmouthport, MA 02675

5. The total preliminary dollar amount that the District is proposing for FY2017 is \$2,010,406.30. The chart found below highlights the preliminary budget request by the district for the coming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for the District to expend in FY2017.

A.	B.	C.	D.	E.	F.	G.	H.	I.
District Name	Number of Employees	FY2017 Preliminary Proposed Budget Amount	FY2017 % Increase towards Operating Budget	FY2017 % Increase towards Capital Budget	FY2017 Total % Increase Over Certified FY2016 Budget (Add D + E)	FY2016 Estimated Balance Forward /Rollover Amount	FY2016 Actual Budget Revenues	FY2017 Total Funding Available in Trust Account (Add C + G)
Cape Cod	26	\$2010406.3	2.5%	0%	2.5%	\$77,800	\$1,961,963.91	\$2,088,206.30

6. The member municipalities within the District together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the District is comprised of 15 municipalities as listed on Form SRB-1, Page 3.**

If the composition of the District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

7. Copies of the preliminary proposed budget will be available for inspection at the meeting, at which reasonable time will be accorded to those in attendance to ask questions and to offer comments. *Comments may also be sent directly to the Board via the Executive Director by April 15th.*

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

State Reclamation and Mosquito Control Board
Budget Notification & Compliance Certification Policy

DECLARATION OF SUPPORT OR NO SUPPORT OF MOSQUITO CONTROL FUNDING FOR FY 2017

Declaration

I, _____ the chief executive officer of Town/City of _____
(Print Name/ and Sign Name) (Please Print)

hereby designate _____ to sign this declaration.
(Print Name)

(Please check applicable box below)

- ☐ Support
☐ Do Not Support

the preliminary mosquito control budget proposed and this municipality's estimated proportionate share thereof, expressed both as a percentage and as a dollar amount as provided to this municipality in compliance with the State Reclamation and Mosquito Control Board Budget Notification and Compliance Certification Policy .

Name: _____
(Please Print)

Signature: _____

Position: _____

Date: _____

Both a copy and the original declaration should be submitted to the district **who will forward all member communities' declarations to the State Reclamation and Mosquito Control Board no later than April 15th**

VENDORS	FY17 PROPOSED			SUBTOTAL BY SUBSIDIARIES	Balance Forward*		
AA ACCOUNT							
PAYROLL	\$1,278,455.30						
				\$1,278,455.30	AA		
BB ACCOUNT							
Employee reimbursement	\$500.00						
				\$500.00	BB		
FF ACCOUNTS							
Anchor Outboard	\$100.00	Marine supplies (boat parts, motor parts, etc.)					
Bio Quip	\$1,000.00	Laboratory supplies and equipment					
Corp Brothers	\$2,500.00	Dry ice, welding supplies such as oxygen tank/acetate tank, etc.					
Mid Cape/Nickerson Lumber	\$1,200.00	Lumb, paint, screening, etc.					
New Bedford ship & supply	\$3,750.00	Supplies, gloves, boots, paper products, etc.					
Genuine Auto Parts / NAPA	\$2,200.00	Auto parts and supplies					
				\$10,750.00	FF		
DD ACCOUNT							
Barnstable county Retirement Assoc	\$235,000.00	Retirement plan for employees				\$10,000.00	
Fringe Benefits	\$235,000.00					\$10,000.00	
Workers Compensation	\$6,700.00					\$3,300.00	
				\$476,700.00	DD		
EE ACCOUNT							
American Mosq control assoc	\$1,000.00						
Suntary/DS Waters of America	\$0.00	Water cooler and bottles					
Cape Cod Times/Ottoway Nwsprr	\$650.00	Newspaper ads placed in it					
Pesticide board	\$3,200.00	Pesticide License					
Postage	\$500.00	Cummerquid Post Office					
WB Mason	\$2,750.00	Office Supplies					
Northeast Mosquito Association	\$2,500.00	Organizational dues, travel expenses-Continuing education credits					
				\$10,600.00	EE		
GG ACCOUNT							
Harwich Water Co.	\$200.00	Water Company in Harwich					
National Grid/Colonial Gas Co	\$3,000.00	Gas Service					
Eversource	\$4,250.00	Electric Service					
Wright Express FncI / Gulf	\$52,000.00	Gasoline for vehicles				\$1,500.00	
Rent	\$24,266.00	Rent-office		\$83,716.00	GG		
				\$200.00	HH		
JJ ACCOUNT							
Unifirst	\$14,500.00	Rental of Uniforms; purchase T-shirts, hats, jackets				\$1,500.00	
Town of Brewster(C.Sumner)	\$1,200.00	Commissioner Charles Sumer					
				\$7,400.00	JJ		

LL ACCOUNT								
Goodyear Tire/Cape Tire Service	\$2,300.00	Tires & repair of tires						
Fleet Response	\$18,500.00	repair trucks, inspection, towing, oil change			\$2,000.00			
Kenmark	\$135.00	Office supplies & equipment						
				\$20,935.00	LL			
NN ACCOUNT								
Waste Management	\$3,550.00	Rubbish removal service			\$1,000.00			
Forestry suppliers inc.	\$2,500.00	spray cans, supplies			\$1,000.00			
Home Depot	\$1,000.00	Lumber for traps and other supplies for repair and			\$1,500.00			
True Value	\$10,000.00	small batteries, handtools, miscellaneous supplies						
Adapco	\$35,500.00	Pesticides						
Clarke	\$2,000.00	Pesticides						
				\$54,550.00	NN			
UU ACCOUNT								
Verizon	\$1,200.00	Telephone lines						
T-Mobile	\$5,550.00				\$500.00			
Comcast	\$3,250.00	Internet service						
Industrial Comm/ComTronics	\$6,500.00							
"At Leisure"								
Terminal Exchange Systems								
Dell/Computer Supplies	\$2,000.00							
Yankee Custom					\$3,500.00			
Coastal Equipment Rentals					\$1,000.00			
CDW								
BioSensory								
JN Phillips								
Travel	\$2,000.00							
DPH - Mosquito testing	\$10,000.00				\$3,000.00			
ESRI	\$4,000.00							
CPS Printing/BayState Envelope								
TOTALS				\$1,943,806.30				
Operational Budget Rqst FY17	\$1,982,406.30			Operational Roll-over Est.	\$39,800.00			
Capital Budget FY17								
KK ACCOUNT	\$28,000.00			KK	\$28,000.00			

NOTES:

CCMCP plans to purchase a new excavator with a rotary ditcher on the boom to meet Army Corps of Engineers requirements and will be using roll-over funds to purchase in the near future \$10,000.00

Actual Requested Budget \$2,010,406.30 Estimated Roll-Over \$77,800.00

Town of Wellfleet Proclamation

MASSACHUSETTS WHITE RIBBON DAY 2016

March 3, 2016

WHEREAS the majority of women and men in our community are deeply concerned about the pressing problem of violence against women, sexual assault and domestic violence;

AND WHEREAS the many cultures represented in our community are all affected, including heterosexual, gay, bisexual and transgender individuals, communities of color, immigrants, the youth, the aged, the infirmed and the differently-abled;

AND WHEREAS the White Ribbon Day Campaign believes that the majority of men wish to make a positive contribution towards ending this violence;

AND WHEREAS our municipality wishes to take tangible steps to raise awareness and to support survivors and hold offenders accountable in our community, along with other municipalities across the commonwealth;

AND WHEREAS our municipality recognizes the important life saving work of Independence House and Children's Cove located within Barnstable County;

AND WHEREAS the White Ribbon Day Pledge states: "From this day forward, I promise to be a part of the solution in ending violence against women.";

BE IT RESOLVED:

1. That Thursday March 3, 2016 is proclaimed WHITE RIBBON DAY in the Town of Wellfleet.
2. That all municipal employees, particularly men, are encouraged to wear the 'white ribbon' during the week of White Ribbon Day.
3. That white ribbons will be available to all visitors to the Wellfleet Town Hall or the Wellfleet Police station during the week of White Ribbon Day.



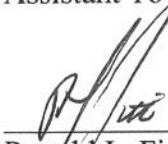
Harry Terkanian
Town Administrator

Paul Pilcher
Chairperson



Brian Carlson
Assistant Town Administrator

Jerry Houk



Ronald L. Fiset
Police Chief

Denis Murphy

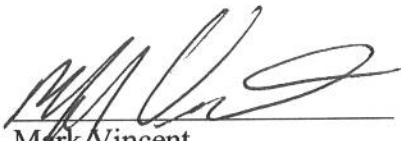
Michael P. Hurley
Police Lieutenant

Berta Bruinooge



Richard Pauley
Fire Chief

Helen Miranda Wilson



Mark Vincent
DPW Director

WELLFLEET BOARD OF SELECTMEN



Joseph Powers
Town Clerk

Dear Representative Peake:

On Wednesday, February 10th, I attended a Truro Selectboard meeting related to substance abuse with representatives from Provincetown, Wellfleet and Eastham .

Those present were::

Tom Donegan, Select Board, Provincetown

David Panagore, Town Manager Provincetown

Bill Golden, Police Chief, Provincetown

Paul Wistozy, Select Board, Truro

Jan Worthington, Select Board, Truro

Maureen Burgess, Select Board, Truro

Bob Weinstein, Select Board, Truro

Jay Coburn, Select Board, Truro

Rae Ann Palmer, Town Administrator, Truro

Trudi Brazil, Acting Assistant Town Administrator, Truro

Kyle Takakjian, Police Chief, Truro

Dennis Murphy, Select Board, Wellfleet

Helen Miranda Wilson, Select Board, Wellfleet

Ron Fisette, Police Chief, Wellfleet

Elizabeth Gawron, Select Board, Eastham

Bill O'Shay, Select Board, Eastham

Ed Kulhawik, Police Chief, Eastham

I have been tasked by these participants to request your support for Bill 3947, especially Sections 17a and 17g.

(I got these citations from Chief Golden who mentioned that he's also contacted you about this.)

I have also been attending some of Wellfleet's Community Policing committee's meetings as well as other public forums about substance abuse on the Outer Cape.

This bill is concerned with issues that come up again and again.

Thank you for your consideration of this matter.

Helen Miranda Wilson.

290 (e) If a person under 18 years of age is ordered to undergo a substance abuse
291 evaluation, the parent or guardian shall be notified that the minor has suffered from an opiate-
292 related overdose and that an evaluation has been ordered. The parent or guardian may be present
293 when the findings of the evaluation are presented to the minor.

294 (f) Upon discharge of a patient who experienced an opiate-related overdose, the acute-
295 care hospital shall notify the patient's primary care physician, if known, of the opiate-related
296 overdose and any recommended further treatment.

297 (g) Upon discharge of a patient who experienced an opiate-related overdose, the acute-
298 care hospital shall record the opiate-related overdose on the patient's electronic medical record.

299 SECTION 17. Subsection (a) of section 222 of chapter 111 of General Laws, as
300 appearing in 2014 Official Edition, is hereby amended by adding the following paragraph:-

301 The bureau of substance abuse services shall provide educational materials on the
302 dangers of opiate use and misuse to those persons participating in the annual head injury safety
303 program required by this section. The educational materials shall be distributed in written form
304 to all students participating in an extracurricular athletic activity prior to the commencement of
305 their athletic seasons.

306 **SECTION 17A.** Section 3 of chapter 111B of the general laws, as appearing in the 2014
307 Official Edition, is hereby amended by inserting the following words after the words "or
308 alcoholics", in line 17:- , or any acute-care hospital or satellite emergency facility, as defined in
309 section 511/2 of chapter 111.

310 SECTION 17B. Said section 3 of said chapter 111B, as so appearing, is hereby further
311 amended by striking out, in lines 24 and 25, the words “the condition of an intoxicated person
312 who, by reason of the consumption of intoxicating liquor is” and inserting in place thereof the
313 following words:- the condition of a person who, by reason of the consumption of an intoxicating
314 liquor, controlled substance, toxic vapor or other substance that causes the individual to become.

315 SECTION 17C. Said section 3 of said chapter 111B, as so appearing, is hereby further
316 amended by striking out, in lines 35 and 36, the words “intoxicated persons and alcoholics” and
317 inserting in place thereof the following words:- individuals with an alcohol use disorder or
318 substance use disorder, or any acute-care hospital or satellite emergency facility, as defined in
319 section 511/2 of chapter 111.

320 SECTION 17D. Said section 3 of said chapter 111B, as so appearing, is hereby further
321 amended by inserting the following after the words “of alcoholics”, in line 40:- , or any acute-
322 care hospital or satellite emergency facility, as defined in section 511/2 of chapter 111.

323 SECTION 17E. Section 8 of said chapter 111B, as so appearing, is hereby amended by
324 striking out, in lines 13 through 23, the words “Any person who is administered a breathalyzer
325 test, under this section, shall be presumed not to be intoxicated if evidence from said test
326 indicated that the percentage of alcohol in his blood is five one hundredths or less and shall be
327 released from custody forthwith. If any person who is administered a breathalyzer test, under this
328 section, and evidence from said test indicates that the percentage of alcohol in his blood is more
329 than five one hundredths and is less than ten one hundredths there shall be no presumption made
330 based solely on the breathalyzer test. In such instance a reasonable test of coordination or speech
331 coherency must be administered to determine if said person is intoxicated” and inserting in place

332 thereof the following words:- If evidence from said breathalyzer test indicates that the percentage
333 of alcohol in the person's blood is less than ten one hundredths, a reasonable test of coordination
334 or speech coherency must be administered to determine if said person is incapacitated.

335 SECTION 17F. Section 8 of said chapter 111B, as so appearing, is hereby amended by
336 striking out, in all instances, the word "intoxicated" and inserting in place thereof the following
337 word:- incapacitated.

338 **SECTION 17G.** Section 1 of chapter 111E of the General Laws, as appearing in the 2014
339 Official Edition, is hereby amended by striking out the definition of 'advisory board'.

340 SECTION 18. Section 3 of chapter 111E of the General Laws is hereby repealed.

341 SECTION 18A. Section 4 of said chapter 111E is hereby amended by striking out, in
342 lines 6 and 7, the words "the advisory board,".

343 SECTION 19. Chapter 112 of the General Laws is hereby amended by inserting after
344 section 12EE the following section:-

345 Section 12FF. Any person who, in good faith, attempts to render emergency care by
346 administering naloxone or any other opioid antagonist, as defined in section 19B of chapter 94C,
347 to a person reasonably believed to be experiencing an opiate-related overdose, shall not be liable
348 for acts or omissions, other than gross negligence or willful or wanton misconduct, resulting
349 from the attempt to render this emergency care.

350 SECTION 20. Section 10H of chapter 118E of the General Laws, as added by section 19
351 of chapter 258 of the acts of 2014, is hereby amended by inserting after the figure "7", in line 45,
352 the following words:- ; and provided further, that the division and its contracted health insurers,



Friends of Herring River

February 18, 2016

Herring River Restoration Project Briefing Summary - Wellfleet Board of Selectmen High Toss Road

On February 11, 2016, a public meeting was held at the Wellfleet Council On Aging (COA) to present the outcome of the study to examine a marsh-level crossing at High Toss Road. This study was undertaken in response to the request of the Board of Selectmen at the June 9, 2015 meeting to "...further explore Option A+..." that would remove the High Toss Road embankment and provide marsh-level access to and from Griffin Island. The BOS Minutes of June 9, 2015 are attached in Appendix 1 below.

Approximately 25+ residents attended the public meeting on February 11th. The group expressed overall support for the restoration project and recognized that High Toss Road is an impediment to restored tidal flow throughout the upper estuary. The group also expressed the view that a marsh-level crossing as described does not satisfy the criteria for public access across High Toss for a number of reasons: the suitability of the marsh surface for pedestrian or equestrian crossing; safety; limited crossing time; handicap accessibility and maintenance being foremost of the reasons cited.

A video which was shown at the public meeting is accessible at: <https://youtu.be/f83sziQbD3k> In addition, a plan view of the crossing was shown and discussed (see Appendix 2)

There was also public frustration expressed that after multiple meetings, the comments submitted were not heard or reflected in the plans, and finally that the matter should be referred to Town Meeting, as is required if the road were to be abandoned. A suggestion was made that a Town Meeting non-binding resolution might be appropriate to obtain a sense of a broader cross-section of town residents. The meeting notes are contained in Appendix 3.

For completeness of the record, a contract was awarded in January 2015 to ESS Group to develop alternative concepts to remove the High Toss Road restriction. Two public meetings were held in February 2015 to obtain information about public uses and other matters. A summary of public input at these meetings is contained in Appendix 4 below.

On June 2, 2015 a public meeting was held to present alternative concepts to the public and obtain further comment. Four alternative concepts were presented:

- A. Complete removal of High Toss Road
- B. A long pedestrian timber boardwalk (either standard timber boardwalk or "deluxe" similar to Uncle Tim's Bridge).
- C. A pile-supported concrete, timber or fiberglass multiple bridge segments and elevated trail segments.
- D. A heavier load multi-use bridge segments and elevated trail segments.



Friends of Herring River

During the public meeting on June 2, 2015, participants clearly wished to maintain public access to Griffin Island but expressed concerns about building a structure, particularly a long timber boardwalk that would accommodate only pedestrians. Concerns about the structural alternatives (Options B, C and D) included: The environmental impacts of constructing and maintaining chemically-treated wood structures; safety and potential conflicts of use among different users such as pedestrians, vehicles and horses; cost to the town for future maintenance obligations; and changes in the natural environment and quality of life. Participants also noted that Alternative B (the timber boardwalk alternative) would not accommodate equestrian use. A summary of comments at the June 2nd public meeting is contained in Appendix 5 below.

At the June 9, 2015 meeting, the BOS voted "...to eliminate Options B, C and D and direct Friends of Herring River to further explore Option A+".

In summary, the public meeting held on June 2, 2015 favored Option A (removal of High Toss Road) with some modifications that include maintaining the access to Griffin Island with a small bridge across the main channel. However, the participants at the public meeting on February 11, 2016 did not find that Option A+ satisfied the desire to have public access to and from Griffin Island.

A summary of the different crossing options, including those previously considered (Options A, B, C and D), Option A+, and a modification of Options C and D raised at the public meeting last week, is presented in Appendix 6.

Appendices:

1. BOS Minutes of June 9, 2015.
2. Conceptual Plan, High Toss Marsh Level Crossing
3. Meeting Notes, Public Meeting February 11, 2016
4. Meeting Minutes, Public Meeting, February 12, 2015
5. Meeting Notes, Public Meeting, June 2, 2015
6. High Toss Road Crossing Options Matrix



Friends of Herring River

Appendix 1: BOS Minutes of June 9, 2015

MOTION 215-241: Bruinooge moved and Murphy seconded to approve the request of Scott Nagle, Brohaun to use Cahoon Hollow Beach on August 9, 2015 from 9 am until 5 pm. Conditions: application fee has to be paid, no event fee. The motion passed 5-0.

Business

MOTION 215-242: Wilson moved and Bruinooge seconded to authorize Chairman Pilcher to sign the affordable housing rental restriction for the property of Laurie Frottier at 249 Gross Hill Road. The motion passed 5-0.

Consider and act on a revised charge of the Building and Needs Assessment Committee

Hugh Guilderson, Chair of the Building and Needs Assessment committee talked about why the revised charge is needed in terms to keep the process clear and transparent and to provide funds for maintenance of public buildings. Discussion ensued. Concerns raised were that there was no consistent funding mechanism for repairs and restorations of historical and public buildings. Murphy expressed his support and said how pleased he was with the Committee's activities so far. The other Selectmen unanimously agreed with the proposal.

MOTION 215-243: Wilson moved to approve the changes in the charge as specified in the Building and Needs Assessment Committee letter of request. Murphy seconded and the motion carried 5-0.

Herring River Restoration status update of MOU III and recommendation of design alternative for High Toss Road

Terkanian opened the discussion on the current draft of Herring River Restoration Project (HRRP) MOU III dealing with alternatives for High Toss Road¹ and briefly went over how the project is intended to be implemented. He clarified that this project does not commit the Town to any funding other than what the taxpayers will vote to appropriate. Pilcher had concerns about future maintenance costs. Wilson also expressed her concerns and said that she will distribute a memo with suggestions. Donald Palladino of Friends of Herring River presented the High Toss Road design alternative as presented in MOU III. He talked about the three public hearings held so far. Murphy also had concerns on the future maintenance of the road and said that it would put burden on the Town and the taxpayers. Bruinooge wanted to better understand the recommended option referred to A+. Laura Runkel said that she would like to see a solution for community access. Brant Harold talked about a historical research of the area he had done. Terkanian referred to a letter² from Jody Birchall received via email on the afternoon prior to the meeting. Palladino explained the natural restoration process and how that might impact the road. He also explained the urgency for a Selectmen's decision in terms of funding opportunities for the design process. Murphy talked about 1973 repair of the road by the DPW when the old dike blew out. Wilson gave an example about a similar tidal situation on Lt. Island. Curt Felix wanted to know if similar to Lt. Island solution has been explored. Pilcher directed Palladin to provide a recommendation for some sort of access aka Option A+. Bruinooge supported this idea. Stephen Spear of the Friends of Herring River clarified that access to High Toss Road could be seen in two ways: 1) legal access, and 2) physical access that is already addressed in three out of the four alternatives. He also explained complications of leaving the elevated area of the road and encouraged the Selectmen to make a decision.

MOTION 215-244: Murphy moved and Bruinooge seconded to eliminate options B, C and D and direct Friends of the Herring River to further explore option A+ of the the Herring River Restoration Project. Wilson proposed to amend the motion to not use treated lumber. No one seconded the amendment, Pilcher opposed it and the original motion passed 5-0.



Friends of Herring River

Appendix 2: Conceptual Plan, High Toss Marsh Level Crossing (attached)

Appendix 3: Meeting Notes, February 11, 2016

Herring River Restoration Project High Toss Road Public Informational Meeting Option A+ February 11, 2016

Friends of Herring River organized a public informational meeting for High Toss Road to introduce a conceptual design for Option A+, which consists of an at-grade crossing across the marsh with a 60 foot bridge over the stream channel connecting High Toss Road to Duck Harbor Road, as directed by the Wellfleet Board of Selectmen at their June 9, 2015 meeting. Over 25 people were in attendance.

- Don Palladino, President of Friend of Herring River, introduced Chris Rein as the new Executive Director of Friends of Herring River and Steve Spear of the Natural Resources Conservation Service, U.S. Department of Agricultural and a member of the Herring River Restoration Committee (HRRC). Peter Herridge was also introduced as the new Truro representative to the HRCC.
- Chris Rein delivered a PowerPoint presentation in conjunction with Craig Wood, project manager for ESS, the design consultant for High Toss Road.

The presentation consisted of the following elements.

- The presentation consisted of a summary of the overall Herring River project, including history of the dike, rationale behind project, ecological and social benefits of implementing the project and the conceptual design of Option A+.
- The project proponents are the Town of Wellfleet, Town of Truro and the Cape Cod National Seashore. An Executive Council, of which the project proponents will be members, will manage the tide gates and water openings of the new bridge at Chequessett Neck Road under recommendation of the HRRC.
- The different sub-basins (names and acreage) of the Herring River watershed were shown. High Toss Road is major restriction to tidal flow to approximately 1,000 acres of the upstream Herring River watershed.
- The majority of the former estuary has converted to freshwater marsh and swamp. The former salt marsh has subsided and water quality continues to degrade. An explanation of marsh subsidence was given.
- High Toss Road stretches approximately 1,000 feet across the Herring River floodplain, starting at the junction of Snake Creek Road. High Toss Road currently provides access to Griffin Island for various recreational activities, including hiking, fishing, hunting, horseback riding, bird watching, kayaking, etc.



Friends of Herring River

- The design portion of the presentation of Option A+ showed a 60 foot bridge across the Herring River Channel with a ramp on the Duck Harbor Road (west) side and stairs on the High Toss Road (east side). The proposed crossing along the former High Toss Roadbed was at the same elevation as the marsh.
- The pathway would be under water 2 times a day, for approximately 5.5 hours at a time. A video was shown that depicted a simulation of tidal flow over an at-grade marsh crossing along High Toss Road. Portions of Duck Harbor Road would also be underwater during certain parts of the tide.

Public Feedback on the presentation and conceptual design of A+ is summarized below.

- It was the general consensus that Option A+ was not a viable option. Many said that it will create a mess as a marsh level crossing, be unusable most of the time, create maintenance, safety and liability concerns for the town. It was referred to as “a bridge to nowhere”.
- Option A is full removal of High Toss Road with no replacement structure to provide recreational access.
- One attendee spoke about just going with Option A with no crossing from Duck Harbor Rd to High Toss and not adding more expense to this already large project. Others in attendance were in agreement with that.
- It was stated that many people in Town, who were not at this meeting, felt this was the best approach.
- All attendees at the meeting unanimously support the Herring River Restoration Project and all agreed that the restriction created by High Toss Road needed to be removed.
- One attendee wondered about the cost for an “unusable path”.
- Some long-time citizens of Wellfleet, who support the restoration project, were upset with Option A+, as it takes away recreational access to many people and does not provide handicap access, nor does it restore “historic conditions”. Others in attendance were in agreement with that.
- One attendee mentioned the recent Cape Cod Times article and reviewed her conclusions from the June meeting with the large turnout’s conclusion for a useful all-purpose crossing.
- Several attendees mentioned that the original or “historic” structure from the 1700 and 1800’s allowed for horse drawn carriages.
- It was briefly noted that when the “historic” version of the bridge spanned the entire marsh, that was the only access for people living there due to the fact that it was prior to the 1909 dike construction.
- Many expressed opinions that other options considered to keep this pathway open for multiple recreational uses. Suggestions for other access options included alternative bridges designs, dredging the river and using the dredge material to build up the marsh around High Toss while leaving High Toss Road in place, and a larger causeway type



Friends of Herring River

structure with culverts underneath. The design team was urged to “think outside the box”. Handicap accessibility also needs to be considered.

- Frustration was expressed that citizens’ concerns were not being addressed by the Town and that public input was not being taken seriously.
- It was stated that in order to abandon a town right of way for a roadway, it would be necessary to hold a Town Meeting. Others thought the entire project should go to town meeting.
- There was a suggestion of the possibility of a non-binding referendum to get the entire community’s opinion on the options.
- Steve Spear corrected a couple of words and phrases such as bridge VS boardwalk and liability VS responsibility.
- It was confirmed that the fire/rescue dept. said they did not need the use of these roads or a bridge at High Toss.
- One attendee said she has grown up using High Toss and loves her environs but now that is has become a very sick marsh she feels the number one important thing to focus on is fixing it, improving the water and the herring count.
- The restoration project would pay for construction of a structure. However, maintenance of the bridge would fall to the Town of Wellfleet. It was noted that it should be considered to build the structure to a high standard, including tropical hardwoods, to avoid future excessive maintenance costs. It was also noted that funding sources may not be willing to fund most expensive option.



Friends of Herring River

Appendix 4: Meeting Minutes, Public Meeting, February 12, 2015

MEETING DATE:	February 12, 2015	ESS PROJECT NO.:	F451-000
LOCATION:	Wellfleet Council on Aging	MINUTES PREPARED BY:	Craig Wood
SUBJECT:	High Toss Road 0% Design Public Meeting	DATE PREPARED:	February 23, 2015
ATTENDEES:	See Signup List	DISTRIBUTION:	File

Preparers Note: While comments were entertained throughout the meeting, they are presented at the end of the notes organized by general heading and not in the order in which they were heard.

A High Toss Road 0% Design Public Meeting was held at 4:00 PM at the Wellfleet Council on Aging. D. Palladino began the meeting by welcoming the audience and introduced the project team in attendance. He reviewed the meeting agenda and laid out the primary purpose of the meeting, which was to 1) describe why changes to High Toss Road are needed, 2) hear public concerns, needs, and questions for consideration during the design phase, and 3) prepare for developing concepts and the start of engineering and design of High Toss Road to accommodate tidal restoration. A clear distinction was made between the portion of the roadway which crosses the floodplain (between Snake Creek Road and Duck Harbor Road) and the section between Snake Creek Road and Pole Dike Road. It is recognized that the maintenance of vehicular access on this latter portion is critical and provisions will be made to accommodate this use into the future. While no design has occurred at this point, the range to possible alternatives would include the complete removal of the roadbed with no accommodation for public access to the construction of a boardwalk-type structure spanning the entire distance between Snake Creek Road and Duck Harbor Road designed to accommodate full tidal restoration.

D. Palladino also reviewed to reasons why the project as a whole is necessary to restore self-sustaining, tidally influenced natural habitats and emphasized that with the restricted tidal flow we have today, the marsh will not stay the same and will continue to degrade. He also reviewed the wide range of both natural and social benefits of the project including nutrient cycling; improvements to water quality; restoration of finfish and shellfish habitat and eel and herring runs; sediment deposition to compensate for sea-level rise; replacement of existing degraded habitats with healthy tidally-dependent vegetation; public access; enhanced opportunities for recreation including boating, birding/wildlife viewing, finfishing, and shellfishing; and improved control of nuisance mosquitoes.



Friends of Herring River

He then reviewed the overall project schedule and introduced S. Spear who presented more detail on the development and results of the hydrodynamic model and described why changes to High

Toss Road are needed to achieve restoration goals. He explained how the existing culvert under the roadway is greatly undersized to pass future tidal flows and how the roadway, once overtopped, limits the ability for the upstream marsh to drain on an ebbing tide. If left in current state, portions of the roadbed will erode.

C. Wood reviewed a series of photographs and presented a profile of the roughly 1,000 liner foot floodplain crossing showing the relationship between the existing elevations of the road and predicted Mean High Water from the model.

Comments and concerns raised during the meeting include the following:

User Groups

Current recreational uses noted along High Toss Road include hiking/walking, jogging, dog walking, horseback riding, cross country skiing, birding, hunting, mountain biking, ATV use, and kayak/canoe launching.

With regard to frequency of use, there was general consensus that the roadway is frequently used by a wide range of user groups. It was noted that approximately 10 horseback riders use the roadway. Regarding horses, a comment was made that an earthen surface would be much preferred over a structural crossing.

It was noted that the roadway is used by both the abutting neighborhood as well as individuals who are travelling some distance from other points in town or just visitors to the Cape Cod National Seashore (CCNS).

It was recognized that kayak/canoe launching would not be possible at this point with no vehicle access. Future improved access is proposed above and below this location to accommodate this use.

It was mentioned that shallow fords in the road bed would negatively impact mountain bikers by exposing the bike chain to salt water.

Uncle Tim's Bridge was mentioned as a good low-impact example of a non-vehicular structure. Alternatives need to fit with the natural setting.

In general, there was strong support for the need to accommodate the existing broad range of non-vehicular uses year around. Restoration is likely to increase recreational opportunities (e.g., shellfishing) and the number of users. Additional access points and parking should be considered.

Public Safety

Concern was raised about the current and potential future flooding of Duck Harbor Road, which in turn could limit access for fire fighting vehicles should vehicular use of High Toss Road be



Friends of Herring River

eliminated. At present there are no plans by the CCNS to improve low-lying portions of Duck Harbor Road.

Concern was raised regarding portions of the High Toss Road access being overtopped during some portion of the tide (e.g., Lieutenant Island) as visitors would be unfamiliar with these unique access issues.

Miscellaneous

A comment was made that otters are frequently observed at the existing culvert.

A comment was raised concerning on-going beach erosion and whether these issues (including a breach of the Gut) could impact future tide heights in Herring River.

A concern was raised regarding how the Town is weighting in on the issue. The makeup of the HRRC was explained as an opportunity for the Town to be involved with the project as a whole. The Town's position on the fate of the High Toss Road floodplain crossing is not clear at this point, no decisions have been made, nor is it clear what aspects would need to come to Town Meeting.

General concern was raised regarding restrictions placed on ATV use and this group can be an important review source if its use were more broadly accommodated within the Town. Travel within the power line corridor paralleling Route 6 could be an important route during an emergency.

Funding

A comment was raised concerning sources of funding for the entire restoration project. It was explained that the project is estimated to be in the range of \$40-50 million and would require a combination of state and federal funds appropriated through legislative action.

CNR Dike

A comment was raised concerning provisions for maintaining traffic during reconstruction of the dike and whether High Toss Road may be important as a second point of access to Griffin Island. It was explained that the reconstruction of the dike will accommodate alternating one-way traffic throughout the construction period.

A comment was raised concerning how the dike openings would be adjusted over time.

Ownership

A comment was raised regarding current ownership of the High Toss Road floodplain crossing. It was explained that the land is owned by CCNS but the Town has a right-of-way. The actual wording of this access will require deed research.

History of the High Toss Road Crossing



Friends of Herring River

A comment was raised about the history of the roadway and when it was constructed. Based on historic mapping, the roadway predates CNR so originally would have been subject to substantial tidal influence. Some believe there was a steel bridge over Herring River at some point in the past. The Friends of Herring River (FHR) will investigate the history further and share on their website.

A comment was raised that a portion of the floodplain adjacent to High Toss Road was once maintained as a field with tile drains in the soil.

One resident mentioned that portions of the road bed have oyster shells, it was unclear if this is part of an historic oyster bed or placed as a source of fill.

Next Steps

In response to the concerns raised prior to this meeting, another meeting is scheduled for February 26 for those who were unable to attend the February 12 meeting. A request was made to have CCNS staff present so the community feels their concerns are being heard.



Friends of Herring River

Appendix 5: Meeting Minutes, Public Meeting, June 2, 2015

Meeting Notes High Toss Road Public Meeting June 2, 2015

The main points covered by questions/comments from the 35-40 people in attendance include the following:

- Would horses be prohibited on the boardwalk? Steve Spear answered that the boardwalk could be built to hold horses but that horses would likely not cross a boardwalk that long. There would also be an increase in user conflict which would raise safety concerns.
- One attendee said that this was the first time he had heard that the Town will buy and maintain a structure on High Toss. Harry Terkanian replied that because High Toss is a town road, the town has an obligation to maintain it. Also mentioned that “project costs” would be used to build any structure. This should be confirmed.
- Several people said that they didn’t agree with the use of current horse numbers as determined by current stable permits. Currently only 2 stable permit holders have horses within walking distance of High Toss Road. These numbers fluctuate over the years. The only straight stretch of road in town to run a horse is High Toss Road.
- Questions about budget for the entire project and why were costs for this relatively small part of the project being considered now. Don Palladino explained that all elements of the project need to be considered from a cost perspective and the sum of the parts established the overall project budget, which is currently between \$40-\$50 million. Need to consider best use of public funds.
- Many attending thought that the most important part of the decision making was to consider the restoration and environmental aspects of the project and thought full removal of High Toss Road with no replacement structure would be best option. “High Toss could be sacrificed for the greater good.”
- Some thought Option B was a good option versus option C but were concerned about maintenance costs. On further consideration, may be better not to have anything there.
- Question about what would walking across the new marsh surface be like after restoration if no structure were there. Steve Spear said that it would be wet during certain cycles of the tide and maybe damp and squishy during other times. He compared it to a trail at Cape Cod Museum of Natural History that goes through the marsh.
- Suggestions to consider full removal of High Toss Road with just a bridge at the channel to provide access.
- Concerns about pressure-treated wood and use of CCA. Craig Wood from ESS explained that other non-leaching, non-toxic materials could be used, but would be more expensive. Selection of materials would determine overall costs.
- Suggestion to leave road and let tide take it away



Friends of Herring River

- This area, as well as Duck Harbor, has changed over time and change is natural and should be accepted.
- Cross-country skiers would like to see access maintained.
- Steve Spear mentioned that other options could and will be considered for horseback riding and hiking opportunities elsewhere nearby

M. Rheinhardt- June 4, 2015

In addition, two messages were received, one from a couple who could not attend the public meeting – the message was read at the meeting – and a second from an individual who did attend. The former message expressed strong support for Plan B but also access to accommodate all users, opening up of Duck Harbor Road, canoe/kayak access and similar recreational amenities. The second message reinforced the individual's comments at the meeting supporting Option A and expressing serious concern about damage to the environment from any structural solution.

E. Palladino – June 4, 2015

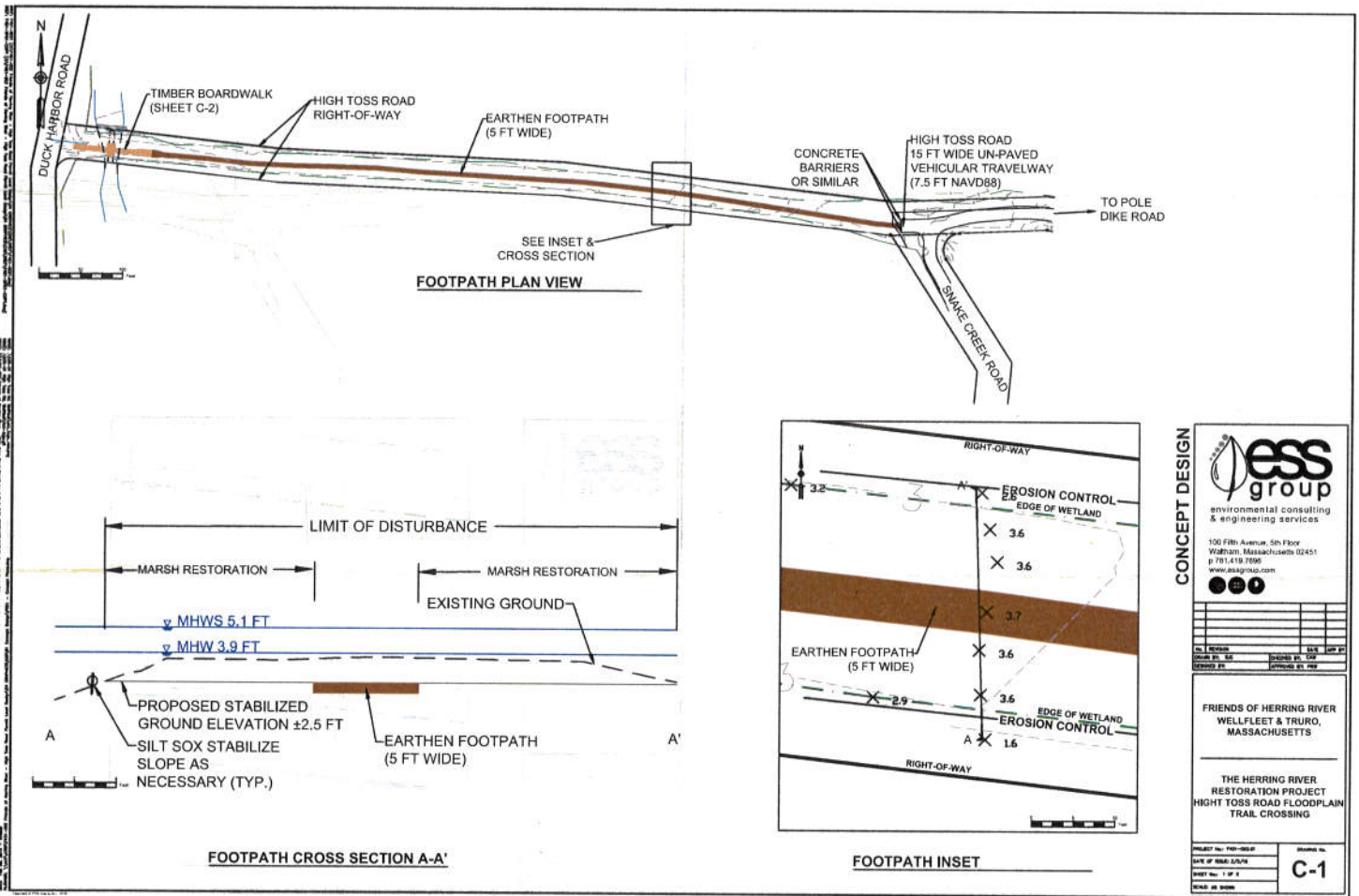


Friends of Herring River

Appendix 6: High Toss Road Crossing Options Matrix

High Toss Herring River Floodplain Crossing Options

Option	Access (Inc. ADA)	Maintenance	Safety Concerns	Meets Restoration Objectives	Initial Cost
A: Complete Removal of High Toss Road	None	None	None	Best	Low
A+: Marsh-level crossing with timber walkway bridge over river channel	Limited due to daily tidal inundation; non-ADA compliant	Trail surface repair and debris removal / Periodic bridge maintenance and 25-year bridge life	Trail underwater much of the day; stability / erosion of trail surface; traction on wetted surfaces, including steps/ramp	Good	Moderate
B: Elevated Timber Walkway	Pedestrian Fully ADA-Compliant	Periodic maintenance and 25-year life; highest cost	Proper maintenance required; handrails	Good	High
C/D: Elevated Earthen Causeway with multiple bridge segments	All existing non-vehicular uses Fully ADA-Compliant	Bridge maintenance and 25-year life / causeway erosion repair	Proper maintenance required; guardrails	No (High permanent wetland Impacts and interference with tidal hydrology)	High
Other: Elevated Earthen Causeway with bridge and secondary culverts	Complete access, inc. vehicular; Fully ADA-compliant	Bridge maintenance and 25-year life / causeway erosion repair	Proper maintenance required; guardrails	No (High permanent wetland Impacts and interference with tidal hydrology)	High



CONCEPT DESIGN

ess group
 environmental consulting & engineering services
 100 Fifth Avenue, 5th Floor
 Waltham, Massachusetts 02451
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 www.essgroup.com

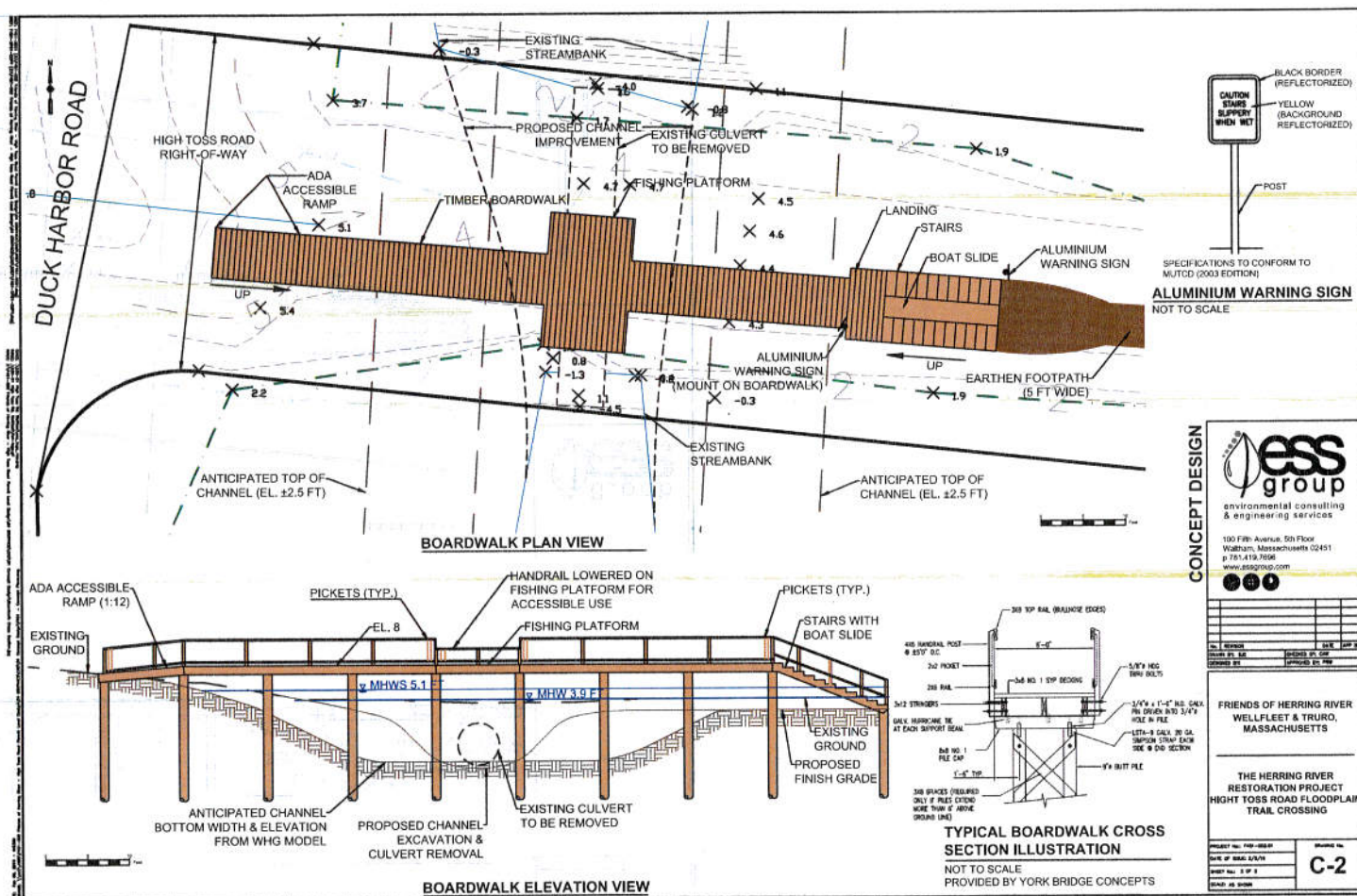
DESIGNED BY	DATE	SCALE
DRAWN BY	DATE	SCALE
CHECKED BY	DATE	SCALE

**FRIENDS OF HERRING RIVER
WELLFLEET & TRURO,
MASSACHUSETTS**

**THE HERRING RIVER
RESTORATION PROJECT
HIGHT TOSS ROAD FLOODPLAIN
TRAIL CROSSING**

PROJECT No. F01-0050	DRAWING No.
DATE OF REVISION	
SHEET No. 1 OF 1	
SCALE OF SHEET	

C-1



A 90 second time lapse simulation of tidal action at High Toss provided by the Herring River Restoration Committee can be

viewed at <https://youtu.be/bHzVvnuf5w4>



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: Water System Betterment Examples
Date: February 18, 2016
CC: Finance Committee

At the February 9, 2016 meeting the Board of Selectmen asked for some betterment examples in connection with the possible expansion of the municipal water system down Briar Lane to Route 6 and Outer Cape Health.

Assumptions:

Since we do not have actual cost estimates, I am using a "back of the envelope" estimate. Assuming the estimate for installation of the water line is \$875,000 the added cost of drainage, paving and engineering brings the total to around \$1,200,000. It is unknown whether USDA assistance is still available. The most recent project was one-third UDSDA grant and two-thirds loan. Assuming 25% reimbursement remains available the Town would have to finance \$800,000 by borrowing.

There are approximately 40 properties which would abut the new water line. They are a mix of single family, multiple family and commercial properties.

Betterment Alternatives:

As discussed in an earlier memorandum there are three ways to assess betterments: (1) by street frontage; (2) by area; and (3) by single family dwelling equivalents.

By road frontage: Total road frontage is about 4,765 feet. At \$60 per foot a total of \$285,900 would be recovered through betterments, approximately 36% of the cost to the Town. Average betterment would be \$7,147 per property and could be paid off over time (with interest). Per property betterments would range from a low of about \$2,650 to a high of about \$25,100 (Outer Cape). The high for a single family residence would be about \$18,350. To recover the entire \$800,000 this way would require a per foot betterment of about \$168.00. The obvious issue is that properties with similar uses would bear widely varying portions of the cost.

By lot area: This is similar to by road frontage except the assessment is against that portion of the lot area within a certain distance of the road. This alternative has a similar potential to result in widely varying betterments for properties with similar uses. Survey work would have to be done to determine exact numbers so I have not provided an example.

By single family equivalents: With this alternative, properties would be classified based on how many residential units currently exist. Vacant properties would be charged based on what current zoning would permit. Non residential properties would be charged on a

(yet to be determined) formula that relates the current use to an equivalent number of dwelling units. For purposes of an example, I have assumed that there are 56 dwelling units or dwelling unit equivalents. To recover \$285,900 would require a betterment of \$5,105 per dwelling unit. To recover the entire cost would require a betterment of \$14,285. One benefit to this alternative is that it ties the betterment directly to how the property is used.

Summary:

Total project cost to the Town as estimated above: \$800,000.

To retire the entire \$800,000 debt as general tax obligation of the town (no betterments and no connection fees) would result in payments over 40 years (assuming a 40 year loan at 2.5% interest.) The highest payment would be \$44,000 in the first year decreasing to a low of just over \$20,000 at the end of loan. The effect on the tax rate would be \$0.0195 in the first year; about \$9.87 on a \$505,000 home.

For comparison purposes, earlier phases of the water system imposed connection fee of \$6,000 on those who chose to connect.

Abutting properties: 40 properties consisting of about 56 dwelling unit equivalents with 4,765 feet of road frontage.

Method	Betterment	Single Family Residential Min.	Single Family Residential Max.	Total Recovered	Percent Recovered
Frontage	\$60/foot	\$3,630	\$12,513	\$285,921	36%
Frontage	\$100/foot	\$6,050	\$20,588	\$414,347	52%
Frontage	\$168/foot	\$10,164	\$35,036	\$800,520	100%
Dwelling Units	\$5,105	\$5,105	\$5,105	\$285,880	36%
Dwelling Units	\$8,500	\$8,500	\$8,500	\$476,000	60%
Dwelling Units	\$14,285	\$14,285	\$14,285	\$799,960	100%

BOS Regulations for the operation of Food Trucks.

TOWN OF WELFLEET
COMMONWEALTH OF MASSACHUSETTS

RULES AND REGULATIONS REGARDING THE OPERATION OF FOOD TRUCKS



Effective:
Local Licensing Authority: Wellfleet Board of Selectmen

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Protocol for issuing a Food Truck License

The Town of Wellfleet, through the Board of Selectmen (the Board) and serving as the Licensing 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, Food Truck Vendors (Mobile Food Vendors) are required to obtain a food service permit, pursuant to 105 CMR 590.000 State Sanitary Code – Minimum Sanitation Standards for Food Establishment and the Town Board of Health relevant regulations. 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. A Food Truck shall be defined as a readily movable trailer, cart or motorized wheeled vehicle, currently registered with the Mass Division of Motor Vehicles, designed and equipped to cook, prepare or serve food and shall include any food truck, food cart, canteen truck, catering truck, breakfast truck, lunch truck, lunch wagon, or any other mobile food vehicle.

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, residences, and businesses
- Sanitation arrangements and conditions (Health Department Inspection and issuance of a permit 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 State and signed by 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 issues with compliance or performance of the food truck vendor(s)

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. In addition and where applicable, any Zoning Board of Appeals permit issued for private property or any contract entered into and authorized by the Town through a Request for Proposal public procurement process for use of public property for the operation of a Food Truck, shall supersede and have precedence over these regulations.

The use and operation of a Food Truck is not regulated by the Zoning Bylaws of the Town. Rather, these regulations promulgated by the Board of Selectmen shall govern the use and operation of Food Truck activity within the Town of Wellfleet and shall use the following prequalifications:

BOS Regulations for the operation of Food Trucks.

Food Trucks shall adhere to the following guidance for the use and operation within the municipality.

- Central District: Allowed when permitted and conditioned by the Board of Selectmen.
- Residential 1 District: Prohibited.
- Residential 2 District: Allowed when permitted and conditioned by the Board of Selectmen.
- National Seashore Park District: Allowed only on Town Property when permitted and conditioned by the Board of Selectmen.
- Commercial District: Allowed when permitted and conditioned by the Board of Selectmen.
- Commercial 2 District: Allowed when permitted and conditioned by the Board of Selectmen.

Each application for use and operation of a Food Truck shall be permitted and conditioned on a case by case basis and according to these established regulations.

Application requirements and procedure:

Any person wishing to apply for a Food Truck License shall fully complete the application form supplied by the Town Administrator's office and follow the procedure below. Upon completion of the application review process, the applicant shall be scheduled for a public hearing before the Board of Selectmen.

In order to facilitate the process of issuing a Food Truck license applications shall be received no later than April 1 each year. A Food Truck license shall expire on December 31.

When determining whether to renew a Food Truck license, the Board of Selectmen will utilize the same criteria as set forth in these regulations. Renewal forms may be obtained from the Town Administrator's office and must update all previously filed statements and plans, as appropriate.

1. Submit completed Food Truck application with all approvals from Town Departments to the Principle Clerk in the Town Administrators Office with required fee.
2. The Town Administrators Office will schedule your application on an upcoming Board of Selectmen meeting agenda. This is a public hearing process and will require proper noticing in the newspaper.
3. The application will be heard by the Board of Selectmen and a decision rendered.
4. If approved, the permit will be issued by the Office of the Town Clerk.

Maintenance of order and decorum and cooperation with Town officials

BOS Regulations for the operation of Food Trucks.

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. If on Town property, Food Trucks shall be removed from the licensed area at the end of each day and are not permitted to remain in the licensed area over night. For private locations, the Licensee shall provide written evidence with their application of the property owner's approval for use of that area. The license does not confer a right to operate without the written permission of the property owner. Food Trucks hired for private parties on private property do not require a license from the Town of Wellfleet.
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 Bylaw. Applicability of Zoning Bylaw shall be determined by the Town Zoning Enforcement Officer.
5. Licensees shall not deploy tables or seating unless specifically permitted by the Board of Selectmen with permission from the Health Agent.
6. Food Trucks shall not be positioned so as to expose clients to vehicular traffic, or otherwise in an unsafe manner. Food Trucks shall be parked on a hardened area such as a parking lot or packed surface and shall not be permitted on lawns or on vegetation. Any directive by a Police Officer in this regard shall be immediately complied with.
7. Licensees shall make specific provisions for potable water, electricity, electric lighting if operated at night, collection and proper removal of recycling, trash and wastewater.

BOS Regulations for the operation of Food Trucks.

8. Licensees shall 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 trash and wastewater disposal shall be submitted to the Health Agent.
9. 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.
10. No licensee or employee of the licensee shall be permitted to smoke while working as per Food Code regulations.
11. 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.
12. Licensees are required to obtain a Hawkers, Peddlers and Transient Vendors license for each manager/owner from the State of Massachusetts and signed by the Wellfleet Police Department. The state license must be current for the duration of the locally permitted and licensed operation. If at any time, the state license is revoked, suspended and/or not active the local license shall be void.
13. Licensees shall not sell non-food novelty items, noise makers or toys.

Amending a Food Truck License

Licensees who want to amend their current Food Truck License shall make such a request in writing to the Town Administrator. Upon review by the Town Administrator or his/her designee a decision will be rendered within 14 days. If the amendment is required to be heard by the Board of Selectmen the request will be posted on the next available agenda.

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 Food 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

BOS Regulations for the operation of Food Trucks.

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 owner of a Food Truck from the Commonwealth of Massachusetts 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. The license does not confer a right to operate without the written permission of the property owner.
6. Authorization by the applicant(s) and their employee(s) shall be required for the Town of Wellfleet to process a Personal Criminal Record Information (CORI) check and Sex Offender Registry Information (SORI) check through the Police Department.
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 for a public hearing. 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 Maclauchlan, 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, potable water, electric 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 WELLFLEET
EMPLOYEE PERSONNEL MANUAL**

EMPLOYEE ACKNOWLEDGMENT

I have received the Personnel Manual of the Town of Wellfleet and understand that it is my responsibility to read the Manual and comply with all laws, policies and procedures set forth therein. I understand that these documents are not an employment contract and **I understand that they can be changed or amended by the Town at any time with or without notice, subject to any collective bargaining or written employment contract obligations.**

I understand that I am to abide by the Federal, State and Town laws and policies which apply to me during the course of my employment with the Town.

I understand that if I have any questions or concerns about the information provided in the Personnel Manual, it is my responsibility to request further information or clarification.

I understand that my employment with the Town of Wellfleet is at will and that this means that either the employee or the Town can terminate the employment relationship at any time for any reason or for no reason at all, with or without notice, unless there is an applicable collective bargaining provision or other written contractual requirement.

The policies herein are current as of this printing. The Town reserves the right to change, modify, or amend all or part of any policy at any time. Selectmen's policies are identified specifically and should be checked for updates before reliance upon any version. The information on state and federal legislation which affects employee rights is a summary of the provisions of the current legislation and is subject to change by legislative action or court interpretation.

Employee Name (Please print full name)

Signature of Employee

Date Signed

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I. GENERAL

1-2 Management Rights

All Town Departments and personnel shall be subject to related Federal, State, and Town laws. The Town reserves the right to modify or eliminate any or all of the policies, guidelines, practices, and benefits contained herein with or without notice, at any time. These policies, guidelines, and benefits are not intended to, and do not, constitute a contract between the Town and any of its employees. Other than employment pursuant to an approved written contract or a collective bargaining agreement with the Town to which an employee is subject, **all employment is on an at-will basis. The Town is free to terminate the employment relationship at any time with or without notice, without cause, for any reason or for no reason at all.**

If there are any differences between these policies and guidelines and the specific terms of any collective bargaining agreement or written employment contract, the specific terms of such shall govern.

1-3 Employee Rights and Non-discrimination

The Town of Wellfleet is an **equal opportunity employer**. Its policy is to hire and retain the best-qualified employees through the application of fair and equitable treatment of all applicants and employees. The Town aims through its human resources administration to assure the rights of all individuals to work and advance on the basis of merit, skill, ability, knowledge, education, and potential. Employee selection, evaluation, and advancement are based upon law and these principles without regard to race, color, gender, gender identity, religion, national origin, ancestry, age, disability, sexual orientation, parental leave, genetic information, active military status, or any other status protected by Federal, Commonwealth, or local law.

1-4 Definitions

Regular Full-Time Employees: work a full department schedule on a regular basis in a regular position. These employees are entitled to take advantage of the full range of benefits as specified.

Regular Part-Time Employees: a minimum of twenty (20) hours per week on a regular basis. These employees are entitled to take advantage of the full range of benefits (with the exception of personal days) on a prorated basis.

Limited Part-Time Employees: less than twenty (20) hours per week on a regular basis in a regular position. These employees are eligible for a limited number of benefits, beyond those required by law.

Intermittent, Temporary and Seasonal Employees: carry out work and projects that are limited in nature or duration not to exceed six months without Town Administrator approval. These employees are not entitled to benefits beyond those required by law and their employment is not considered in calculation of longevity.

Continuous Service: the measure of an employee's uninterrupted employment with the Town. An employee's service record will not be broken by the following circumstances: (1) required military leave of absence and (2) authorized holidays, vacations, sick leave, authorized leaves of absence, and excused absence from work for less than one week. The Town Administrator approves decisions regarding continuity of service and employees should seek advanced approval.

Probationary Period: the first twelve months of employment commencing on the date of hire, except when otherwise governed by a relevant collective bargaining agreement. During probationary period, employees are not eligible for paid sick leave, vacations, or educational reimbursement. Upon successful completion of the probationary period, employees become eligible for sick leave, paid vacation time and educational reimbursement.

Child: a son or daughter who is the biological, adopted, foster, stepchild, legal ward or one for whom the employee stands in loco parentis who is (1) under 18 years of age or (2) 18 years of age or older and incapable of self-care due to mental or physical disability.

Spouse: a husband or wife or legally married partner.

Parent: the biological or adoptive parent of an employee or an individual who stands in loco parentis to an employee.

Health Care Provider:

1. A licensed doctor of medicine or osteopathy;
2. A licensed podiatrist, dentist, clinical psychologist, licensed social worker, optometrist, nurse practitioner, nurse midwife or Christian Scientist practitioner; or
3. A licensed chiropractor that is limited to the treatment of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist.

Serious Health Condition: any illness, injury, impairment or physical or mental condition that involves: (1) any period of incapacity or treatment connected with inpatient care, (2) any period of incapacity requiring absence of more than three calendar days from work, school or other regular daily activities that also involve continuing treatment by a health care provider, or (3) continuing treatment by a health care provider for a chronic or long term health condition that is incurable or so serious that if not treated would result in a period of incapacity of more than three calendar days and for prenatal care.

II. EMPLOYMENT IN THE PUBLIC TRUST

2-1 Code of Conduct (see also section 2-8 Open Meeting Law and Conflicts of Interest)

The Town of Wellfleet strives to create and maintain a positive work environment. The Town stresses courteous and respectful behavior towards work colleagues and customers.

To maintain the confidence of the public, all Town of Wellfleet employees shall conduct business in an honest and ethical manner, reflecting such values as integrity, trustworthiness, safety, and excellence in customer relations and service.

The following standards outline general principles on which employees are expected to base their behavior. The examples are merely illustrative and not meant to be all-inclusive.

- Conducting business in a manner that is consistent with Town of Wellfleet policies and procedures and with State and Federal laws that apply to municipal employees.
- Conducting business in a manner that is consistent with the public trust and the proper performance of one's duties, including maintaining appropriate confidentiality and refraining from engaging in outside activities that would impair one's independence of judgment or create a conflict of interest with one's employment status.
- Employees must not use privileged information for their own financial advantage or to provide friends or acquaintances with financial advantage (see Chapter 268A, Massachusetts General Laws).
- The Town of Wellfleet has contact with many organizations including State, County, and Federal governments, private businesses, and citizens. In many cases the Town handles issues that are of a confidential and sensitive nature. Employees must be cautious not to disclose confidential information, which could lead to legal and financial repercussions for the Town, poor public relations, and/or poor employee morale.
- Refraining from the use of Town of Wellfleet time, materials, equipment, or other assets in connection with outside activities.

Outside Employment and Business Activity

Town employees hold positions of public trust. Their primary employment responsibility is to the Town of Wellfleet; however, it is recognized that employees may have an interest in engaging in outside employment. The public nature of the positions of the Town of Wellfleet necessitates the following restrictions:

1. Outside employment or business activity must not violate any law or Town of Wellfleet policy.
2. Outside employment or business activity must not result in any conduct which creates a conflict of interest, or the appearance of a conflict of interest.
3. Outside employment or business activity must not result in the use, dissemination or disclosure to others of confidential information obtained by reason of his/her employment with the Town of Wellfleet.
4. Outside employment or business activity must not potentially subject the Town of Wellfleet to public criticism or embarrassment.
5. A Town employee shall not engage in outside employment or business activity during scheduled work hours for the Town of Wellfleet unless using approved vacation, personal, or compensatory time.

6. A Town employee shall not engage in outside employment that interferes with the employee's availability, capacity or effective performance of duties as an employee of the Town of Wellfleet.

Civility/Respect in the Workplace

A workplace that is conducive to excellence is one in which there is mutual respect for all contributors. Everyone in the Town's employ should demonstrate respect through common courtesy and civility, and expect to be treated in the same way in return. This atmosphere of mutual respect enables all Town employees to share ideas and is crucial to success. The following Policy documents this fundamental expectation of how individuals in the Town's employ should interact with each other.

Policy

The Town is committed to providing a work environment that promotes excellence and productivity through work relationships based on courtesy, civility, and respectful communication. This commitment means:

- 1) All Town employees have an important contribution to make toward the overall success of the Town.
- 2) The Town's work is best carried out in an atmosphere in which Town employees value each other and treat each other with respect even in urgent, disagreeable, and high-pressure situations.
- 3) Town employees in positions of authority should promote such an atmosphere while continuing to hold employees accountable for effective and appropriate work performance.

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 11/24/15, 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

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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.

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.

2-2.B. Definition of Prohibited Discriminatory Behavior

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,
- (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.

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

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

New Bedford Office

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.

2-3 Workplace Safety

The health and safety of its employees is a primary concern of the Town of Wellfleet. Town employees are urged to use their common sense and good judgment at all times to avoid accidents as well as to use appropriate safety equipment. Each employee must immediately report any condition which he/she believes could cause injury to the department head/supervisor. If a Town employee is injured in a work-related accident, the employee's injuries may be covered by Workers' Compensation. To remain eligible to obtain such compensation, any injured Town employee must report such an incident to his/her department head/supervisor immediately.

The Town intends to maintain safe working conditions for its employees and to inform its employees of existing safety policies and practices in accordance with relevant Commonwealth and Federal laws. Information concerning employee health and safety is posted in Town workplaces on posters.

Current Federal Occupational Health and Safety Administration (OSHA) authority does not cover the Town as a workplace. Municipal and county employee health and safety is covered in a general fashion by the Massachusetts Division of Occupational Safety (DOS) under authority derived from Massachusetts General Law Chapter 149, Section 6. All Massachusetts public sector employees are also covered by the Massachusetts Right to Know Law (MGL Chapter 111F) and the DOS Right to Know regulations (454 Code of Massachusetts Regulations 21.00).

The Right to Know Law gives employees certain rights regarding information on toxic and hazardous substances. These rights include a notice posted in the workplace informing employees of their rights under this law, annual training for employees who work with toxic or hazardous substances, and the ability for employees to obtain and examine Material Safety Data Sheets (MSDS) for any toxic or hazardous substances to which employees are, may be, or have been exposed.

With the exception of the Right to Know Law, there are no specific standards for Town employee health and safety. In the absence of specific standards, it is the policy of DOS that the Town should follow applicable OSHA standards.

2-4 Workplace Violence Policy

(BOARD OF SELECTMEN Policy Against Workplace Violence Original Date: January 27, 2009 2009-1, current as of the date of this manual's publication)

Purpose

The Town of Wellfleet believes that all employees are entitled to a nonthreatening workplace where the basic safety of each employee is promoted. The Town of Wellfleet is committed to maintaining a safe workplace environment.

Prohibited Conduct

Any employee who threatens or engages in violence, displays intimidating behavior, harasses others, or who violates rules regarding dangerous objects in the workplace, is in violation of this policy. Therefore, any form of violence will not be tolerated. This includes, but is not limited to:

- Threatening, hostile, harassing or intimidating behavior;
- Possession of weapon(s) in the workplace including but not limited to: gun, knife, explosive device, club, etc. (excluding weapons carried by authorized public safety officers);
- Violations of restraining orders;
- Fighting and roughhousing;
- Verbal abuse;
- Stalking.

An employee who believes he or she has been subjected to threats, intimidation, harassment, or violence in the workplace by a fellow employee, customer, or other person should report such conduct to the individual(s) specified below in the "Complaint Procedure." Complaints will be investigated promptly. The matter will be addressed by and among only such persons with a need to know. Any employee who violates this policy will be subject to serious disciplinary action, up to and including discharge.

Harassment

Harassment is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's ability to perform the job or creating an intimidating, hostile, or offensive working environment.

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 harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from harassment, 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.

Because the Town of Wellfleet takes allegations of harassment seriously, we will respond promptly to complaints of 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 goals of promoting a workplace that is free of 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 harassment or sexual harassment.

Any employee who believes he or she has been the subject of harassment of any kind should report the alleged 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 harassed another employee shall be subject to appropriate sanctions depending on the circumstances, up to and including termination.

Officers, Managers and Supervisors – Management Responsibility

Violence, or the threat of violence, whether committed by supervisory or nonsupervisory personnel, is against stated Town of Wellfleet policy and may be considered unlawful as well. In addition, management is responsible for taking action against threats or acts of violence by Town of Wellfleet personnel or directed toward them by others at the workplace, regardless of the manner in which the Town of Wellfleet becomes aware of the conduct.

All complaints will be treated seriously and investigated accordingly. It is management's responsibility to show employees that the Town of Wellfleet is serious about prohibiting, preventing, and remedying incidents of violence in the workplace. If a supervisor becomes aware of any action, behavior, or perceived threat that may violate this policy, he or she is responsible for immediately contacting the Town Administrator or Chief of Police.

Reporting and Investigation of a Complaint

Any employee who believes he or she has been the subject of harassment should report the alleged harassment immediately to his/her department head or supervisor, and/or to the Town Administrator or Assistant Town Administrator. This may be done in writing or orally.

An investigation of all complaints will be undertaken immediately under the direction of the Office of the Town Administrator 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 investigation will include a private interview with the person filing the complaint and with witnesses.

The Town also will interview the person(s) alleged to have committed harassment. When the Town has completed its investigation, to the extent appropriate it will inform the person filing the complaint and the person(s) alleged to have committed the conduct, of the results of that investigation.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one or more of our employees, the Town will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

Complaint Procedure

Complaints of violence or of intimidating behavior should be brought to the attention of the Town Administrator or the Chief of Police. After notification of a complaint or when receipt of knowledge of a situation involving a possible threat of violence exists, either the Town Administrator or Chief of Police will undertake a thorough investigation to gather all pertinent facts.

Non-Retaliation

This policy prohibits retaliation against any employee who brings complaints of violence or of intimidating behavior, or who helps in investigating complaints, unless the factual basis of the complaint is found to be intentionally fabricated. The employee will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken, up to and including termination of employment. In addition, there may be criminal proceedings independent of any disciplinary action.

Important Notes

1. If any employee believes he or she is the subject of harassment the individual must immediately contact his or her department head or immediate supervisor, or the Town Administrator or Assistant Town Administrator, and must consult and follow the Town's Workplace Violence complaint procedure guidelines.
2. The procedures outlined above will also apply to the alleged harassment by non-employees and of non-employees, provided the incident(s) occur within the workplace and within the jurisdiction of the harassment complaint procedures.

2-5 Americans with Disability Policy

Policy Statement

It is unlawful to discriminate against qualified individuals on the basis of disability in any aspect of employment with the Town of Wellfleet.

The existence of this policy shall not represent a contract between any employee and the Town.

Policy Description

The Town provides an equal opportunity for individuals with disabilities to participate in all aspects of its employ. Under Title I of the Americans with Disabilities Act (the ADA), prohibiting discrimination in employment on the basis of disability, a qualified person with a disability is an individual with a disability who "satisfies the requisite skills, experience, education, and other job-related requirements for a job." Under the ADA, "disability" is defined as a physical or mental impairment that substantially limits one or more major life activities. Temporary injuries, such as broken bones or sprains, usually do not qualify as an ADA disability.

It is the policy of the Town of Wellfleet to base its evaluations of job candidates upon the individual applicant's qualifications to perform the essential functions of the particular job being considered. Under the ADA, the "essential functions" of a job are those tasks listed in the job posting and job description and are generally the tasks that comprise the majority of the time to be spent performing the job.

The Town will continue to establish bona fide occupational qualifications for each position, including the education, skills, and work experience required, and the physical, mental and environmental standards necessary for job performance, health, and safety. Such standards are job-related and consistent with business necessity.

The Town will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless such action would cause an undue hardship to the operations of the Town.

Reasonable Accommodation Procedures

1. The Town will provide reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee unless such accommodation will impose undue hardship on the Town.
2. The Town will provide reasonable accommodation to ensure equal employment opportunity in the application process; to enable a qualified individual with a disability to perform the essential functions of the job; and to enable an employee with a disability to enjoy equal benefits and privileges of employment.
3. The Town need not provide reasonable accommodation for an individual who is otherwise not qualified for the position.
4. The duty to provide reasonable accommodation is ongoing and may arise any time that the employee's job changes.
5. It is the obligation of the individual with a disability to request the accommodation.

2-6 Drug-Free Work Place Policy

(BOARD OF SELECTMEN Drug Free Workplace Policy Original Date: January 28, 1991 1991-1b Reaffirmed: September 1, 1997 Reaffirmed: March 2, 1998 Reaffirmed: January 29, 2001 Reaffirmed: March 9, 2004, current as of the date of this manual's publication)

The Town of Wellfleet ("Town") recognizes and acknowledges that substance abuse, including the abuse of alcohol and controlled substances, is a serious and complex disease/condition which has a detrimental effect on the professional and personal lives of its employees, the Town, and the community. Because the Town is committed to being part of the solution to such problems in order to ensure the safety of the workplace, its employees, and the public, this policy is hereby established.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all Town workplaces. The Town shall distribute to all employees drug awareness and education materials which employees must read and acknowledge. These materials describe the dangers of substance abuse, the statewide policy of a drug-free workplace, available substance abuse counseling, and rehabilitation and assistance programs. The Town shall distribute to all supervisors similar materials that shall include education specifically addressing the supervisors' role in maintaining a drug-free workplace. As a condition of employment, the terms of this policy must be adhered to, and the violation of this prohibition shall result in one or more of the following personnel actions, consistent with current contract employer/employee restrictions and limitations and applicable provisions of collective bargaining agreements:

- a) Mandatory participation and successful completion of an approved drug rehabilitation or assistance program;
- b) Unpaid leave of absence pending successful completion of a program described under (a) above;

c) Termination.

The severity of any personnel action shall be decided by the appropriate authorities in accordance with established personnel policies, any pertinent union contract and/or the Town of Wellfleet Charter. Any employee who violates these prohibitions will also risk legal prosecution. The Town will, from time to time, update, amplify and reinforce its policy set out above through the dissemination of drug education and awareness material and programs which may necessitate employees' attendance at lectures, seminars, or films.

2-7 Smoke-Free Work Place Policy

Purpose

It is now recognized that smoking is dangerous to the health of the smoker and that secondhand smoke is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. This applies to ALL smoking products; *i.e.*, cigarettes, cigars, and pipes. This policy has been developed to ensure a safe working environment for Town of Wellfleet employees.

Policy

Smoking is prohibited in ALL facilities and areas of the workplace with no exceptions. As defined by Massachusetts General Laws, Chapter 270 as amended by the Acts of 2004, "workplace" is defined as "an indoor area, structure or facility or a portion thereof, at which 1 or more employees perform a service for compensation for the employer, other enclosed spaces rented to or otherwise used by the public; and where the employer has the right or authority to exercise control over the space."

Smoking is not permitted anywhere in the Town of Wellfleet's municipal buildings, including common work areas, elevators, hallways, vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms and all other enclosed areas on Town property. This policy applies to all employees, citizens, clients, consultants, contractors, and visitors.

Procedure

1. Compliance with the smoke-free policy is mandatory for all employees and persons visiting the Town of Wellfleet's municipal buildings.
2. Any disputes involving Town employee smoking will be referred to the employee's immediate supervisor.
3. Town employees who violate this policy are subject to disciplinary action up to and including termination.
4. No person or employer shall discharge, refuse to hire, refuse to serve, or in any manner retaliate against any employee, applicant or customer because such employee, applicant, or customer takes any action in furtherance of the enforcement of this regulation or exercises any right conferred by this policy.

2-8 Open Meeting Law and Conflicts of Interest

On the first day of employment with the Town, a new Town employee shall be sworn to his/her faithful performance of duty and/or provided with the following documents by the Town Clerk.

Massachusetts General Laws Chapters 30A, Sections 18 through 25 are known generally as The Open Meeting Law. The Open Meeting Law describes the public notification requirements for holding meetings of Town boards and committees, defines a quorum and the procedures for holding meetings in executive session, and details the requirements for recording minutes of meetings. The complete text of the Open Meeting Law is found on the Massachusetts State House website through the Office of the Attorney General's Division of Open Government.

All persons serving on any "public body" must receive the Attorney General's version of the Open Meeting Law, regulations, and educational materials. The Town Clerk or his/her designee shall maintain written certifications of such receipt. Complaints concerning violations of the Open Meeting Law must be in writing and must be filed with the public body initially. The public body receiving the complaint must then submit a reply to the complaining party and the office of the Attorney General.

A summary of Massachusetts General Law Chapter 268A, the Conflict of interest Law, identifies the activities that Town employees are restricted or prohibited from participating in or being associated with, including but not necessarily limited to financial interests, outside activities, and standards of conduct. Town employees seeking outside employment are required to receive prior approval from their immediate supervisor/department head with notice to the Town Administrator.

The complete text of the Conflict of Interest Law is found on the Massachusetts State Ethics Commission website.

Employees are required to complete the Ethics Commission online training program no less frequently than biannually and furnish a certificate of completion to the Town Clerk.

2-9 Information Technology (IT) Policy

The Town of Wellfleet Information Technology (IT) policy is based upon currently applicable Commonwealth IT policy and the Wellfleet Board of Selectmen Computerization Policy dated July 29, 2002 as revised on September 22, 2015, current as of the date of this manual's publication.

This document formalizes the policy for employees and contractors ("users") of all Town of Wellfleet ("Town") **information technology resources**; ("ITRs"), including computers, printers and other peripherals, programs, data, local and wide area networks, and the Internet. Use of Town ITRs by any employee or contractor shall constitute acceptance of the terms of this policy and any such additional policies.

1. User Responsibilities

It is the responsibility of any person using Town ITRs to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of ITRs. Any person with questions regarding the application or meaning of this policy should seek clarification from

appropriate management. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment.

2. Acceptable Uses

The Town firmly believes that ITRs empower users and make their jobs more fulfilling by allowing them to deliver better services at lower costs. As such, employees and contractors are encouraged to use ITRs to the fullest extent in pursuit of the Town's goals and objectives.

3. Unacceptable Uses of Town ITRs

Unless such use is reasonably related to a user's job, it is unacceptable for any person to use Town ITRs:

- in furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal
- for any political purpose
- for any personal or commercial purpose
- to send threatening or harassing messages, whether sexual or otherwise
- to access or share sexually explicit, obscene, or otherwise inappropriate materials
- to infringe any intellectual property rights including distribution or use of computer programs and media files in violation of copyright or licensing terms
- to gain, or attempt to gain, unauthorized access to any computer or network
- for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs
- to intercept communications intended for other persons
- to misrepresent either the Town or a person's role at the Town
- to distribute chain letters,
- to send unsolicited bulk email.
- by using or installing unapproved software
- to access online gambling sites or
- to libel or otherwise defame any person

4. Data Confidentiality

In the course of performing their jobs, Town employees and contractors often have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for employees or contractors to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees or contractors disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs. No ITR which contains confidential information may be removed from Town property.

5. Copyright Protection

Computer programs and media files are valuable intellectual property. Software publishers and media distributors can be very aggressive in protecting their property rights from infringement. In addition to software, legal protections can also exist for any

information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted or licensed.

6. Computer Malware

Users should exercise reasonable precautions in order to prevent the introduction of a computer malware into the local area or wide area networks. Malware scanning software should be used to check any software downloaded from the Internet or obtained from any questionable source. In addition, executable files (program files that end in ".exe") should not be stored on or run from network drives. Finally, it is a good practice to scan removable media periodically to see if they have been infected. Programs downloaded from the Internet should never be installed on Town computers without the assistance of Town IT Staff.

7. Network Security

Most desktop computers are connected to a local area network, which links computers within the Town and, through the wide area network, to most other computers in local government. As such, it is critically important that users take particular care to avoid compromising the security of the network. Most importantly, users should never share their passwords with anyone else, and should promptly notify Town IT personnel if they suspect their passwords have been compromised. In addition, users who will be leaving their PCs unattended for extended periods should either log off the network or have a password-protected screen saver in operation. Finally, no user is allowed to access other external networks remotely unless they have received specific permission from Town IT personnel.

8. E-mail

Emails are public records and are subject to being produced in response to public records requests and may be discoverable in court proceedings. Because e-mail addresses identify the organization that sent the message (first name last name @wellfleet-ma.gov), users should consider e-mail messages to be the equivalent of letters sent on official letterhead. For the same reason, users should ensure that all e-mails are written in a professional and courteous tone. Finally, although many users regard e-mail as being like a telephone in offering a quick, informal way to communicate, users should remember that e-mails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a memorandum.

9. No Expectation of Privacy

Town ITRs are the property of the Town and are to be used in conformance with this policy. The Town retains control and the right at any time to inspect any user's computer, any data maintained in it or in any network location, and any data sent or received by that computer. Users should be aware that network administrators, in order to ensure proper network operations, routinely monitor network traffic. Use of Town ITRs constitutes

express consent for the Agency to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access.

10. Removal of ITRs from Town Property

No ITR may be removed from Town property without written permission from the employee's supervisor or the Town Administrator. Any removed equipment must be returned in the same or better condition than when removed. Employees are financially responsible for loss or damage to ITRs in their possession.

2-10 Cell Phone Policy

BOARD OF SELECTMEN Cell Phone Policy Original Date: November 25, 2008 2008-3

(current as of the date of this manual's publication)

Policy

The Town of Wellfleet has determined that the limited use of cellular phones by Town employees is beneficial to Town operations and enhances employee efficiency. To control costs, the Town Administrator shall determine which employees will be assigned Town cell phone privileges. Town-issued cell phones are not a personal benefit and generally should not be used for personal communication.

All employees should take time to become familiar with the various cell phone functions. The cell phone should be placed where it is easy to see and reach. Employees should bear in mind that cell phone calls can be intercepted and should take proper precautions when discussing confidential information.

Accountability

Employees are responsible for the cell phones that have been issued to them. If personal calls have been made or received, it is the employee's responsibility to annotate all personal calls and to reimburse the Town, if the monthly usage included in the cell phone plan has been exceeded and if the amount owed is over one dollar. The fee for personal phone calls is \$0.25/minute. Department Heads are responsible for reviewing all department cell phone bills to confirm that the Town has received proper reimbursement for personal calls. Employees must pay for the personal phone calls within 10 working days after receiving the bill by submitting a check to the Office of the Town Clerk.

All equipment purchased by the Town remains the property of the Town. When an employee leaves the Town, all equipment must be returned to the Town. If an employee no longer needs a cell phone, a Department Head should notify the Town Administrator's office.

Personal Cell Phones

An employee who is not assigned a Town cell phone may be designated by the Town Administrator to use a personal cell phone for Town business calls and receive reimbursement via the Town's reimbursement procedures.

A designated employee will receive reimbursement of \$25 per month. To receive reimbursement, an employee must adhere to the following reimbursement procedures. An

employee:

- Must be designated by the Town Administrator;
- Agree that all other cell phone costs are the employee's responsibility;
- Agree to provide the number to the Town Administrator's office for distribution to selected Town personnel;
- Agree to monitor the cell phone while off work and be reasonably reachable via the cell phone for official Town business calls;
- File the appropriate reimbursement paperwork with the Department Head after the month has concluded.

Requirements

All employees issued a Town cell phone should familiarize themselves with this policy. Failure to adhere to established rules and regulations may result in the loss of their cell phone privileges.

2-11 Social Media Policy

*BOARD OF SELECTMEN Social Media Policy Original Date: September 22, 2015 2015-1
(current as of the date of this manual's publication)*

Purpose

The following policy pertains to official ("Town") and non-official ("Personal") use of social media services and tools. The Town permits the use of social media sites as a means to disseminate information from the Town to the members of the public. Consequently, the Town has both an expectation and a responsibility regarding the integrity and presentation of information posted on its social media sites and the content that is attributed to the Town, its Departments and its officials.

Definitions

"Social media sites" means content created by individuals using publishing technologies through and on the Internet. The types of content and examples of services to which this policy applies include, but are not limited to:

- Media Sharing - Examples: YouTube, Flickr, iTunes
- Blogging/Microblogging - Examples: WordPress, Blogger, Twitter
- Social Networking - Examples: Facebook, MySpace, LinkedIn, Ning
- Document and Data Sharing Repositories - Examples: Scribd, SlideShare, Socrata
- Social Bookmarking - Delicious, Digg, Reddit
- Widgets - Examples: Google Maps, AddThis, Facebook "Like"

"Town social media sites" means social media sites and content which the Town establishes and maintains, with the exception of content from advertisements or hyperlinks provided by the social media site's owners, vendors, or partners. Town social media sites do not replace the Town's required notices and standard methods of communication.

"Posts" or "postings" means the content, information, articles, pictures, videos or any other form of communication posted on a Town social media site.

Guidelines

1. The establishment of Town social media sites is subject to the prior written approval of the Department Head with the concurrence of the Town Administrator or his/her designee.

2. The Town reserves the right to edit the contents of or terminate any Town social media site at any time without notice.

3. The contents of Town social media sites shall pertain only to Town-sponsored or Town-endorsed programs, services, and events. Contents include, but are not limited to, information, photographs, videos, and hyperlinks.

4. All Town social media sites shall adhere to applicable federal, state and local laws, regulations and policies. This adherence includes, but is not limited to laws pertaining to Copyright and Fair Use.

5. Any content maintained on a Town social media site that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, shall be considered a public document.

6. Employees representing the Town on Town social media sites shall conduct themselves at all times as a professional representative of the Town and in accordance with all Town policies. These policies include but are not limited to Town policies on Discrimination, Harassment or Workplace Violence.

7. Postings must contain information that is freely available to the public and not be proprietary or confidential as defined by any Town policy or state or federal law.

8. Any employee authorized to post items on any of the Town's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

9. Any employee authorized to post items on any of the Town's social media sites shall not express his or her own personal views or concerns through such postings. Postings shall reflect only information authorized by the Town, acting through its designated representatives.

10. Town social media sites should use authorized Town contact information for account set-up, monitoring and access. The use of personal email accounts or phone numbers by any Town employee is not allowed for the purpose of setting-up, monitoring, or accessing a Town social media site.

11. Absent prior authorization, postings to Town social media sites shall NOT contain any of the following:

- Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, military services, national origin, physical or mental disability, sexual orientation, as well as any other category protected by federal, state, or local laws;

- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.

Non-official/personal use

Town employees who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, the Town recognizes that these types of tools sometimes blur the line between professional and personal interactions. Therefore, Town employees are reminded that as representatives of the Town the above rules and guidelines must be taken into consideration when participating in these services at any time, particularly when identifying themselves as employees of the Town or when context might lead to that conclusion. Town employees should use discretion and common sense when employing social media to prevent inadvertently compromising professional, legal, or ethical standards. Town employees should refrain from using social media services and tools for personal use while on work time or when using Town provided equipment, unless it is work-related as authorized by the Department Head. Town employees should have no expectation of privacy when using social media sites at the workplace, or when using Town computers, systems or other technology. **The Town reserves the right to access, view and act upon any information on its computers, systems or other technology without notice.**

In a publicly accessible forum, Town employees may not disclose any Town-related information that is not already considered public information. This rule applies even in circumstances where password or other privacy controls are implemented. Failure to comply may result in disciplinary action. This policy, however, does not prevent Town employees from discussing the terms or conditions of their employment, unfair labor practices, or otherwise exercising their rights to collective bargaining.

Non-Compliance

Non-compliance with this policy may result in any or all of the following:

- Limitation or revocation of individual or unit rights to use or participate in Town-related social media;
- Removal of posts or social media accounts; and/or
- Corrective or disciplinary actions and sanctions.

2-12 Policy on Use of Town Vehicles

BOARD OF SELECTMEN Policy on Use of Town Vehicles Original Date: September 16, 1991 1991-2

Reaffirmed: August 1, 1994 Reaffirmed: September 1, 1997 Revised: March 16, 1998 Reaffirmed: January 29, 2001 Reaffirmed: March 9, 2004. Current as of the date of this manual's publication.

1. Town-owned vehicles are not to be used for personal uses, except for that which is considered “*de minimis*” personal use as defined by the IRS (see note below).

2. Employees who have 24-hour emergency responsibilities may be permitted by the Board of Selectmen to use a Town-owned auto or pickup truck for commuting to and from work, only; no other personal use of this vehicle is allowed. Vehicles so designated shall be determined annually by the Town Administrator and such list will be provided to the Board of Selectmen.

3. All Town vehicles will be inspected each day for possible damage and assessment of responsibility therefore.

4. Except as indicated in (2) above, Town vehicles will be left on Town property at the end of the workday.

Note: "*De minimis*" personal use is that use which is so insignificant as to make accounting for it unreasonable or administratively impractical (e.g., "stopping for an occasional personal errand while using a municipal vehicle for an approved municipal purpose").

5 Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, marijuana, or prescription drugs or medications which may interfere with effective and safe operation.

6 Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws. Employees driving municipal vehicles shall not send or read text messages while operating the municipal vehicle.

2-13 Whistleblower Policy

The Town follows Massachusetts General Laws, Chapter 149, Section 185, known as the Whistleblower Protection Act, 1922 (the Act). Copies of the Act shall be posted on Town properties where Town employees may have access to them. Pursuant to Section (c) (1) of the Act, any written notification of any violation of a law, rule, or regulation promulgated pursuant to law shall be provided to the complaining employee's Department Head, the Town Administrator, or the Town Administrator's designee. Section (c)(2) of the Act outlines the circumstances when such notification is not required.

The alerted Department Head, Town Administrator, or Town Administrator's designee shall take prompt action to assist the Town in an investigation of the reported violation. After the investigation is completed, the complaining Town employee shall be advised of the results of the investigation, except for personnel actions taken as a result of the investigation. Those personnel actions shall be kept confidential.

III. EMPLOYMENT PRACTICES

3-1 Conditions of Employment

Town of Wellfleet employees are employed at will. This means that employment is not for a specific term and is by mutual consent. Accordingly, either the Town employee or the Town of Wellfleet can terminate the employment relationship at will, with or without cause, at any time and for any reason except an unlawful one. This relationship may not

be modified except in cases where a contract exists between the employee and the Town of Wellfleet.

For union employees, refer to the applicable collective bargaining agreement for the conditions of employment.

3.2 Recruitment

Recruitment and hiring of prospective employees shall be conducted in a nondiscriminatory manner under fair and open competition on the basis of knowledge, education, skills and abilities for the position.

Requests to fill vacancies are made by department heads to the Town Administrator who is responsible for the recruitment of all Town positions except when governed by the Town Charter. Notices of vacancies are posted on bulletin boards throughout the Town and are posted on the Town website.

3-3 Selection

The Town Administrator, in accordance with established policy and Town, Commonwealth, and Federal laws, administers the pre-screening of all applicants for a position. Once the application deadline has passed, the Town Administrator or designee and appropriate department head interview those candidates determined to be best qualified for the position based upon the job requirements and qualifications. The department head documents every interview and recommends a candidate for the position. All written references are considered confidential information. Only the department head and representatives of the Town Administrator's Office directly involved in the selection process are allowed access to confidential information.

Certain positions in the Town of Wellfleet require acceptable background investigations and/or qualifying for bonding. Failure to successfully meet this qualification will render a candidate ineligible for employment in the position.

Final appointment of a selected applicant is made by the Town Administrator or the Board of Selectmen, as determined by the Town Charter, bylaw or applicable statute.

3-4 Pre-employment Examinations and Verifications

All candidates for Town employment shall receive an offer of employment contingent upon their successful completion of certain testing. Such testing may include examination to verify the absence of illegal drugs and alcohol, a psychological examination, a physical examination, and other testing and verifications that may be required for the particular position involved. All candidates agree and accept that any offer of Town employment is contingent upon the appropriate results of any position-specific examination and verifications as may be required.

3-5 Intentionally omitted.

3.6 Orientation

Town employees who are initially made to feel comfortable in their new surroundings are more likely to be productive, safe and satisfied employees. Orientation to Wellfleet municipal offices and procedures is provided for new and transferred Town employees.

All new employees report on their starting date to the department head or designee responsible for:

1. Giving each employee a general overview of the structure and functions of the Wellfleet Town government, including how the employee's job relates to the others within an office and in the Town.
2. Introducing the new employee to persons in the Town government with whom the employee will have contact.
3. Providing information to the employee on where to go for information and assistance.
4. Discussing personnel guidelines and terms of employment.
5. Providing a copy of the Personnel Manual.
6. Providing job specific information such as an explanation and illustrations of work procedures; providing on-site training including hands-on use of equipment and systems; orienting the employee to the department; and stressing safety requirements and issues.
7. Providing a copy of the employee's job description.
8. Providing job performance expectations.

3-7 Probationary Period

Each new Town employee shall be subject to a period of probation.

Certain probationary periods are established by the applicable Collective Bargaining Agreement. For example, Dispatchers, Permanent Firefighters and Police Officers all have a probationary period of one year; Teamsters (DPW employees) have a probationary period of 10 months; and Town employees subject to WEA contracts (Unit A - Department heads, Unit B - office staff, Unit C - call firefighters) have a period of one year. To the extent that the provisions of this Manual are in conflict with the provisions of a current collective bargaining agreement relative to probationary periods, the terms of the collective bargaining agreement shall prevail.

Any Town employee not subject to a Collective Bargaining Agreement or an employment contract shall have a one year probationary period.

3-8 Personnel Records, Medical Records and Employee Access to Records

An individual personnel file for each Town employee shall be created and kept in a locked file in a location or locations designated by the Town Administrator. Such a file shall contain, at a minimum, the employee's job application, employment history records, evaluations, correspondence relating to the employee, the employee's performance

history including any written commendations and discipline, and the employee's wage and benefit history. This list is not meant to be exhaustive.

A Town employee's medical information, if any, shall be segregated from his/her personnel file and maintained in a separate file kept with the personnel file. Such a file may contain the details of an employee's pre- or post-employment physical examination, accident and injury reports, and worker's compensation information. This list is not intended to be exhaustive.

ALL PERSONNEL FILES AND EMPLOYEE MEDICAL RECORDS ARE CONFIDENTIAL. Such files and records are the property of the Town and may be used by the Town for legitimate purposes upon good cause shown with the written approval of the Town Administrator.

The Town shall permit any current or past Town employee to exercise the option to review his/her personnel file and medical records and obtain copies of those materials at the employee's own expense. A written request for access must be made to the Town Administrator who will respond personally or through his/her designee to the employee within five (5) days of receiving the request.

The Town shall notify an employee within ten (10) days of the employer placing in the employee's personnel file any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action. If the Town receives a written request from an employee requesting to view his/her personnel file, the Town shall make arrangements for the employee to review his/her file within five (5) business days of such request. The review shall take place at the place of employment during normal business hours. An employee shall be given a copy of his/her personnel record within five (5) business days of submission of a written request for such copy to the employer. An employee may request in writing that the material in his/her personnel file be corrected or removed from the file and, if denied, a written rebuttal from the employee may be included in the personnel file.

3-9 Performance Evaluation

The Town shall have the right to evaluate an employee's performance at any time. Each Town employee shall be evaluated by his or her supervisor on an annual basis as close to the anniversary date of hire or promotion to a new position as is practicable. Such evaluation shall be in writing and signed by the person conducting the evaluation. The employee shall sign the evaluation form to acknowledge receipt of a copy and shall also be afforded the opportunity to self-evaluate and to make written comments. Any self evaluation or written comments by the employee shall be included with the evaluation form and placed in the employee's personnel file. During the evaluation which measures the employee's performance against the job description for the position, both the employee and supervisor shall be afforded the opportunity to update or revise the job description as necessary or appropriate.

3-10 Grievance Procedures

It shall be the policy of the Town to reconcile employee grievances in a timely, appropriate, and effective manner.

Section 1.

Any grievance or dispute which may arise between a contract or non-union Town employee with the Town concerning the terms and conditions of his/her employment shall be settled in the following manner unless a specific procedure had been established at the time of hire:

- Step 1. The employee shall submit a grievance in writing to his/her immediate supervisor or the appropriate designee within fourteen (14) calendar days after the employee knew or should have known of the occurrence or failure of occurrence of the incident upon which the grievance is based. The Supervisor or his/her designee shall have fourteen (14) calendar days to respond to the grievance.
- Step 2. If the grievance has not been resolved after its submission to the immediate supervisor or his/her designee, it shall be submitted to the Town Administrator or his/her designee in writing within fourteen (14) calendar days after the response of the supervisor or his / her designee, or the date on which the answer is due, whichever is earlier. The Town Administrator shall have fourteen (14) calendar days to respond to the grievance.
- Step 3. If the grievance has not been resolved after its submission to the Town Administrator or his/her designee, it shall be submitted to the Board of Selectmen in writing within fourteen (14) calendar days after the response of the Town Administrator or his/her designee, or the date on which the answer is due whichever date is earlier. Within thirty (30) calendar days of receipt of the grievance, the Board of Selectmen, or their designee, shall hold a hearing, and shall render a decision within twenty-one (21) calendar days after the hearing.

Section 2. Time Limits

If at the end of fourteen (14) calendar days next following the occurrence of any grievance or the date when any employee affected by the grievance should have knowledge of its occurrence, whichever is later, the grievance shall not have been presented at Step 1 of the procedures set forth herein, the grievance shall be deemed to have been waived. Any grievance in process under such procedure shall be deemed to have been waived if the action required to process the said grievance to the next step in the procedure by the Employee shall not have been taken within the time specified thereof above. Any grievance in process under such procedure shall be deemed to have been denied if the action required of the Employer shall not have been taken within the time specified thereof above. Any time limits herein set forth may be waived and/or extended by mutual agreement of the employee and the Town.

Section 3.

Notwithstanding any contrary provisions of this Policy, matters concerning the discipline or discharge of a probationary employee shall not be subject to the grievance provisions of this Article.

3-10-1 GRIEVANCE PROCEDURE FORM

Name / Rank of Employee:

Incident Time and Date:

Contract Provision, Rule, Policy, Agreement, Etc. Involved:

Brief Description of Grievance:

Steps Taken to Resolve Informally:

Settlement Desired:

Submitted By (Employee): _____ Date: _____

Received By: _____ Date: _____

Action of Management Satisfactory? Yes ____ No ____

3-11 Disciplinary Policy and Action

Discipline shall primarily be the responsibility of the Town Administrator in conjunction with the Department Head and/or Supervisor, and may include one or more of the following:

- Oral reprimand, written reprimand, suspension, disciplinary probation and/or discharge.

The above list is illustrative and not definitive and is not intended to limit the Town as employer.

A written, dated notice of any of the above actions on a standard form prepared by the Town Administrator in conjunction with the Personnel Board shall be given to the employee with a copy to the department head/or supervisor and a copy placed in the employee's personnel file.

3-12 Involuntary Termination, Resignation, Layoff and Retirement

3.12.1 Involuntary Termination

Unless otherwise provided by contract, letter agreement, or other writing to the contrary, all employees of the Town are employees at will, and their employment may be terminated by the Town at any time, with or without cause, and with or without notice, provided, however, that if no notice is given, an employee terminated involuntarily may, at the sole discretion of the Town Administrator, receive two weeks of salary in addition to other benefits he/she may have accumulated in accordance with Town policy.

3.12.2 Voluntary Termination

A Town employee is free to terminate his/her employment relationship at any time with or without notice, provided that whenever possible, the employee shall present a statement of resignation to his/her supervisor in writing. A minimum of two (2) weeks notice is encouraged by the office of the Town Administrator to enable recruitment and development of a work plan while the position remains vacant.

3.12.3 Layoffs

In the case of the necessity of layoff or reduction of personnel for lack of work or owing to fiscal constraints, unless otherwise provided by contract, layoffs shall be determined first by the needs of the Town on a department and position-by-position basis. If there is more than one Town employee in a particular department position, the employee with the lesser length of continuous service will be laid off first if all other necessary factors are equal.

3.12.4 Retirement Procedure

Membership in a contributory retirement system is mandatory for all Town employees whose employment commences prior to attaining the age of sixty-five (65). Retirement system contributions are as follows: employees hired prior to January 1, 1975 contribute 5%; those hired between January 1, 1975 to January 1, 1984 contribute 7%; those hired between January 1, 1984 and June 30, 1996 contribute 8%; and those hired after June 30, 1996 contribute 9%, plus an additional 2% for any income over \$30,000 (for those hired

after January 1, 1979) of their regular compensation. Town employees earn creditable service for full-time, contributory employment.

A Town employee may apply to the Barnstable County Retirement Board as early as four (4) months prior to the intended date of retirement. An employee must initiate the retirement procedure by making a written request to the Retirement Board. A personal interview with the designated representative of the Retirement Office is recommended to help determine the appropriate retirement option, retirement benefits, and dates on which the employee becomes eligible. Retiring Town employees are encouraged to speak with the Town Treasurer and County Retirement Board prior to finalizing a retirement date to calculate accrued vacation.

3-13 Longevity

Based on anniversary date, all non-union, regular, full-time Town employees shall receive a longevity bonus in accordance with the following schedule: \$100 after five (5) years of continuous service, plus an additional \$10.00 per year for each subsequent year. The longevity bonus shall be paid on the first payroll day following the anniversary date to those who qualify by length of continuous service. Permanent, part-time, regular Town employees in continuous service shall be entitled to one-half the longevity bonus paid to full-time Town employees.

IV. JOB CLASSIFICATION

4-1 Job Descriptions

The Town of Wellfleet personnel system requires that each position have an accurate job description. The Town recognizes that the function, duties, and level of responsibility of a position may change occasionally and warrant a new or revised job description.

As conditions warrant, new jobs may need to be created and existing jobs may need to be changed or eliminated owing to reorganization, change in functions and operations, Town fiscal status, and other reasons. The Town Administrator, in consultation with the Board of Selectmen and the Personnel Board, may determine that a new job description is needed and prepare a new job description.

4-2 Promotion, Classification and Job Reclassifications

The Town of Wellfleet maintains a job classification plan and system that form the foundation of its personnel administration system and compensation plans for non-union and union employees. This plan and system provide the basis for the systematic methodology for evaluating and ranking the work of Town jobs; establishing classes of jobs; and recruiting, rewarding, and retaining qualified employees. The Town is committed to maintaining and updating the job evaluation plan as work changes, and recognizes that the duties and responsibilities of a position may change over time. Jobs may be reviewed at any time and will be reviewed by the employee and supervisor at the time of performance evaluation.

The job evaluation plan in the Position Rating Manual identifies and defines fourteen (14) factors that may apply to each job, and degrees within each factor that distinguish the work of a job. Using this plan, each job, whether new or changed, is evaluated against the factors and degrees and then given a "point factor total," or score, which determines its place in the Town's classification system and its compensation level.

Employees and supervisors who believe that a job is improperly classified may request a classification review. Supervisors, in conjunction with the employee, who believe that the work and characteristics of a job have substantially changed, should prepare a revised job description and submit the job description for review to the Department Head or Union and, upon approval, should submit the request to the Town Administrator's office which is responsible for researching and analyzing the classification request.

The Town Administrator or a designee, upon approval, will acknowledge receipt of the request, review the job description, and schedule and conduct interviews with the employee and Department Head. Consequently, the job description will be analyzed and evaluated using the factors and degrees in the job evaluation plan, scored, and validated against similar jobs. The Town Administrator or a designee will meet with the employee and the Department Head to discuss the results and any changes.

If a change in grade of any position is justified, the result will increase or decrease the compensation of the job. The Town Administrator will notify the Town Treasurer and Town Accountant of an increase or decrease in an employee's compensation.

V. SALARY AND WAGE ADMINISTRATION

5-1 Wages and Salaries

Most full-time Town employees and a few part-time Town employees are covered by union contracts. Other full-time Town employees are covered by separate employment agreements. These contracts provide the basis for any starting wage or salary, any increases from one year to the next, and any promotions. It is recommended that any interested Town employee consult his/her supervisor to find out what may be applicable.

Elected, full-time Town employees, if any, are paid an annual salary as determined by Town Meeting.

Most part-time and seasonal Town employees are paid an hourly wage. Increases in such wages are determined and set by the Town Administrator after consultation with the appropriate supervisor. It is recommended that any interested Town employee consult his/her supervisor to find out the appropriate wage for a position.

5-2 Regular Work Week

The work week of Town employees is defined by the applicable collective bargaining agreement or employment contract. It is recommended that interested Town employees consult his/her supervisor with any related questions.

5-3 Overtime

Hourly employees including part time and seasonal employees are eligible for overtime at time and one half for all hours worked in excess of 40 in one week. Union contracts may provide for higher overtime pay in certain instances. Consult your supervisor to find out whether this applies to you.

VI. BENEFITS

A. AUTHORIZED LEAVE

6-1 Vacation Leave

Unless a contract specifies otherwise, the following shall apply.

In accordance with the following rules and regulations, all regular, full-time and regular, part-time Town employees are entitled to annual Vacation Leave.

For Town employees hired before July 1, 2008, Vacation Leave shall accrue monthly and be credited annually on the employee's anniversary date of hire according to the following schedule:

<u>Years of Service</u>	<u>Vacation Leave allowed</u>
Less than 6 months	0 days
6 months up to 1 year	5 days
1 year but less than 5 years	10 days
5 years but less than 10 years	15 days
10 years but less than 14 years	20 days
14 years but less than 18 years	25 days
18 or more years	30 days

Regular, part-time Town employees shall accrue prorated Vacation Leave based on the number of hours worked in a day according to their regular schedule.

Regular part-time fewer than 20 hours employees are entitled to annual vacations as follows:

<u>Years of Service</u>	<u>Vacation Leave allowed</u>
1 to 9 years	7 days
10 or more years	14 days

Regular part-time employees' and regular part-time fewer than 20 hours employees' vacations days are based on the average number of hours worked in a day according to their regular schedule.

For all Town employees hired after June 30, 2008 and before April 23, 2013, vacation days shall accrue monthly and be credited annually on the employee's anniversary date of hire according to the following schedule.

<u>Years of Service</u>	<u>Vacation Leave allowed</u>
Less than 1 year	0 days
1 year but less than 5 years	10 days
5 years but less than 10 years	15 days

10 years but less than 15 years	20 days
15 years but less than 20 years	25 days
More than 20 years	30 days

For all employees hired after April 22, 2013, vacation days shall accrue monthly and be credited annually on the employee's anniversary date of hire according to the following schedule.

<u>Years of Service</u>	<u>Vacation Leave allowed</u>
0 to 6 months	0 days
6 months to 1 year	5 days
1 year but less than 5	10 days
5 years but less than 10	15 days
More than 10 years	20 days

Vacation Leave must be taken in the anniversary year earned. Written request by the employee for exceptions to this rule must be approved in writing by the Department Head. When a conflict in requests for Vacation Leave arises, the request of the employee with the greater length of continuous service shall prevail for no more than two weeks per year.

Written Vacation Leave requests shall be submitted to Department Heads who will approve and schedule Vacation Leaves. Requests for Vacation Leave shall not be unreasonably refused, withheld or denied.

Any Town employee leaving the service of the Town shall be compensated at his/her current rate of pay for Vacation Leave earned but not taken.

Upon the death of a Town employee who is eligible for Vacation Leave, payment shall be made to his/her beneficiary or estate at the employee's last rate of pay.

6-2 Sick Leave

Unless a contract specifies otherwise, the following shall apply.

Sick leave shall be defined as any absence due to the Town employee's injury, illness, or appointment with a doctor or other medical professional.

All permanent full-time and permanent part-time Town employees shall accrue and be entitled to use sick leave on the following basis:

Regular, full-time Town employees earn sick leave on the basis of one and one-quarter (1¼) days for each full month of continuous employment or a total of fifteen (15) days per year.

Part-time Town employees and part-time Town employees who work fewer than 20 hours per week earn prorated sick leave based on the average number of hours worked in a day according to their regular schedule.

Sick leave credits for full-time Town employees may be allowed to accumulate to a maximum of one hundred twenty (120) days.

Sick leave credits for permanent, part-time Town employees may be allowed to accumulate to a maximum of one hundred twenty (120) equivalent days.

After a Town employee has been absent owing to sickness or injury for at least five (5) consecutive days, the Town may require the employee to submit adequate medical evidence from the employee's treating physician to support the need for the sick time and clear the employee to return to work.

The Department Head or a designee must be notified by the employee about the employee's absence as soon as possible, but in no event later than one (1) hour after the start of the employee's work day.

In the event that the Town reasonably determines that an employee has abused sick leave, the Town, in the person of the Town Administrator or a Department Head with the approval of the Town Administrator may disallow the sick leave and/or may discipline the employee. A Town employee may take the option to apply accrued vacation time to sick leave in cases of prolonged illness.

Sick Leave Buyback

Any Town employee who terminates employment through retirement under Massachusetts General Laws Chapter 32, resignation after five years of continuous employment, or death shall be entitled to cash payment at his/her current rate of pay for 25% of his/her unused accrued sick leave, accrued sick leave not to exceed one hundred twenty (120) days. In case of death, the payment due hereunder shall be made to a surviving spouse, or to a designated beneficiary, or to the estate.

Sick Leave Bank Program

Introduction

The Sick Leave Bank ("SLB") is a voluntary program for Town employees (full and part time). The basic purpose of the Sick Leave Bank is to provide additional sick days to a contributing employee for a serious, prolonged, extended illness situation. The Sick Leave Bank is available only for the employee's aforementioned illness. However, if an employee does not participate in the SLB by contributing sick leave hours, he/she CANNOT benefit from it.

Program Details

Solicitation for participation in the SLB program shall occur in June for the next fiscal year. Unless an employee's participation in a SLB is covered by his/her individual employment agreement or a collective bargaining agreement, a participating employee shall contribute one-quarter (1/4) day of earned sick leave each month. The participating employee's contribution shall continue until the SLB contains deposits of three hundred (300) sick leave days. At that point, all contributions of sick leave shall be suspended. If the SLB's deposited sick leave days then fall to one hundred fifty (150) or below, contributions shall resume as they existed before the suspension. The Committee charged with operating the SLB may request that participating employees make additional contributions of sick leave days if an unusual event occurs. New hires or current employee joining or re-joining the SLB shall be exempt from any freeze for one year from the time of their entrance into the program.

If a Town employee participates in the SLB during one Town fiscal year, but elects NOT to participate in the next, NO sick leave days shall be returned to the employee. Once an employee's sick leave days enter the SLB, those sick leave hours can ONLY be used in the SLB program.

SLB Committee

The SLB program shall be administered by a SLB Committee. The Committee shall have five (5) members. The members shall consist of: two (2) non-Union contract employees appointed by the Town Administrator and three Union employees, one from the Wellfleet Employees Association (WEA), one from the Wellfleet Permanent Firefighters Union, and the third from the Teamsters' Union. A member of the SLB Committee may be removed from his/her position for non-attendance at four (4) consecutive SLB Committee meetings, removal or retirement from Town employment, or incapacity to serve. In the event that a member of the SLB committee is an applicant requesting days from the SLB an alternate voting member will be chosen from that individual's representative group to serve as a voting member for their application.

Requests to use Sick Leave Hours from the SLB

Any participating employee may make a confidential written request to receive sick leave hours from the SLB. Such a request shall state the employee's full name, Town employment position and that the employee participates in the SLB. The request shall also provide an explanation with sufficient detail concerning why the request is being made at this time. Sufficient detail, in this context, means attaching appropriate medical documentation to support the claim in the request. The complete request shall be submitted in an envelope marked CONFIDENTIAL SLB REQUEST and submitted to the OFFICE OF THE TOWN ADMINISTRATOR. The Town Administrator shall as quickly as possible convey the writing to the SLB Committee in a manner that preserves the employee's confidentiality. Any retained copies of the employee's request shall be kept at Town Hall in a locked file cabinet.

The SLB Committee shall meet as quickly as possible to consider the employee's request. In deciding whether to grant the employee's request, the SLB Committee shall consider the following:

- (1) The doctors written determination addressing the request;
- (2) The employee's prior circumstances with available sick leave, the expected duration of this health event, any documented abuse of sick leave, and any additional compelling circumstances.

The SLB Committee shall deny an application for sick leave hours when:

- (1) The applicant is not a presently participating SLB employee;
- (2) The applicant has not already exhausted all accumulated sick leave time and any other available Paid leave (except for Vacation and Personal time);
- (3) The applicant's specific health event does not render him/her incapable of performing his/her job;

The SLB Committee may in its sole discretion DENY an application when it finds any one of the following to be true:

- (1) The applicant has abused sick leave in the past;
- (2) The applicant has not yet exhausted accumulated sick leave time and other available Paid leave (except for Vacation and Personal time);
- (3) The applicant has made previous granted applications to the SLB and this application is deemed excessive; or
- (4) Other just cause for denying the application exists.
- (5) The applicant's request is not supported by appropriate information.

Any initial grant of sick leave days by the SLB Committee to an applicant shall not exceed thirty (30) days. An employee may make requests for additional sick leave days from the SLB in accordance with the application process set out above. Any additional grants by the SLB Committee of sick leave days may be made in increments of up to thirty (30) days. There is no entitlement to such an additional grant and any such additional grant shall be solely within the discretion of the SLB Committee. If an employee does not need to use the entire number of days granted, he/she shall inform the Town Administrator in writing in an envelope marked as detailed above. The Town Administrator shall retain such writing and have it placed in the employee's Personnel File and treat it as a confidential medical record. Any unused sick bank time shall be returned to the bank.

All decisions of the SLB Committee shall be confidential and disclosed only to the limited extent needed to effectuate a granting of sick leave bank days to the employee. Denials shall be made only to the employee, members of the SLB Committee and the Town Administrator. Records of grants and denials shall be provided to the Town Administrator who will have such records maintained as confidential portions of the employee's Personnel File.

ANY DECISION TO GRANT OR DENY AN APPLICANT'S REQUEST FOR SICK LEAVE HOURS RESTS SOLELY WITHIN THE DISCRETION OF A MAJORITY VOTE OF THE SLB COMMITTEE. THE DECISION IS FINAL AND CANNOT BE APPEALED OR CONTESTED IN ANY MANNER.

SICK LEAVE BANK EMPLOYEE ACKNOWLEDGMENT

I have received the Sick Leave Bank Program Information of the Town of Wellfleet and understand that it is my responsibility to read the material and comply with all laws, policies and procedures set forth therein. I understand that these documents are not an employment contract and **I understand that they can be changed or amended by the Town at any time with notice, subject to any collective bargaining obligations.** I give my permission to allow the SLB Committee to view my medical information which I may need to provide in order to adequately have my application evaluated and have a decision rendered.

I understand that if I have any questions or concerns about the information provided in the Sick Leave Bank Program Information, it is my responsibility to request further information or clarification.

The information herein are current as of this printing. The Town reserves the right to change, modify, or amend all or part of any policy. Selectmen's policies are identified specifically and should be checked for updates before reliance upon any version.

Employee Name (Please print full name)

Signature of Employee

Date Signed

6-3 Bereavement Leave

Town employees will be allowed to take up to four (4) working days off with pay should a death occur within their immediate family. These bereavement days will be for the purpose of making arrangements and attending wakes, funerals, and/or memorial services. For the purpose of this section, immediate family shall be defined as the employee's spouse, parents, stepparents, grandparents, children, stepchildren, grandchildren, brothers, sisters, mother-in-law, father-in-law, and other actual members of the employee's household. One (1) day of bereavement leave will be allowed for the employee to attend the funeral or memorial service of an aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. Leave time permitted pursuant to this Policy may, at the sole discretion of the Town Administrator, be adjusted owing to special and unusual circumstances.

6-4 Family and Medical Leave Act (FMLA)

Policy

It is the policy of the Town of Wellfleet to comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA), as amended.

Definitions for FMLA:

Eligible Employee: Town employees are eligible if they have worked for at least one year and have provided at least 1,250 hours of service during the previous 12-month period.

Covered Family Member: Town employee's spouse, son or daughter, or parent (as described in FMLA).

The 12 Month Period: The eligible period for leave shall be measured by rolling backward from the date an employee uses any FMLA leave.

An employee granted FMLA Leave must first use available sick leave followed by vacation leave, and then available compensatory/flex time.

The Town retains the right to apply FMLA leave concurrent with any other leave that an employee may qualify for because of the same condition or event.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Basic Leave Entitlement

FMLA provides for up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's family member who has a serious health condition; or,
4. For a serious health condition that makes the employee unable to perform the employee's job.

Limitation: Entitlement to leave for the birth or placement of a child (1 and 2 above), expires at the end of the 12-month period beginning on the date of such birth or placement.

Military Family Leave Entitlement

Eligible Town employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Intermittent or Reduced Leave

A Town employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of their own serious health condition when medically necessary. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.

Procedure

Employee Notice Requirement

A Town employee must provide 30 days advance notice in the event of a foreseeable leave. A Request for Family and Medical Leave form (available from the Town Treasurer's Office) should be completed by the employee and returned to his/her immediate supervisor. When 30 days is not possible, the employee must provide notice as

soon as practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed Request for Family and Medical Leave form.

Town employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Town employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Town employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Medical Certification of a Serious Health Condition

For leaves taken because of a serious health condition, the employer may require the employee to submit a completed Certification of Health Care Provider form to their immediate supervisor within 15 days of the leave request, or as soon as is reasonably possible. Forms are available from the Town Treasurer's Office (Form WH-380-E for employee, Form WH-380-F for family member, Form WH-385 for covered service member if Military Family Leave).

The Town of Wellfleet *may* require a second or third opinion (at the employer's expense), periodic reports on the employee's status to include a new Certification of Health Care Provider form every thirty days and intent to return to work, and a fitness-for-duty report to return to work.

All documentation related to the employee's or family member's medical condition will be held in confidence and maintained separate from the Town employee's Personnel file.

Effect on Benefits:

A Town employee granted a leave under this policy will continue to be covered under the Town's group health insurance plan and life insurance plans under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

A Town employee will be required to make his/her contributions either through payroll deduction or by direct payment to the Treasurer's Office. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Town employee contribution amounts are subject to change in rates that occur while the employee is on leave.

If the employee's contribution is more than 30 days late, the Treasurer's Office may terminate the employee's insurance coverage.

If the Town pays the employee contributions missed by the employee while on leave, the employee shall be required to reimburse the Town for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee shall be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

If the employee fails to return from approved FMLA Leave for reasons other than; (1) the continuation of a serious health condition of the employee or a covered family member; or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the Town may seek reimbursement from the employee for the Town's portion of the insurance premiums paid on behalf of that employee (also known as the employer contribution) for the length of the leave.

A Town employee is not entitled to seniority or benefit accrual during periods of *unpaid* leave, but will not lose amounts accrued prior to leave. A Town employee whose leave extends beyond twelve weeks and goes into an unpaid status will not accrue benefits or seniority for that extended period.

B. JOB PROTECTION

If the Town employee returns to work at the end of the approved FMLA Leave (up to 12 weeks Basic, or 26 weeks Military), he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the Town employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee shall not have the right to be reinstated upon return from leave.

If the employee fails to return to work at the end of the approved FMLA Leave (up to 12 weeks Basic, or 26 weeks Military), the employee will be terminated, unless the leave may be extended under some other statute or Town policy.

6-5 Massachusetts Parental Leave Act (MPLA)

Policy

It is the policy of the Town to comply with the provisions of the Massachusetts Parental Leave Act (MPLA), G.L. c. 149, § 105D.

Eligibility

A Town employee is eligible for parental leave under the MPLA if:

1. She/he has completed an initial probationary period of six months or, in the event the employer does not utilize a probationary period for the position in question, has been employed for at least three consecutive months as a full-time employee; and
2. She/he is absent from such employment for a period not exceeding eight weeks for the purpose of:
 - a. the birth of a child; or
 - b. placement of a child under the age of 18 (or under the age of 23 if the child is mentally or physically disabled) with the employee adopting or intending to adopt the child; and

If both parents work for the Town, they will be entitled to eight (8) weeks of parental leave in the aggregate, for the same child.

3. To be eligible for leave under this policy, the employee is required to provide two weeks' notice in advance of his or her anticipated date of departure, stating his or her intention to return and the anticipated date of return, or as soon as practicable, if the delay in notification is due to reasons beyond the employee's control.

Availability

Parental leave under the MPLA is available at the time of the birth or adoption, but not substantially earlier or substantially later.

Effect on Benefits

A Town employee granted a leave under this policy shall continue to be covered under the Town's group health insurance plan and life insurance plans under the same conditions as coverage would have been provided if she had been continuously employed during the leave period.

A Town employee's contributions will be required either through payroll deduction or by direct payment to the Town Treasurer's Office. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to change in rates that occur while the employee is on leave.

If the employee's contribution is more than 30 days late, the Town Treasurer's Office may terminate the employee's insurance coverage.

If the employee fails to return from approved Massachusetts Parental Leave for reasons other than; (1) the continuation of a serious health condition of the employee or a covered family member; or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the Town may seek reimbursement from the employee for the Town's portion of the insurance premiums paid on behalf of that employee (also known as the employer contribution) for the length of the leave.

- An employee is not entitled to seniority or benefit accrual during periods of *unpaid* leave but will not lose the status accrued prior to leave.

Use of Accrued Vacation, Personal, and Sick Time

If parental leave is unpaid, the employee will be permitted (but not required) to use, concurrently with the parental leave, accrued vacation, personal, or sick time under the following circumstances:

1. Vacation or Personal Time – an employee may voluntarily use any accrued vacation or personal time she/he has concurrently with all or part of her/his parental leave.
2. Sick Leave – an employee may use sick leave concurrently with any part of his/her parental leave that satisfies the employer's sick leave policy.

The MPLA does not in any way limit the right of an employee to use accrued vacation, sick leave or personal time before her/his statutory parental leave begins, or after her/his leave ends, in accordance with her/his employer's policies and applicable law.

Job Protection

If the employee returns to work at the end of the approved MPLA Leave (up to 8 weeks), she/he will be reinstated to her/his former position or an equivalent position with equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

If the employee fails to return to work at the end of the approved MPLA Leave (up to 8 weeks), the employee will be terminated, unless the leave can be extended under some other statute or Town policy.

6-6 Domestic Violence Leave Act

It is the policy of the Town of Wellfleet to comply with the provisions of the Massachusetts Domestic Violence Leave Act, G.L. c. 149, §52E ("DVLA" or "the Act").

Application

This Policy applies to all employees of the Town of Wellfleet, excluding those employees under the supervision and control of the School Committee (if applicable). Employees whose employment is governed by a collective bargaining agreement or contract are subject only to those provisions of this Policy not specifically regulated by law or agreement.

Policy

The Town is committed to complying with the DVLA, as it may be amended from time to time. In the event of any conflict between the Town's DVLA policy and the state law and any applicable regulations, the state law/regulations applicable to the Town and its employees shall prevail.

Procedures**A. Eligibility**

To qualify for domestic violence leave under the DVLA, an employee or a covered family member must be the victim of "abusive behavior." "Abusive behavior" includes any of the following behaviors: domestic violence, stalking, sexual assault, or kidnapping.

Domestic violence is abuse against an employee or a covered family member by a current or former spouse, a person with whom the victim shares a child, a person cohabitating with or who has cohabitated with the victim in the past, a relative by blood or marriage, or a person with whom the employee or family member has or had a dating or engagement relationship.

A Covered family member includes a spouse, parent, step-parent, child, step-child, sibling, grandparent, grandchild, persons in a substantive dating relationship or who reside together, persons having a child in common, or persons in a guardian relationship.

In the case of abuse of a family member, the employee is not entitled to leave if he or she is the alleged perpetrator.

B. Duration of Leave

If an employee or a covered family member of the employee is a victim of abusive behavior, he/she may take up to fifteen (15) days of unpaid leave in any 12-month period.

Employees are required to exhaust all paid leave before taking leave under the DVLA.

C. Reasons for Requesting Leave

Employees may request leave to address issues directly related to the abusive behavior. This includes seeking medical attention, counseling or victim services. Leave may also be taken to obtain legal assistance, to attend or appear in court proceedings, or to meet with a district attorney or law enforcement personnel. It is not a requirement of the Act that the employee maintain contact with the alleged abuser before being eligible for leave.

D. Notice

Employees must provide sufficient advance notice of the decision to use domestic violence leave, unless there is a threat of imminent danger to the health or safety of the employee or a member of the employee's family. An employee who does not give advance notice must notify the employer within three (3) work days that leave is being taken pursuant to the DVLA. The notice may be provided by any additional individuals specified in the DVLA.

If an unscheduled absence occurs, the employee has 30 calendar days to produce documentation of the need for leave, in accordance with paragraph E, below.

E. Documentation

Employees taking leave pursuant to the DVLA may be required to provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior. If requested, an employee is required to provide such documentation within a reasonable period after the request is made. An employee can satisfy this requirement by providing any one of the following documents:

- A protective order issued by a court as a result of abusive behavior against the employee or employee's family member;
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior;
- A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has admitted to sufficient facts in court, or has been convicted of any offense constituting abusive behavior;
- Medical documentation of treatment as a result of the abusive behavior;
- A sworn statement provided by a counselor, social worker, or health care worker who has assisted the employee or the employee's family member; or

- A sworn statement from the employee attesting that the employee has been the victim of abusive behavior.

F. Return to Work

Employees who take leave pursuant to the DVLA will be restored to their original or equivalent position upon return from leave unless circumstances unrelated to the employee's use of leave would have caused a change in employment status. The Town shall not retaliate against an employee for exercising his/her rights under the DVLA.

G. Confidentiality

With limited exceptions set forth by law, information related to the employee's leave shall remain confidential.

DOMESTIC VIOLENCE LEAVE ACT POLICY

This acknowledges that I have received and reviewed the Town of Wellfleet's Domestic Violence Leave Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated there under, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Domestic Violence Leave 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.

6-7 Small Necessities Act (SNLA)

Policy

It is the policy of the Town to provide eligible employees with additional leave for certain family obligations pursuant to state law regarding the Small Necessities Leave Act.

Eligible Employees

Town employees are eligible if they have worked for at least one year, and provided at least 1,250 hours of service during the previous 12-month period.

Eligible Events

Eligible Town employees are entitled to a total of 24 hours of leave during any 12 month period to:

- Participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- Accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations;
- Accompany an elderly relative of the employee (a person at least 60 years of age, related by blood or marriage to the employee) to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

Procedure

If the need for the leave can be foreseen, the employee must give seven days' notice before the leave is to begin. If the need is unforeseeable, the employee must give as much notice as possible under the circumstances. Request Forms are available from the Town Treasurer's Office.

The 24 hours of leave allowed under the SNLA may be used all at once or in lesser increments of time (half hour increments) taken intermittently or on a reduced schedule basis, as arranged in advance with the department head.

A Town employee granted SNLA leave may use accrued personal time, compensation time, or vacation leave. If the employee chooses not to use accrued benefit time, the hours taken will be unpaid. Sick leave shall not be used for SNLA.

Department Heads are responsible for keeping track of the SNLA time used by their employees. The Department Head shall ensure that the *Earnings Worksheet* is documented as SNLA leave.

The Department Head may, but is not required to, request some form of documentation from the employee either before or after the SNLA leave is taken. If there is a question, the Department Head is advised to contact the Town Administrator's Office for clarification.

6-8 Military Training and Active Military Duty

The Town complies with Federal, Commonwealth, and local laws or contractual provisions concerning leave time, compensation, and position protection for Town employees serving in the Military.

6-9 Jury Duty

If a Town employee is called for jury duty, he/she shall be paid the difference between any compensation received for serving on a jury and his/her regular (base) Town pay. Town employees serving on jury duty should make every reasonable attempt to report for work on the days on which they serve on a jury if the occasion arises where they are not kept on jury duty for all of their regular workday. Proof of actual service of jury duty must be presented to the Town employee's supervisor in order for such compensation to be paid.

6-10 Paid Administrative Leave

In rare and unusual circumstances, for example, an investigation of an event of workplace violence or harassment, the Town Administrator may determine that a certain Town employee or employees must be removed from the workplace to assure health and safety in, or proper operation of, the Town's work environment. The employee removal at the Town Administrator orders may be of both the alleged perpetrator and the alleged victim. Under these circumstances, the Town Administrator, in his/her sole discretion, may order a paid administrative leave for a specified period of time for any of the Town employees involved.

C. INSURANCE

6-11 Health Benefits

Any regular, full time or a regular, part time employee of the Town is eligible to join a health insurance plan if he or she is working at least twenty (20) hours per week on a regular schedule and in a regular position. A Town employee is not be eligible for health insurance benefits if he or she is a seasonal or temporary employee (less than 35 weeks per year), or work, on average, less than 20 hours per week.

A new Town employee has 30 days from his/her hire date to join a plan. The employee may join as of the date of hire but would need to pay the employee's share of the premium in advance. Thereafter, the employee may add or change benefits only during the open enrollment period in May or within 30 days of a qualified family status change (qualifying event, marriage, birth, death, divorce, adoption, etc.) during the year.

The Town of Wellfleet offers a menu of group health insurance plan that employees can subscribe to on an individual or family basis (see following page for details). The Town currently pays 65% of a Family, Single Parent/Single Child or Individual plan. The remaining 35% is subtracted, on a pre-tax basis, from your bi-weekly paycheck.

Each of the plans provides a comprehensive set of benefits. Some differences exist between plans and in some cases in terms of the subscriber responsibility to pay

deductibles and co-pays. See the Town Treasurer for a sheet showing the comparison of coverage, co-pays, and deductibles.

If a Town employee is on an approved unpaid leave of absence, his/her health insurance coverage may be maintained through the Town by paying the full monthly premium. Upon termination of employment, an employee may continue coverage for a period of up to eighteen (18) months (or 29 months if disabled) by individually bearing 102% of the total cost of the existing monthly premium, or applying for coverage through the Group Benefits Strategies. See the Town Treasurer for information on COBRA and Connector coverage.

Town employees who do not elect to take the Town's health insurance must fill out the employee Health Insurance Responsibility Disclosure form as required by Massachusetts General Laws.

6-12 Life Insurance

Full time Town employees are eligible for life insurance benefits. The Town pays 50% of the premium for a \$10,000 term life insurance and accidental death policy. Town employees may purchase additional coverage at their own expense. Part time and seasonal Town employees are ineligible for this benefit. Town employees covered by collective bargaining agreements may have additional coverage.

Upon the retirement of a Town employee, the Town will pay 50% of the premium for a \$5,000 term life insurance policy. Retirees are required to pay the other 50%.

6-13 Workers' Compensation

In Massachusetts, the Department of Industrial Accidents (DIA) is responsible for overseeing the Workers' Compensation system. In the rare event that a Town employee is injured on the job, the Town Administrator's Office will assist him or her with the appropriate information and next steps.

D. EMPLOYEE DEVELOPMENT AND TRAINING

6-14 Reimbursement

Unless a program, class, certification, or the like is a requirement of a particular position, the Town, at its sole discretion, may elect to pay for job-related instruction for an employee. Prior written approval to each individual Town employee of any such instruction is required from the Town Administrator.

E. WELLNESS

6-15 Employee Assistance Program

The Town offers all Town employees access to an Employee Assistance Program (EAP) on a self-referral basis through the MIIA Employee Assistance Program. Contact information: 1-800-451-1834. Their website is <http://www.allonehealth.com/miiaeap/>.

F. MUNICIPAL RETIREMENT PLAN

The Town participates in the Barnstable County Municipal Retirement Plan. Questions regarding this benefit should be directed to either the Town Treasurer or the Plan itself.

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 February 23, 2016, 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 2016 Annual Town Election Warrant include the following office and term: One Selectman for one year.

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: February 23, 2016

Helen Miranda Wilson
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: Budget Update
Date: February 18, 2016
CC: Finance Committee

Marilyn Crary and I are continuing to review the FY 2017 budgets in an effort to get the budget proposal closer to the goals articulated by the Selectmen in their FY 2017 Budget Message. As of this writing, the operating budget, together with an estimated reserve for wage adjustments, totals \$16,782,858. This amount is currently \$232,421 over the Selectmen's budget goal of \$16,550,437 and represents a 3.94% increase over the final FY 2016 budget. Analysis of the increase shows, as in recent years, that much of the increase is the result of increases in items over which we have no direct control, such as employee benefits, insurance costs and regional school system costs. Expenses continue to outpace revenues resulting in a structural problem. This year, as was the case last year, this issue was addressed in part by one time sources of funding.

We have reviewed the use of free cash. The proposed use of \$657,366 from free cash results in a remaining free cash balance of \$754,634, consistent with the Town's policy of maintaining a free cash reserve equal to 4.5% of the operating budget. Of the amount proposed, \$162,866, representing the average amount of free cash used for current year operating budget adjustments over the last seven years, would be budgeted for FY 2016 budget adjustments under Article 2. The remaining \$494,500 would be used for general tax relief.

Most gasoline budgets have been reduced by 25% of FY 2016 levels in light of the per gallon bid price being 40% below the current bid price. Other adjustments to the operating budget are detailed in the change log.

The annual town meeting warrant has been revised to reflect an override vote for the additional police officer.

The additional funds proposed for snow and ice removal on additional private ways is also assumed to require an override vote.

The remaining budget gap is presently \$112,569. It will have to be closed by some combination of budget cuts and/or Proposition 2 ½ overrides. A list of possible budget adjustments, which includes the \$60,000 override for an additional police officer, is attached. Adjustments to the budget should be made no later than at the March 8, 2016 meeting to insure that the annual town meeting warrant can be posted and sent to the printer on time.

Remaining uncertainties:

Economic Development. There are no funds in the budget for economic development (other than \$13,000 to support the efforts of the Chamber of Commerce in promoting Wellfleet.) Note that in recent years \$3,000 of the Chamber's appropriation has been funded from the "Discover Wellfleet" account. That account has now been reduced to \$671, all of which will be applied to this year's appropriation. There has been an oral request from the Cultural Council for unspecified additional funding. Town support for the Cultural Council is presently level funded at \$2,000. Whether funds should be appropriated for economic development, their source and who in Town government should administer them is yet to be discussed.

Nauset Region Budget. The Nauset budget is near final and approval is anticipated on March 4, 2016. The Current budget draft shows a 2.5% increase in the operating budget and I do not anticipate there will be significant change in the final budget. Wellfleet's assessment will increase above 2.5% because there has been a slight increase in enrolled Wellfleet students as a percentage of the total enrollment.

Cape Cod Vocational Technical High School. This budget is also in near final form and no significant change is anticipated.

Cherry Sheet estimates. Final figures await action on the Commonwealth's budget. Current figures are based on the most recent cherry sheet estimates.

Article 2 (FY 2016 adjustments). At this point we are unsure of the exact adjustments that will be necessary and are unlikely to be absolutely sure until town meeting. As part of the effort to reduce the Town's unfunded liability, I am expecting several requests to buy back vacation time. Until the winter is over we will not know whether or how much of an adjustment to the snow removal budget is needed.

An override for general operating costs appears less and less likely. An estimate of the effect of a \$300,000 override, based on the median assessed value of a single family owner occupied home (\$504,550), is an added tax of \$67.20 (13.32 cents added to the tax rate.)

Fiscal 2017 Revenue Estimate

Revenue Sources:

	Amount	Notes
FY 2016 Levy	\$14,148,585	FY 2017 levy limit
Proposition 2 1/2 increase	\$353,715	
Proposition 2 1/2 New Growth	\$0	Estimate \$75,000; use \$0
Debt Exclusions	\$1,514,697	From DE-1
Cape Cod Commission assessment	\$99,730	Estimated 2 1/2% increase
Subtotal - Tax revenue		\$16,116,727

Receipts Reserved

Ambulance Fund to Operating	\$250,000	same as '16
Ambulance Fund to Capital	\$44,000	Was \$57,000 in '16
Beach Fund to Operating	\$860,000	Was \$886,400 in '16
Beach Fund to Marina	\$0	(\$10,000 to Marina Enterprise)
Beach Fund to Capital	\$23,000	
SEMASS Fund to Operating	\$250,000	Was \$220,000 in '16
Recreation Fund to Operating	\$65,000	same as '16
Shellfish Fund to Operating	\$40,000	Was \$60,000 in '16
Shellfish Fund to Marina	\$0	(\$2,000 to Marina Enterprise)
Septic to Cap. Debt Service	\$10,000	same as '16
Waterways Fund to Marina	\$0	(\$5,000 to Marina Enterprise)
Subtotal - Receipts Reserved		\$1,542,000

Other Sources

Local Estimated Receipts	\$1,300,000	Was \$1,351,000 in '16
Free Cash	\$494,500	\$445,649 used in '16
Cherry Sheet	\$271,705	prelim FY 17 less aid to libraries
State Aid to Libraries	\$6,380	prelim FY 17
Sale of Cemetery Lots	\$5,000	same as '16
Perpetual Care Interest	\$300	was \$350 in '16
Chapter 90 Highway Funds	\$248,742	Was 249,507 in '16
Overlay Reserve Fund Balance	\$88,000	Unneeded funds from prior year overlays
Prop 2 1/2 Override	\$0	Was \$100,000 in '16
Discover Wellfleet account	\$671	Remaining fund balance; was \$3000 in '16
Subtotal - Other		\$2,415,298
Total Available Revenue		\$20,074,025

Fiscal 2017 Expense Estimate		
Operating Budget	Current Estimate	\$16,659,240
Articles	Long Term Debt Service	
	Projects and Equipment	
	Articles	\$1,546,366
	Cherry Sheet Charges	\$718,330
	Cherry Sheet Offsets	\$785,359
	Overlay Reserve	\$352,945
		\$4,354
		\$120,000
Total Articles		<u>\$3,527,354</u>
	Note: Includes only items paid out of revenue estimate	
Total Expenditures		\$20,186,594
Surplus (Deficit)		(\$112,569)

Current Fund Balances December 31, 2015						
		FY 16 Budget	FY 17 Budget	Balance	Policy	Deficit
Free Cash	\$1,412,000	\$0	\$657,366	\$754,634	\$749,665.79	\$4,968.21
Ambulance Fund	\$448,186	\$0	\$294,000	\$154,186		
Beach Fund	\$1,176,245	\$0	\$893,000	\$283,245		
SEMASS Fund	\$429,296	\$0	\$250,000	\$179,296		
Waterways Fund	\$7,261	\$0	\$5,000	\$2,261		
Recreation Fund	\$87,430	\$0	\$65,000	\$22,430		
Shellfish Fund	\$12,494	\$0	\$42,000	(\$29,507)		
Marina Stabilization	\$20,032	\$0	\$10,000	\$30,032		
Stabilization Fund	\$607,162	\$0	\$75,000	\$682,162	\$832,961.99	(\$225,800.47)
Reserve Fund	\$75,000	\$75,000	\$80,000	\$80,000	\$83,296.20	(\$3,296.20)
OPEB Liability Trust	\$641,251	\$0	\$250,000	\$891,251		
Total	\$4,916,356	\$75,000	\$2,621,366	\$2,219,990		
						-27.11%
						-3.96%

Capital Items

	R & A	Amb Fund	Borrow	Beach Fund	Notes:
161 Clerk Records Management	\$54,082				
153 IT Projects	\$60,000				
210 Police Cruisers (2)	\$80,000				
220 FD Water supply	\$7,000				
220 FD Turnout	\$12,000				
220 FD hose	\$9,000				
220 FD Medical		\$30,000			
220 FD MDT		\$14,000			
300 Elementary School	\$65,000				
301 NRHS Design	\$0				
301 NRSD capital projects	\$62,748				removed 1/15/16 increased from \$54,378 on 1/15/16
417 DPW TH Doors	\$7,500				
417 DPW Library Flooring	\$40,000				
417 DPW COA Adult Playground	\$40,000				
420 DPW Front end loader			\$0		
420 DPW street sweeper			\$235,000		moved to FY 2018 (\$200,000)
422 DPW Indian Neck lot	\$36,000				
422 DPW Lt. Isl. Bridge repair	\$90,000				
422 DPW Lt. Isl. Road Eng.	\$80,000				Possible use of Chapter 90 funds?
630 Recreation software	\$8,000				
699 Beach access mats				\$16,200	
699 Beach ATV replace				\$6,800	
Totals	\$651,330	\$44,000	\$235,000	\$23,000	
Total appropriation items	\$718,330				
Total Borrowing	\$235,000				
Total all items	\$953,330				
Appropriation items as a % of the operating budget (policy requires between 3% and 7%)	4.31%				

Articles	Description	Receipts	FC/Borrow/Override
Article 2	FY 2016 budget adjustments		\$162,866 7 year estimate of free cash used
Articles II-1 through II-7	Wage & Salary Adjustments	\$123,618	2% of payroll (adjusted from 2.5% on 2/2/16)
II-13	Water Enterprise Support	\$45,000	
II-9	Chapter 90 Highway	\$248,742	
II-10	OPEB	\$250,000	\$200,000 in FY 2016; Goal is \$450,000 annually
II-12	Stabilization Fund	\$75,000	\$0 in FY 2015 & 2016
II-25	Marina dredging study	\$25,000	Borrow?
II-22	Main Street Route 6 change order	\$17,800	
II-28	Unpaid bills from prior years	\$199	\$2,726 Hillary & Richard, unpaid cell reimbursement (\$100.00), WB Mason (\$98.93), John Martens Marina restrooms from Marina Enterprise Fund
II-11	Marina Stabilization Fund		\$10,000 Transfer from Marina Enterprise Fund Balance
II-10	Additional Police Officer		\$60,000 Override
	Full Time Building Inspector		Was \$50,000, removed 1/21/16
	Economic Development		\$10,000 Amount, destination and source of funding to be determined
II-27	Snow & Ice		\$150,000 Override

Total Articles

\$785,359

\$235,592

Changes to Operating Budget Since Initial Submission

Acct #	Acct Name	Original	Revised	Change
141	Assessors - Revaluation	\$29,200	\$33,200	\$4,000
179	Shellfish - gasoline	\$8,000	\$6,000	-\$2,000
210	Police - gasoline	\$40,000	\$30,000	-\$10,000
220	Fire - gasoline	\$19,300	\$13,500	-\$5,800
292	ACO - gasoline	\$800	\$600	-\$200
300	Elementary School final	\$2,541,248	\$2,535,847	-\$5,401
301	Nauset Region current est.	\$2,603,046	\$2,732,625	\$129,579
302	Cape Tech HS current est.	\$151,063	\$135,249	-\$15,814
420	DPW - gasoline	\$5,000	\$4,500	-\$500
424	Street Lights - reduce contract	\$2,600	\$1,600	-\$1,000
543	Veterans Services final	\$15,991	\$16,557	\$566
911	County Retirement final	\$1,006,438	\$1,051,633	\$45,195
912	Worker's Comp. Ins. new estimate	\$70,000	\$74,775	\$4,775
914	Group Medical Ins. final	\$1,238,100	\$1,172,000	-\$66,100
Total: Original, Revised and Net Change		\$7,730,786	\$7,808,086	\$77,300

Revised Town Administrator's Operating Budget Total \$16,659,240

Changes to Capital Budget Since Initial Submission

Acct #	Acct Name	Original	R & A	Borrow	Transfer	Revised	R & A	Borrow	Transfer	Change
153	Information Technology									
301	NRSD - high school feasibility study	\$95,000	\$95,000			\$60,000	\$60,000			-\$35,000
301	NRSD - capital projects	\$55,000	\$55,000			\$0	\$0			-\$55,000
420	DPW - front end loader moved to FY 18	\$54,378	\$54,378	\$200,000		\$62,748	\$62,748	\$0		\$8,370
Total: Original, Revised, and Net Change		\$204,378	\$204,378	\$200,000	\$0	\$122,748	\$122,748	\$0	\$0	-\$81,630

Revised Town Administrator's Capital Budget Totals \$651,330 \$235,000 \$67,000

NOTES:

- 301 Nauset Region is not final - Meeting 3/4/16
- Capital NRSD was not invited to participate in a feasibility study
- Capital NRSD capital projects not final

Analysis of possible reductions

Overall Appropriation Deficit (from Overview)

13th Police Officer

Full time Building Inspector

Economic Development

Total adjustment required to balance

\$112,569
Possible additional item
Removed 1/21/16
Possible additional item
\$10,000
\$182,569

Department Number	Department Title	Line Item	Current	Adjustment	Possible Comment
123	Admin. Exp		\$12,900		\$2,000
132	Reserve Fund		\$80,000		10,000 Reduction would violate fiscal policy
145	Treasurer	Contract Services	\$13,890		Reduce \$3,980?
146	Collector	KCM Time	\$14,644		\$3,000 Reduce to FY 16 amount
153	IT	Small Equipment	\$30,000	\$5,000	Reduce
177	Open Space	Contract Services	\$2,500	\$1,500	1,000 Reduce \$2,500?
182	Chamber of Commerce		\$13,000	\$3,000	reduce
241	Building Insp	Travel	\$3,050		1,500 Reduce \$1,500?
422	DPW	Contract Services	\$65,400	\$15,000	\$35,000 Reduce Chapter 90 supplement
520	Human Services				\$80,000 Eliminate program
542	COA Board				\$300 Eliminate
610	Library	temporary help			\$2,000 Temporary help reduced to FY 16 amount
Capital Article	COA Adult Playground		\$40,000	\$40,000	Eliminate
Article	Police Officer		\$60,000	\$60,000	Override
Article	Building Insp			\$0	Removed 1/21/16
Article	Economic Development		\$100	\$10,000	Remove or Override
Capital	Lt Isl Bridge		\$90,000		\$90,000 Use Chapter 90 instead of capital
Article	Stabilization Fund		\$75,000		\$25,000 Fund is \$230,000 below policy
Article	OPEB		\$250,000		\$50,000 Below Actuarial Requirements but reduce
Capital	Clerk records		\$54,082	\$54,082	records management software
Capital	FY 2016 Solar Array				\$60,000 Reassign funds from FY 2016 capital budget.

Total Adjustments \$188,582 \$359,800

Deficit (Surplus) \$6,013

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
=====							
OPERATING BUDGET							

MODERATOR							

SAL/WAGES							

001-1-114-000.00-5111.00	S/W PART TIME DS	0	200	200	200	200	0.00
TOTAL SAL/WAGES		0	200	200	200	200	0.00
EXPENDITURES							

001-1-114-000.00-5730.00	DUES/MEMBERSHIPS	20	20	225	225	225	0.00
TOTAL EXPENDITURES		20	20	225	225	225	0.00

TOTAL MODERATOR		20	220	425	425	425	0.00
CONSTABLES							

SAL/WAGES							

001-1-115-000.00-5111.00	S/W PART TIME	100	50	100	100	100	0.00
TOTAL SAL/WAGES		100	50	100	100	100	0.00

TOTAL CONSTABLES		100	50	100	100	100	0.00
AUDIT							

EXPENDITURES							

001-1-121-000.00-5300.04	ACCOUNTING/AUDIT	23,900	21,900	22,500	22,500	22,500	0.00
TOTAL EXPENDITURES		23,900	21,900	22,500	22,500	22,500	0.00

TOTAL AUDIT		23,900	21,900	22,500	22,500	22,500	0.00

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
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SELECTMEN

SAL/WAGES

001-1-122-000.00-5111.05	S/W PART TIME JH	1,000	1,000	1,000	1,000	1,000	0.00
001-1-122-000.00-5111.10	S/W PART TIME BB	1,000	0	1,000	1,000	1,000	0.00
001-1-122-000.00-5111.11	S/W PART TIME PP	1,000	1,000	1,000	1,000	1,000	0.00
001-1-122-000.00-5111.13	S/W PART TIME JM	844	844	0	0	0	0.00
001-1-122-000.00-5111.14	S/W PART TIME DM	1,000	0	1,000	1,000	1,000	0.00
001-1-122-000.00-5111.15	S/W PART TIME HMW	156	156	1,000	1,000	1,000	0.00
TOTAL SAL/WAGES		5,000	3,000	5,000	5,000	5,000	0.00

EXPENDITURES

001-1-122-000.00-5300.00	CONTRACT SERVICES	1,000	331	1,000	1,000	1,000	0.00
001-1-122-000.00-5300.20	SEMINARS/TRAINING	200	0	200	200	200	0.00
001-1-122-000.00-5340.01	TELEPHONE	300	300	300	300	300	0.00
001-1-122-000.00-5340.03	PRINTING	70	0	70	70	70	0.00
001-1-122-000.00-5420.00	OFFICE SUPPLIES	0	233	0	0	0	0.00
001-1-122-000.00-5710.00	TRAVEL	200	0	200	200	200	0.00
001-1-122-000.00-5710.01	MEALS/LODGING	200	0	200	200	200	0.00
001-1-122-000.00-5730.00	DUES/MEMBERSHIP	2,200	1,864	2,200	2,200	2,200	0.00
001-1-122-000.00-5780.00	UNCLASSIFIED ITEMS	200	0	200	200	200	0.00
TOTAL EXPENDITURES		4,370	2,729	4,370	4,370	4,370	0.00
TOTAL SELECTMEN		9,370	5,729	9,370	9,370	9,370	0.00

TOWN ADMINISTRATOR

SAL/WAGES

001-1-123-000.00-5109.01	S/W FULL TIME HST	109,242	109,242	111,427	113,650	113,650	2.00
001-1-123-000.00-5110.04	S/W FULL TIME	46,557	44,494	80,975	83,000	83,000	2.50
TOTAL SAL/WAGES		155,799	153,736	192,402	196,650	196,650	2.21

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
EXPENDITURES							
001-1-123-000.00-5300.00	CONTRACT SERVICES	0	26	0	0	0	0.00
001-1-123-000.00-5300.20	SEMINARS/TRAINING	2,000	1,229	6,000	6,000	6,000	0.00
001-1-123-000.00-5340.01	TELEPHONE	600	475	600	600	600	0.00
001-1-123-000.00-5340.04	ADVERTISING	1,000	70	1,000	1,000	1,000	0.00
001-1-123-000.00-5420.00	OFFICE SUPPLIES	100	202	100	100	100	0.00
001-1-123-000.00-5490.00	FOOD SUPPLIES	0	0	0	0	0	0.00
001-1-123-000.00-5710.00	TRAVEL	3,500	4,137	3,000	3,000	3,000	0.00
001-1-123-000.00-5710.01	MEALS/LODGING	3,500	1,976	1,000	1,000	1,000	0.00
001-1-123-000.00-5730.00	DUES/MEMBERSHIPS	1,200	1,596	1,200	1,200	1,200	0.00
TOTAL EXPENDITURES		11,900	9,710	12,900	12,900	12,900	0.00
TOTAL TOWN ADMINISTRATOR		167,699	163,446	205,302	209,550	209,550	2.07
GENERAL ADMINISTRATION							
SAL/WAGES							
001-1-124-000.00-5109.96	S/W FULL TIME MM	57,289	52,000	57,000	57,000	57,000	0.00
001-1-124-000.00-5110.03	S/W FULL TIME JMAC	42,719	42,719	43,970	43,970	43,970	0.00
001-1-124-000.00-5110.05	S/W FULL TIME MS	0	4,250	37,597	12,597	12,597	(66.49)
001-1-124-000.00-5111.04	S/W PART TIME MR	23,691	14,380	0	0	0	0.00
001-1-124-000.00-5144.00	S/W LONGEVITY	900	550	1,275	750	750	(41.18)
TOTAL SAL/WAGES		124,599	113,900	139,842	114,317	114,317	(18.25)
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-124-000.00-5170.08	HEALTH INSURANCE	1,931	1,931	0	0	0	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		1,931	1,931	0	0	0	0.00
EXPENDITURES							
001-1-124-000.00-5290.05	SERVICE CONTRACT COPIER	0	17	0	0	0	0.00
001-1-124-000.00-5290.06	COPIER LEASE	6,143	4,376	6,143	6,143	6,143	0.00
001-1-124-000.00-5300.00	CONTRACT SERVICES	2,400	4,359	2,500	2,500	2,500	0.00
001-1-124-000.00-5300.20	SEMINARS/TRAINING	0	0	0	0	0	0.00

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-124-000.00-5301.13	ALARM SYSTEM	30	0	650	650	650	0.00
001-1-124-000.00-5340.01	TELEPHONE	4,000	3,429	4,000	4,000	4,000	0.00
001-1-124-000.00-5340.02	POSTAGE	1,300	840	1,300	1,300	1,300	0.00
001-1-124-000.00-5340.03	PRINTING	250	16	400	400	400	0.00
001-1-124-000.00-5340.04	ADVERTISING	1,500	2,148	1,800	1,800	1,800	0.00
001-1-124-000.00-5420.00	OFFICE SUPPLIES	3,000	2,106	2,400	2,400	2,400	0.00
001-1-124-000.00-5500.00	MEDICAL SUPPLIES	0	141	0	0	0	0.00
001-1-124-000.00-5710.00	TRAVEL	400	210	400	400	400	0.00
001-1-124-000.00-5780.00	OTHER CHARGES/FEES	0	501	0	0	0	0.00
TOTAL EXPENDITURES		19,023	18,144	19,593	19,593	19,593	0.00
TOTAL GENERAL ADMINISTRATION		145,554	133,975	159,435	133,910	133,910	(16.01)

FINANCE COMMITTEE

EXPENDITURES

001-1-131-000.00-5340.04	ADVERTISING	75	17	75	75	75	0.00
001-1-131-000.00-5730.00	DUES/MEMBERSHIPS	200	155	200	200	200	0.00
TOTAL EXPENDITURES		275	172	275	275	275	0.00
TOTAL FINANCE COMMITTEE		275	172	275	275	275	0.00

RESERVE FUND

EXPENDITURES

001-1-132-000.00-5780.01	TRANSFERS	43,831	0	75,000	80,000	80,000	6.67
TOTAL EXPENDITURES		43,831	0	75,000	80,000	80,000	6.67
TOTAL RESERVE FUND		43,831	0	75,000	80,000	80,000	6.67

TOWN ACCOUNTANT

SAL/WAGES

Level of Detail = Account Number; Level = 9

Budget Year: July 2016 thru June 2017

FRINGE BENEFITS/OTHER SAL/WAGES

EXPENDITURES

ASSESSORS

SAL/WAGES

EXPENDITURES

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-###.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-141-000.00-5300.00	CONTRACT SERVICES	8,310	8,643	8,865	9,000	9,000	1.52
001-1-141-000.00-5300.15	REVALUATION PK	29,200	25,200	29,200	33,200	33,200	13.70
001-1-141-000.00-5300.20	SEMINARS/TRAINING	1,500	1,659	1,500	1,660	1,660	10.67
001-1-141-000.00-5300.37	MAPPING SERVICES	3,000	2,500	3,000	3,000	3,000	0.00
001-1-141-000.00-5340.02	POSTAGE	500	0	500	1,000	1,000	100.00
001-1-141-000.00-5420.00	OFFICE SUPPLIES	750	2,599	750	750	750	0.00
001-1-141-000.00-5710.00	TRAVEL	1,200	1,355	1,200	1,360	1,360	13.33
001-1-141-000.00-5710.01	MEALS/LODGING	700	795	795	800	800	0.63
001-1-141-000.00-5730.00	DUES/MEMBERSHIPS	320	480	430	480	480	11.63
TOTAL EXPENDITURES		45,480	43,231	46,240	51,250	51,250	10.83
TOTAL ASSESSORS		155,304	150,046	158,335	163,395	163,395	3.20

TREASURER

SAL/WAGES

001-1-145-000.00-5109.00	S/W FULL TIME DM	57,000	52,621	5,465	63,000	65,000	1089.43
001-1-145-000.00-5109.01	S/W FULL TIME RM	0	0	0	0	0	0.00
001-1-145-000.00-5110.00	S/W FULL TIME DER	24,218	24,218	59,110	0	0	(100.00)
001-1-145-000.00-5110.05	S/W FULL TIME LB	44,018	44,018	45,286	45,286	45,287	0.00
001-1-145-000.00-5144.00	S/W LONGEVITY	1,050	1,050	1,100	1,150	1,150	4.55
TOTAL SAL/WAGES		126,286	121,907	110,961	109,436	111,437	0.43

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-145-000.00-5195.00	S/W STIPEND	16,800	16,800	0	0	0	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		16,800	16,800	0	0	0	0.00

EXPENDITURES

001-1-145-000.00-5300.00	CONTRACT SERVICES	10,000	8,121	13,890	13,890	13,890	0.00
001-1-145-000.00-5300.20	SEMINARS/TRAINING	1,070	90	1,070	1,000	1,000	(6.54)
001-1-145-000.00-5340.02	POSTAGE	3,300	1,601	3,300	3,300	3,300	0.00
001-1-145-000.00-5340.03	PRINTING	100	194	100	150	150	50.00
001-1-145-000.00-5420.00	OFFICE SUPPLIES	2,000	1,178	2,000	2,000	2,000	0.00
001-1-145-000.00-5710.00	TRAVEL	500	825	500	500	500	0.00
001-1-145-000.00-5710.01	MEALS/LODGING	200	425	200	220	220	10.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-145-000.00-5730.00	DUES/MEMBERSHIPS	300	130	300	300	300	0.00
001-1-145-000.00-5780.00	OTHER CHARGES	2,400	0	2,400	2,400	2,400	0.00
001-1-145-000.00-5781.00	BORROWING COSTS	4,882	6,316	4,100	4,100	4,100	0.00
TOTAL EXPENDITURES		24,752	18,881	27,860	27,860	27,860	0.00
TOTAL TREASURER		167,838	157,588	138,821	137,296	139,297	0.34

TOWN/TAX COLLECTOR

SAL/WAGES

001-1-146-000.00-5110.00	S/W FULL TIME MN	66,137	66,137	67,790	67,790	67,790	0.00
001-1-146-000.00-5111.04	S/W PART TIME KCM	7,940	7,889	11,940	14,664	14,664	22.82
001-1-146-000.00-5144.00	S/W LONGEVITY	1,950	1,950	2,000	2,050	2,050	2.50
TOTAL SAL/WAGES		76,027	75,976	81,730	84,505	84,505	3.39

EXPENDITURES

001-1-146-000.00-5300.00	CONTRACT SERVICES	5,500	4,968	5,500	5,500	5,500	0.00
001-1-146-000.00-5300.20	SEMINARS/TRAINING	100	0	100	100	100	0.00
001-1-146-000.00-5340.02	POSTAGE	5,700	6,278	5,700	5,700	5,700	0.00
001-1-146-000.00-5340.03	PRINTING	1,000	1,206	1,000	1,000	1,000	0.00
001-1-146-000.00-5340.04	ADVERTISING	10	15	10	10	10	0.00
001-1-146-000.00-5420.00	OFFICE SUPPLIES	2,450	2,343	1,450	1,450	1,450	0.00
001-1-146-000.00-5710.00	TRAVEL	80	44	80	80	80	0.00
001-1-146-000.00-5710.01	MEALS/LODGING	80	0	80	80	80	0.00
001-1-146-000.00-5730.00	DUES/MEMBERSHIPS	60	65	60	60	60	0.00
TOTAL EXPENDITURES		14,980	14,918	13,980	13,980	13,980	0.00
TOTAL TOWN/TAX COLLECTOR		91,007	90,894	95,710	98,485	98,485	2.90

LEGAL EXPENSES

EXPENDITURES

001-1-151-000.00-5300.05	LEGAL SERVICES	70,000	53,965	100,000	100,000	100,000	0.00
001-1-151-000.00-5730.00	DUES/SUBSCRIPTIONS	0	4,095	1,300	1,300	1,300	0.00

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-###.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
	TOTAL EXPENDITURES	70,000	58,060	101,300	101,300	101,300	0.00
	TOTAL LEGAL EXPENSES	70,000	58,060	101,300	101,300	101,300	0.00

COMPUTERIZATION

EXPENDITURES

001-1-153-000.00-5300.00	CONTRACT SERVICES	11,000	9,892	26,000	13,000	13,000	(50.00)
001-1-153-000.00-5300.06	IT SERVICES (BCIT)	93,174	93,520	93,173	95,828	95,828	2.85
001-1-153-000.00-5340.01	TELEPHONE	3,700	16	3,700	3,700	3,700	0.00
001-1-153-000.00-5340.05	INTERNET	7,000	7,352	7,000	7,000	7,000	0.00
001-1-153-000.00-5420.00	OFFICE SUPPLIES	500	833	500	500	500	0.00
001-1-153-000.00-5730.00	REGIONAL NETWORK FEES	2,450	2,108	0	0	0	0.00
001-1-153-000.00-5850.00	SMALL EQUIPMENT	30,000	7,645	30,000	30,000	30,000	0.00
	TOTAL EXPENDITURES	147,824	121,367	160,373	150,028	150,028	(6.45)
	TOTAL COMPUTERIZATION	147,824	121,367	160,373	150,028	150,028	(6.45)

TAX TITLE

EXPENDITURES

001-1-158-000.00-5300.09	TAX TITLE EXPENSE	12,500	7,158	11,000	11,000	11,000	0.00
	TOTAL EXPENDITURES	12,500	7,158	11,000	11,000	11,000	0.00
	TOTAL TAX TITLE	12,500	7,158	11,000	11,000	11,000	0.00

TOWN CLERK

SAL/WAGES

001-1-161-000.00-5110.00	S/W FULL TIME JP	57,000	52,735	63,550	63,550	63,550	0.00
	TOTAL SAL/WAGES	57,000	52,735	63,550	63,550	63,550	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
=====							
FRINGE BENEFITS/OTHER SAL/WAGES							

001-1-161-000.00-5195.00	STIPEND	885	885	1,000	1,000	1,000	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		885	885	1,000	1,000	1,000	0.00
EXPENDITURES							

001-1-161-000.00-5300.00	CONTRACT SERVICES	600	550	3,000	3,000	3,000	0.00
001-1-161-000.00-5300.20	SEMINARS/TRAINING	840	836	1,020	1,020	1,020	0.00
001-1-161-000.00-5340.02	POSTAGE	600	595	0	0	0	0.00
001-1-161-000.00-5340.03	PRINTING	70	64	0	0	0	0.00
001-1-161-000.00-5340.04	ADVERTISMENT	70	62	100	0	0	(100.00)
001-1-161-000.00-5420.00	OFFICE SUPPLIES	1,240	1,234	500	500	500	0.00
001-1-161-000.00-5710.00	TRAVEL/MILEAGE	600	579	2,874	2,874	2,874	0.00
001-1-161-000.00-5710.01	MEALS/LODGING	1,860	1,852	0	0	0	0.00
001-1-161-000.00-5730.00	DUES/ MEMBERSHIPS	165	165	280	300	300	7.14
001-1-161-000.00-5850.00	SMALL EQUIPMENT	670	669	0	0	0	0.00
TOTAL EXPENDITURES		6,715	6,606	7,774	7,694	7,694	(1.03)
TOTAL TOWN CLERK		64,600	60,226	72,324	72,244	72,244	(0.11)
ELECTIONS/REGISTRATION							

SAL/WAGES							

001-1-162-000.00-5111.00	S/W PART TIME	4,500	3,503	3,200	4,200	4,200	31.25
TOTAL SAL/WAGES		4,500	3,503	3,200	4,200	4,200	31.25
FRINGE BENEFITS/OTHER SAL/WAGES							

001-1-162-000.00-5195.00	STIPEND	200	174	350	350	350	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		200	174	350	350	350	0.00
EXPENDITURES							

001-1-162-000.00-5300.00	CONTRACT SERVICES	0	0	0	1,000	1,000	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-162-000.00-5340.02	POSTAGE	2,300	1,226	1,200	1,300	1,300	8.33
001-1-162-000.00-5340.03	PRINTING	1,000	1,331	1,000	1,000	1,000	0.00
001-1-162-000.00-5420.00	OFFICE SUPPLIES	1,000	1,785	500	1,000	1,000	100.00
001-1-162-000.00-5490.00	FOOD SUPPLIES	200	70	200	200	200	0.00
001-1-162-000.00-5710.00	TRAVEL	50	0	0	0	0	0.00
TOTAL EXPENDITURES		4,550	4,413	2,900	4,500	4,500	55.17
TOTAL ELECTIONS/REGISTRATION		9,250	8,089	6,450	9,050	9,050	40.31

CONSERVATION COMMISSION

EXPENDITURES

001-1-171-000.00-5300.00	CONTRACT SERVICES	0	0	0	0	0	0.00
001-1-171-000.00-5300.20	SEMINARS/TRAINING	450	135	450	450	450	0.00
001-1-171-000.00-5340.02	POSTAGE	650	311	650	530	530	(18.46)
001-1-171-000.00-5340.03	PRINTING	150	151	150	150	150	0.00
001-1-171-000.00-5340.04	ADVERTISING	250	283	250	250	250	0.00
001-1-171-000.00-5420.00	OFFICE SUPPLIES	250	492	250	250	250	0.00
001-1-171-000.00-5580.00	FIELD SUPPLIES	1,500	1,272	1,500	1,500	1,500	0.00
001-1-171-000.00-5710.00	TRAVEL	200	149	200	200	200	0.00
001-1-171-000.00-5730.00	DUES/SUBSCRIPTIONS	180	286	180	300	300	66.67
TOTAL EXPENDITURES		3,630	3,079	3,630	3,630	3,630	0.00
TOTAL CONSERVATION COMMISSION		3,630	3,079	3,630	3,630	3,630	0.00

PLANNING BOARD

EXPENDITURES

001-1-174-000.00-5300.00	CONTRACT SERVICES	4,000	3,130	8,000	4,300	4,300	(46.25)
001-1-174-000.00-5300.20	SEMINARS/TRAINING	300	1,306	300	2,000	2,000	566.67
001-1-174-000.00-5340.02	POSTAGE	550	375	550	550	550	0.00
001-1-174-000.00-5340.03	PRINTING	1,800	0	1,800	1,800	1,800	0.00
001-1-174-000.00-5340.04	ADVERTISING	150	1,592	150	2,000	2,000	1233.33
001-1-174-000.00-5420.00	OFFICE SUPPLIES	200	345	200	350	350	75.00
001-1-174-000.00-5730.00	DUES/MEMBERSHIPS	135	0	135	0	135	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
	TOTAL EXPENDITURES	7,135	6,749	11,135	11,000	11,135	0.00
	TOTAL PLANNING BOARD	7,135	6,749	11,135	11,000	11,135	0.00

ZONING BOARD OF APPEALS

EXPENDITURES

001-1-176-000.00-5300.00	CONTRACT SERVICES	0	0	0	0	0	0.00
001-1-176-000.00-5300.20	SEMINARS/TRAINING	50	0	50	50	50	0.00
001-1-176-000.00-5340.02	POSTAGE	700	624	700	700	700	0.00
001-1-176-000.00-5340.03	PRINTING	100	100	100	100	100	0.00
001-1-176-000.00-5340.04	ADVERTISING	500	468	500	500	500	0.00
001-1-176-000.00-5420.00	OFFICE SUPPLIES	250	50	250	250	250	0.00
001-1-176-000.00-5710.00	TRAVEL	80	70	80	80	80	0.00
001-1-176-000.00-5730.00	DUES/MEMBERSHIPS	0	76	76	76	76	0.00
	TOTAL EXPENDITURES	1,680	1,388	1,756	1,756	1,756	0.00
	TOTAL ZONING BOARD OF APPEALS	1,680	1,388	1,756	1,756	1,756	0.00

OPEN SPACE COMMITTEE

EXPENDITURES

001-1-177-000.00-5300.00	CONTRACT SERVICES	2,500	0	2,500	2,500	2,500	0.00
001-1-177-000.00-5340.03	PRINTING	500	761	500	500	500	0.00
001-1-177-000.00-5340.04	ADVERTISING	0	5	0	0	0	0.00
	TOTAL EXPENDITURES	3,000	766	3,000	3,000	3,000	0.00
	TOTAL OPEN SPACE COMMITTEE	3,000	766	3,000	3,000	3,000	0.00

HERRING WARDEN

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-178-000.00-5195.00	STIPEND	2,200	843	2,200	2,200	2,200	0.00
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BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

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Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		2,200	843	2,200	2,200	2,200	0.00
EXPENDITURES							
001-1-178-000.00-5300.00	CONTRACT SERVICES	300	0	300	300	300	0.00
TOTAL EXPENDITURES		300	0	300	300	300	0.00
TOTAL HERRING WARDEN		2,500	843	2,500	2,500	2,500	0.00
SHELLFISH							
SAL/WAGES							
001-1-179-000.00-5110.04	S/W FULL TIME AK	68,575	68,575	70,289	70,289	70,289	0.00
001-1-179-000.00-5110.05	S/W FULL TIME CM	46,032	46,032	47,351	47,351	47,351	0.00
001-1-179-000.00-5110.06	S/W FULL TIME JJM	53,059	53,059	54,385	54,385	54,385	0.00
001-1-179-000.00-5130.00	S/W OVERTIME	0	0	0	0	0	0.00
001-1-179-000.00-5143.00	S/W HOLIDAY	2,812	2,812	2,700	0	0	(100.00)
001-1-179-000.00-5144.00	S/W LONGEVITY	1,700	1,700	1,850	2,000	2,000	8.11
TOTAL SAL/WAGES		172,177	172,177	176,575	174,025	174,025	(1.44)
EXPENDITURES							
001-1-179-000.00-5240.00	REPAIR/MAINT SERVICES	1,888	1,888	2,000	2,000	2,000	0.00
001-1-179-000.00-5300.00	CONTRACT SERVICES	1,600	1,541	1,600	1,600	1,600	0.00
001-1-179-000.00-5340.01	TELEPHONE	1,500	1,972	1,500	1,500	1,500	0.00
001-1-179-000.00-5340.02	POSTAGE	120	0	120	120	120	0.00
001-1-179-000.00-5340.03	PRINTING	750	283	750	750	750	0.00
001-1-179-000.00-5420.00	OFFICE SUPPLIES	500	581	500	500	500	0.00
001-1-179-000.00-5430.00	REPAIR/MAINT SUPPLIES	500	565	500	500	500	0.00
001-1-179-000.00-5480.00	VEHICLE SUPPLIES	150	0	150	150	150	0.00
001-1-179-000.00-5480.01	GASOLINE/DIESEL	8,000	5,418	8,000	8,000	6,000	(25.00)
001-1-179-000.00-5580.01	UNIFORM	1,000	666	1,000	1,000	1,000	0.00
001-1-179-000.00-5710.00	TRAVEL	0	395	395	395	395	0.00
001-1-179-000.00-5730.00	DUES/MEMBERSHIPS	110	110	110	110	110	0.00
001-1-179-000.00-5780.00	OTHER FEES	0	1,050	1,500	1,500	1,500	0.00
001-1-179-000.00-5850.00	SMALL EQUIPMENT	2,300	2,288	2,300	2,300	2,300	0.00

BUDGET WORKSHEET - EXPENDITURES

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
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NATURAL RESOURCES ADVISORY BD

EXPENDITURES

001-1-183-000.00-5300.00	CONTRACT SERVICES	1,000	0	1,050	1,050	1,050	0.00
001-1-183-000.00-5400.00	SUPPLIES	0	573	0	0	0	0.00
001-1-183-000.00-5420.00	OFFICE SUPPLIES	100	0	100	100	100	0.00
001-1-183-000.00-5961.00	TRANS TO OTHER FUND	0	300	0	0	0	0.00
TOTAL EXPENDITURES		1,100	873	1,150	1,150	1,150	0.00
TOTAL NATURAL RESOURCES ADVISORY BD		1,100	873	1,150	1,150	1,150	0.00

ECONOMIC DEVELOPMENT

EXPENDITURES

001-1-184-000.00-5300.00	CONTRACT SERVICES	20,000	4,392	100	0	0	(100.00)
TOTAL EXPENDITURES		20,000	4,392	100	0	0	(100.00)
TOTAL ECONOMIC DEVELOPMENT		20,000	4,392	100	0	0	(100.00)

HOUSING AUTHORITY

EXPENDITURES

001-1-189-000.00-5300.00	CONTRACT SERVICES	4,800	0	4,800	4,800	4,800	0.00
001-1-189-000.00-5420.00	OFFICE SUPPLIES	200	0	200	200	200	0.00
001-1-189-000.00-5961.00	TRANS TO OTHER FUNDS	0	5,000	0	0	0	0.00
TOTAL EXPENDITURES		5,000	5,000	5,000	5,000	5,000	0.00
TOTAL HOUSING AUTHORITY		5,000	5,000	5,000	5,000	5,000	0.00

TOWN REPORTS & WARRANTS

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
EXPENDITURES							
001-1-195-000.00-5340.02	POSTAGE	2,000	1,552	2,000	2,000	2,000	0.00
001-1-195-000.00-5340.03	PRINTING	9,650	10,043	9,500	11,000	11,000	15.79
	TOTAL EXPENDITURES	11,650	11,596	11,500	13,000	13,000	13.04
	TOTAL TOWN REPORTS & WARRANTS	11,650	11,596	11,500	13,000	13,000	13.04
CONSULTANCY							
EXPENDITURES							
001-1-196-000.00-5300.00	CONTRACT SERVICES	20,500	6,055	20,500	21,000	21,000	2.44
	TOTAL EXPENDITURES	20,500	6,055	20,500	21,000	21,000	2.44
	TOTAL CONSULTANCY	20,500	6,055	20,500	21,000	21,000	2.44
POLICE							
SAL/WAGES							
001-1-210-000.00-5110.07	S/W FULL TIME WEB	83,954	83,954	85,633	87,346	87,346	2.00
001-1-210-000.00-5110.08	S/W FULL TIME RLF	122,163	122,163	125,828	125,828	125,828	0.00
001-1-210-000.00-5110.11	S/W FULL TIME MH	108,689	108,689	111,950	111,950	111,950	0.00
001-1-210-000.00-5110.14	S/W FULL TIME MT	69,138	69,138	71,932	73,370	73,370	2.00
001-1-210-000.00-5110.17	S/W FULL TIME DH	64,574	64,574	65,865	67,182	67,182	2.00
001-1-210-000.00-5110.18	S/W FULL TIME GL	73,379	73,379	74,847	76,344	76,344	2.00
001-1-210-000.00-5110.19	S/W FULL TIME PC	82,308	82,308	85,633	87,346	87,346	2.00
001-1-210-000.00-5110.21	S/W FULL TIME KL	52,641	52,641	55,871	58,709	58,709	5.08
001-1-210-000.00-5110.22	S/W FULL TIME GS	52,309	52,308	55,870	58,162	58,162	4.10
001-1-210-000.00-5110.23	S/W FULL TIME JM	47,017	44,803	0	0	0	0.00
001-1-210-000.00-5110.25	S/W FULL TIME LD	2,050	2,050	47,018	49,037	49,037	4.29
001-1-210-000.00-5110.26	S/W FULL TIME RM	42,410	36,216	48,545	52,054	52,054	7.23
001-1-210-000.00-5110.27	S/W FULL TIME JC	0	19,133	48,545	50,857	50,857	4.76
001-1-210-000.00-5110.34	S/W FULL TIME	0	0	0	0	0	0.00
001-1-210-000.00-5110.90	IN-HOUSE TRAINING	4,635	3,585	4,643	4,800	4,800	3.38
001-1-210-000.00-5116.00	S/W SPECIALS	74,701	98,759	65,000	65,000	65,000	0.00

BUDGET WORKSHEET - EXPENDITURES

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-210-000.00-5117.00	S/W MATRON	2,000	1,832	2,000	2,000	2,000	0.00
001-1-210-000.00-5118.00	S/W SCH CROSS GUARD	6,500	5,008	6,500	6,500	6,500	0.00
001-1-210-000.00-5130.00	S/W OVERTIME	109,000	102,115	100,000	104,994	104,994	4.99
001-1-210-000.00-5135.00	S/W DOUBLE TIME	0	5,283	0	0	0	0.00
001-1-210-000.00-5140.00	S/W OFFICER IN CHARGE	14,000	7,925	14,000	14,000	14,000	0.00
001-1-210-000.00-5142.00	S/W NIGHT DIFFERENTIAL	10,555	8,166	10,556	10,556	10,556	0.00
001-1-210-000.00-5143.00	S/W HOLIDAY	21,375	23,358	21,788	22,349	22,349	2.57
001-1-210-000.00-5144.00	S/W LONGEVITY	6,260	4,800	4,980	5,080	5,080	2.01
001-1-210-000.00-5146.00	S/W EMT/EMD	1,000	0	0	0	0	0.00
TOTAL SAL/WAGES		1,050,658	1,072,187	1,107,003	1,133,463	1,133,463	2.39

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-210-000.00-5170.08	HEALTH INSURANCE	7,045	7,045	0	0	0	0.00
001-1-210-000.00-5191.00	UNIFORM ALLOWANCE	9,000	9,000	9,000	9,000	9,000	0.00
001-1-210-000.00-5193.00	EDUCATION INCENTIVE	1,512	1,512	3,120	4,160	4,160	33.33
001-1-210-000.00-5195.00	STIPEND DETECTIVE/PROSECUT	2,400	2,400	2,400	2,400	2,400	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		19,957	19,957	14,520	15,560	15,560	7.16

EXPENDITURES

001-1-210-000.00-5240.00	REPAIR/MAINT SERVICES	3,500	1,138	500	500	500	0.00
001-1-210-000.00-5240.03	REPAIR/MAINT SERV VEHICLES	5,000	4,982	5,000	5,000	5,000	0.00
001-1-210-000.00-5290.05	SERVICE CONTRACT COPIER	400	0	400	400	400	0.00
001-1-210-000.00-5300.00	CONTRACT SERVICES	5,588	5,556	3,100	3,100	3,100	0.00
001-1-210-000.00-5300.10	MEDICAL SERVICES	3,300	2,430	400	400	400	0.00
001-1-210-000.00-5300.20	SEMINARS/TRAINING	6,000	6,808	6,000	6,000	6,000	0.00
001-1-210-000.00-5301.14	ACADEMY COSTS	17,500	15,782	10,000	10,000	10,000	0.00
001-1-210-000.00-5340.01	TELEPHONE	5,000	4,853	5,000	5,000	5,000	0.00
001-1-210-000.00-5340.02	POSTAGE	600	913	600	600	600	0.00
001-1-210-000.00-5340.03	PRINTING	700	981	700	700	700	0.00
001-1-210-000.00-5340.04	ADVERTISING	300	148	300	300	300	0.00
001-1-210-000.00-5420.00	OFFICE SUPPLIES	5,500	4,032	5,500	5,500	5,500	0.00
001-1-210-000.00-5430.00	REPAIR/MAINT SUPPLIES	500	439	2,500	2,500	2,500	0.00
001-1-210-000.00-5480.00	VEHICLE SUPPLIES	7,500	7,477	7,500	7,500	7,500	0.00
001-1-210-000.00-5480.01	GASOLINE/DIESEL	35,299	35,012	40,000	40,000	30,000	(25.00)
001-1-210-000.00-5490.00	FOOD SUPPLIES	200	22	200	200	200	0.00
001-1-210-000.00-5500.00	MEDICAL SUPPLIES	4,300	3,008	300	300	300	0.00
001-1-210-000.00-5580.01	UNIFORMS	2,000	390	2,000	2,000	2,000	0.00
001-1-210-000.00-5580.02	UNIFORM (ALLOWANCE)	3,000	898	3,000	3,000	3,000	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-210-000.00-5580.10	TRAINING SUPPLIES	3,000	3,218	3,000	3,000	3,000	0.00
001-1-210-000.00-5710.00	TRAVEL	6,000	4,039	2,000	2,000	2,000	0.00
001-1-210-000.00-5710.01	MEALS/LODGING	3,100	3,068	1,500	1,500	1,500	0.00
001-1-210-000.00-5730.00	DUES/SUBSCRIPTIONS	8,000	5,256	4,000	4,000	4,000	0.00
001-1-210-000.00-5784.00	DRUG INVESTIGATION	1,200	0	1,200	1,200	1,200	0.00
001-1-210-000.00-5850.00	SMALL EQUIPMENT	3,000	1,245	6,000	6,000	6,000	0.00
001-1-210-000.00-5961.00	TRANS TO OTHER FUNDS	0	1,200	0	0	0	0.00
TOTAL EXPENDITURES		130,487	112,896	110,700	110,700	100,700	(9.03)
TOTAL POLICE		1,201,102	1,205,040	1,232,223	1,259,723	1,249,723	1.42

COMMUNICATIONS/DISPATCHERS

SAL/WAGES

001-1-215-000.00-5110.00	S/W FULL TIME ID	61,247	61,247	62,472	62,472	62,472	0.00
001-1-215-000.00-5110.01	S/W FULL TIME CM	50,770	50,770	51,785	51,785	51,785	0.00
001-1-215-000.00-5110.07	S/W FULL TIME EMC	50,770	50,770	51,785	51,785	51,785	0.00
001-1-215-000.00-5110.12	S/W FULL TIME JW	46,903	46,903	47,841	48,798	48,798	2.00
001-1-215-000.00-5110.14	S/W FULL TIME EMCC	46,202	46,202	47,841	48,069	48,069	0.48
001-1-215-000.00-5119.00	S/W RELIEFS	9,570	14,799	9,570	10,368	10,368	8.34
001-1-215-000.00-5130.00	S/W OVERTIME	24,200	10,564	29,000	30,000	30,000	3.45
001-1-215-000.00-5130.10	S/W OVERTIME (POL)	8,840	14,542	8,840	8,840	8,840	0.00
001-1-215-000.00-5135.00	S/W DOUBLE TIME	0	1,587	0	0	0	0.00
001-1-215-000.00-5135.10	S/W DOUBLE TIME (POL)	0	666	0	0	0	0.00
001-1-215-000.00-5142.00	S/W NIGHT DIFFERENTIAL	5,500	5,474	5,500	5,500	5,500	0.00
001-1-215-000.00-5143.00	S/W HOLIDAY	7,530	7,019	7,983	8,018	8,018	0.44
001-1-215-000.00-5144.00	S/W LONGEVITY	2,860	2,860	2,880	3,550	3,550	23.26
001-1-215-000.00-5146.00	S/W EMT/EMD	3,800	3,396	3,400	3,400	3,400	0.00
TOTAL SAL/WAGES		318,191	316,798	328,897	332,584	332,584	1.12

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-215-000.00-5170.08	HEALTH INSURANCE	4,368	4,368	0	0	0	0.00
001-1-215-000.00-5191.00	UNIFORM ALLOWANCE	4,000	4,000	4,000	4,000	4,000	0.00
001-1-215-000.00-5193.00	INCENTIVE PAY	1,000	0	1,000	1,000	1,000	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		9,368	8,368	5,000	5,000	5,000	0.00

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
EXPENDITURES							
001-1-215-000.00-5300.00	CONTRACT SERVICES	15,000	14,681	15,000	18,500	18,500	23.33
001-1-215-000.00-5300.20	SEMINARS/TRAINING	1,900	1,200	100	100	100	0.00
001-1-215-000.00-5340.02	POSTAGE	100	0	100	100	100	0.00
001-1-215-000.00-5420.00	OFFICE SUPPLIES	1,500	174	1,500	1,500	1,500	0.00
001-1-215-000.00-5580.01	UNIFORMS	500	0	500	500	500	0.00
001-1-215-000.00-5710.00	TRAVEL	500	255	500	500	500	0.00
001-1-215-000.00-5710.01	MEALS/LODGING	100	0	100	100	100	0.00
001-1-215-000.00-5730.00	DUES/MEMBERSHIPS	400	368	400	400	400	0.00
001-1-215-000.00-5850.00	SMALL EQUIPMENT	0	2,703	0	1,000	1,000	0.00
TOTAL EXPENDITURES		20,000	19,381	18,200	22,700	22,700	24.73
TOTAL COMMUNICATIONS/DISPATCHERS		347,559	344,548	352,097	360,284	360,284	2.33
FIRE							
SAL/WAGES							
001-1-220-000.00-5109.01	S/W FULL TIME RP	97,605	97,605	99,982	99,982	99,982	0.00
001-1-220-000.00-5110.01	S/W FULL TIME TF	71,127	71,127	72,549	72,549	72,549	0.00
001-1-220-000.00-5110.02	S/W FULL TIME GW	66,180	66,180	67,503	67,503	67,503	0.00
001-1-220-000.00-5110.03	S/W FULL TIME JW	58,138	58,138	3,928	0	0	(100.00)
001-1-220-000.00-5110.04	S/W FULL TIME JAC	65,591	65,591	66,903	66,903	66,903	0.00
001-1-220-000.00-5110.06	S/W FULL TIME SC	65,591	65,591	66,903	66,903	66,903	0.00
001-1-220-000.00-5110.08	S/W FULL TIME MLW	50,257	50,257	51,262	51,262	51,262	0.00
001-1-220-000.00-5110.10	S/W FULL TIME TAT	44,031	44,031	45,286	45,286	45,286	0.00
001-1-220-000.00-5110.14	S/W FULL TIME CG	49,656	49,656	50,649	50,649	50,649	0.00
001-1-220-000.00-5110.17	S/W FULL TIME RM	48,682	48,682	49,656	49,656	49,656	0.00
001-1-220-000.00-5110.18	S/W FULL TIME AG	0	0	55,373	49,656	49,656	(10.32)
001-1-220-000.00-5110.90	S/W SEMINARS	8,715	3,057	8,855	8,678	8,678	(1.99)
001-1-220-000.00-5130.00	S/W OVERTIME F/T	208,620	237,812	166,432	144,194	144,194	(13.36)
001-1-220-000.00-5130.18	S/W O/T TRAINING F/T	36,661	20,302	36,457	35,670	35,670	(2.16)
001-1-220-000.00-5130.20	S/W OVERTIME CALL	30,500	20,940	30,500	29,160	29,160	(4.39)
001-1-220-000.00-5135.00	S/W DOUBLE TIME F/T	11,797	8,514	10,164	14,977	14,977	47.35
001-1-220-000.00-5135.20	S/W DOUBLE TIME CALL	4,250	3,424	1,980	1,980	1,980	0.02
001-1-220-000.00-5143.00	S/W HOLIDAY	32,887	30,891	33,382	32,800	32,800	(1.74)
001-1-220-000.00-5144.00	S/W LONGEVITY	7,450	7,450	7,850	7,200	7,200	(8.28)
001-1-220-000.00-5147.04	STIPEND/CALL	48,000	36,274	48,000	48,000	48,000	0.00

BUDGET WORKSHEET - EXPENDITURES

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Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-220-000.00-5147.06	FIRE/RESCUE CALL	53,000	66,938	64,078	79,898	79,898	24.69
001-1-220-000.00-5147.08	AMBULANCE RUNS CALL	46,285	42,940	47,489	49,573	49,573	4.39
001-1-220-000.00-5147.10	DAY/WEEKEND	15,052	14,219	23,600	18,124	18,124	(23.20)
001-1-220-000.00-5147.11	SUMMER COVERAGE	0	0	0	0	0	0.00
001-1-220-000.00-5150.00	VACATION PAYOUT	0	2,203	0	2,203	2,203	0.00
TOTAL SAL/WAGES		1,120,074	1,111,820	1,108,780	1,092,806	1,092,806	(1.44)
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-220-000.00-5170.08	HEALTH STIPEND	6,360	6,360	0	6,360	6,360	0.00
001-1-220-000.00-5193.00	EDUCATION INCENTIVE F/T	5,000	6,000	6,000	6,000	6,000	0.00
001-1-220-000.00-5193.20	INCENTIVE PAY CALL	3,400	1,000	2,700	2,600	2,600	(3.70)
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		14,760	13,360	8,700	14,960	14,960	71.95
EXPENDITURES							
001-1-220-000.00-5240.00	REPAIR/MAINT SERVICES	16,000	21,595	14,000	14,000	14,000	0.00
001-1-220-000.00-5300.00	CONTRACT SERVICES	15,207	12,629	14,800	23,000	23,000	55.41
001-1-220-000.00-5300.10	MEDICAL SERVICES	2,500	3,152	2,650	2,650	2,650	0.00
001-1-220-000.00-5300.20	SEMINARS/TRAINING	2,400	40	1,500	1,500	1,500	0.00
001-1-220-000.00-5300.21	EMS TRAINING	5,080	3,795	5,000	5,000	5,000	0.00
001-1-220-000.00-5300.23	AMBULANCE BILLING	18,350	15,328	16,500	17,000	17,000	3.03
001-1-220-000.00-5300.24	C-MED	3,580	2,321	3,100	3,100	0	(100.00)
001-1-220-000.00-5300.25	COUNTY DISPATCH	42,000	41,622	42,000	42,000	21,000	(50.00)
001-1-220-000.00-5340.01	TELEPHONE	2,244	3,157	3,350	3,500	3,500	4.48
001-1-220-000.00-5340.02	POSTAGE	400	76	450	460	460	2.22
001-1-220-000.00-5340.03	PRINTING	250	300	400	400	400	0.00
001-1-220-000.00-5340.04	ADVERTISING	250	0	400	400	400	0.00
001-1-220-000.00-5420.00	OFFICE SUPPLIES	2,250	3,202	2,300	3,000	3,000	30.43
001-1-220-000.00-5430.00	REPAIR/MAINT SUPPLIES	6,500	4,581	6,500	6,500	6,500	0.00
001-1-220-000.00-5480.01	GASOLINE/DIESEL	20,365	20,244	18,000	19,300	13,500	(25.00)
001-1-220-000.00-5490.00	FOOD SUPPLIES	500	787	500	600	600	20.00
001-1-220-000.00-5500.00	MEDICAL SUPPLIES	25,000	29,739	32,000	34,200	34,200	6.88
001-1-220-000.00-5580.00	FIELD SUPPLIES	5,500	4,599	5,500	5,500	5,500	0.00
001-1-220-000.00-5580.01	UNIFORMS	4,200	2,416	4,200	6,750	6,750	60.71
001-1-220-000.00-5580.10	TRAINING SUPPLIES	1,000	1,344	1,000	1,000	1,000	0.00
001-1-220-000.00-5710.00	TRAVEL	5,900	7,151	8,000	8,200	8,200	2.50
001-1-220-000.00-5710.01	MEALS/LODGING	1,740	2,646	1,650	1,650	1,650	0.00
001-1-220-000.00-5730.00	DUES/MEMBERSHIPS/SUBSCRIPT	2,250	2,095	2,300	2,500	2,500	8.70
001-1-220-000.00-5731.00	LICENSES/PERMITS/FEES	1,700	1,900	1,700	1,700	1,700	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-220-000.00-5780.00	UNCLASSIFIED ITEMS	810	81	600	600	600	0.00
001-1-220-000.00-5850.00	EQUIPMENT	7,441	5,161	15,000	15,000	15,000	0.00
001-1-220-000.00-5860.00	CONTRACT ADJUSTMENTS	0	0	0	0	0	0.00
TOTAL EXPENDITURES		193,417	189,960	203,400	219,510	189,610	(6.78)
TOTAL FIRE		1,328,252	1,315,140	1,320,880	1,327,276	1,297,376	(1.78)

BUILDING DEPARTMENT

SAL/WAGES

001-1-241-000.00-5110.03	S/W FULL TIME CB	47,382	45,993	33,476	24,384	24,384	(27.16)
001-1-241-000.00-5110.04	S/W FULL TIME DD	44,018	44,018	45,286	45,286	45,286	0.00
001-1-241-000.00-5111.02	S/W PART TIME SD	28,000	27,932	19,500	22,500	22,500	15.38
001-1-241-000.00-5111.04	S/W PART TIME RS	32,144	32,144	33,653	33,653	33,653	0.00
001-1-241-000.00-5111.05	S/W PART TIME EO	22,888	25,029	18,000	25,000	25,000	38.89
001-1-241-000.00-5112.00	S/W TEMPORARY	7,813	6,286	4,000	4,000	4,000	0.00
001-1-241-000.00-5144.00	S/W LONGEVITY	1,100	1,100	1,200	1,400	1,400	16.67
TOTAL SAL/WAGES		183,345	182,501	155,115	156,223	156,223	0.71

EXPENDITURES

001-1-241-000.00-5290.05	SERVICE CONTRACT COPIER	430	0	470	470	470	0.00
001-1-241-000.00-5300.00	CONTRACT SERVICES	112	473	6,092	1,501	1,501	(75.36)
001-1-241-000.00-5300.20	SEMINARS/TRAINING	1,500	1,123	1,500	1,500	1,500	0.00
001-1-241-000.00-5340.01	TELEPHONE	300	250	300	300	300	0.00
001-1-241-000.00-5340.02	POSTAGE	300	300	300	300	300	0.00
001-1-241-000.00-5340.03	PRINTING	400	243	400	400	400	0.00
001-1-241-000.00-5340.04	ADVERTISING	200	0	200	200	200	0.00
001-1-241-000.00-5420.00	OFFICE SUPPLIES	1,500	1,460	1,500	1,500	1,500	0.00
001-1-241-000.00-5580.00	FIELD SUPPLIES	750	0	750	750	750	0.00
001-1-241-000.00-5580.01	UNIFORMS	250	0	250	250	250	0.00
001-1-241-000.00-5710.00	TRAVEL	1,500	3,050	1,500	3,050	3,050	103.33
001-1-241-000.00-5710.01	MEALS/LODGING	550	423	550	0	550	0.00
001-1-241-000.00-5730.00	DUES/MEMBERSHIPS	250	255	250	0	300	20.00
TOTAL EXPENDITURES		8,042	7,577	14,062	10,221	11,071	(21.27)
TOTAL BUILDING DEPARTMENT		191,387	190,078	169,177	166,444	167,294	(1.11)

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
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EMERGENCY MANAGEMENT

EXPENDITURES

001-1-291-000.00-5300.00	EMERGENCY MANAGEMENT	500	0	500	500	500	0.00
001-1-291-000.00-5400.00	SUPPLIES	0	0	0	0	0	0.00
TOTAL EXPENDITURES		500	0	500	500	500	0.00
TOTAL EMERGENCY MANAGEMENT		500	0	500	500	500	0.00

ANIMAL CONTROL OFFICER

SAL/WAGES

001-1-292-000.00-5111.04	S/W PART TIME AH	5,000	5,000	7,500	7,500	7,500	0.00
001-1-292-000.00-5111.05	S/W PART TIME SET	23,189	22,815	33,492	33,492	33,492	0.00
TOTAL SAL/WAGES		28,189	27,815	40,992	40,992	40,992	0.00

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-292-000.00-5195.20	STIPEND ANIMAL OFFICER	1,000	701	1,000	1,000	1,000	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		1,000	701	1,000	1,000	1,000	0.00

EXPENDITURES

001-1-292-000.00-5240.03	REPAIR/MAINT SERVICES	0	35	0	0	0	0.00
001-1-292-000.00-5300.00	CONTRACT SERVICES	9,321	0	1,000	1,000	1,000	0.00
001-1-292-000.00-5340.01	TELEPHONE	650	610	650	650	650	0.00
001-1-292-000.00-5340.02	POSTAGE	0	9	0	0	0	0.00
001-1-292-000.00-5340.03	PRINTING	100	1,070	100	500	500	400.00
001-1-292-000.00-5400.00	SUPPLIES	200	1,899	200	500	500	150.00
001-1-292-000.00-5420.00	OFFICE SUPPLIES	300	680	300	300	300	0.00
001-1-292-000.00-5430.00	REPAIR / MAINT SUPPLIES	0	6	0	0	0	0.00
001-1-292-000.00-5480.01	GASOLINE	800	449	800	800	600	(25.00)
001-1-292-000.00-5580.01	UNIFORMS	250	665	250	250	250	0.00
001-1-292-000.00-5580.10	TRAINING SUPPLIES	0	943	0	0	0	0.00

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-292-000.00-5710.00	TRAVEL	0	174	100	100	100	0.00
001-1-292-000.00-5730.00	DUES/MEMBERSHIP	0	35	0	0	0	0.00
	TOTAL EXPENDITURES	11,621	6,575	3,400	4,100	3,900	14.71
	TOTAL ANIMAL CONTROL OFFICER	40,810	35,092	45,392	46,092	45,892	1.10

TRAFFIC/PARKING CONTROL

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-293-000.00-5195.00	STIPEND	2,000	2,000	2,000	2,000	2,000	0.00
	TOTAL FRINGE BENEFITS/OTHER SAL/WAGES	2,000	2,000	2,000	2,000	2,000	0.00

EXPENDITURES

001-1-293-000.00-5300.00	CONTRACT SERVICES	4,520	4,185	4,000	4,250	4,250	6.25
001-1-293-000.00-5340.02	POSTAGE	300	0	0	0	0	0.00
001-1-293-000.00-5340.03	PRINTING	0	0	0	0	0	0.00
	TOTAL EXPENDITURES	4,820	4,185	4,000	4,250	4,250	6.25
	TOTAL TRAFFIC/PARKING CONTROL	6,820	6,185	6,000	6,250	6,250	4.17

ELEMENTARY SCHOOL

SAL/WAGES

001-1-300-000.00-5120.00	BUDGET ESTIMATE	0	0	2,484,932	2,541,248	2,535,847	2.05
001-1-300-000.00-5121.00	S/W REGULAR DAY	1,684,676	1,674,961	0	0	0	0.00
001-1-300-000.00-5122.00	S/W SPECIAL NEEDS	324,675	0	0	0	0	0.00
001-1-300-000.00-5130.00	S/W OVERTIME	3,000	2,781	0	0	0	0.00
001-1-300-000.00-5144.00	S/W LONGEVITY	0	21,550	0	0	0	0.00
	TOTAL SAL/WAGES	2,012,351	1,699,292	2,484,932	2,541,248	2,535,847	2.05

EXPENDITURES

001-1-300-000.00-5280.01	EXPENSES REGULAR DAY	304,438	442,119	0	0	0	0.00
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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-300-000.00-5280.02	EXPENSES SPECIAL NEEDS	140,903	0	0	0	0	0.00
001-1-300-000.00-5650.01	NRSD SHARED P/R REG DAY	0	64,547	0	0	0	0.00
001-1-300-000.00-5650.04	NRSD SHARED EXP REG DAY	0	4,947	0	0	0	0.00
****TOTAL**	EXPENDITURES	445,341	511,613	0	0	0	0.00
****TOTAL**	ELEMENTARY SCHOOL	2,457,692	2,210,906	2,484,932	2,541,248	2,535,847	2.05

NAUSET REGIONAL SCH DISTRICT

EXPENDITURES

001-1-301-000.00-5651.01	NRSD ASSESSMENT	2,245,384	2,245,384	2,522,280	2,732,625	2,732,625	8.34
****TOTAL**	EXPENDITURES	2,245,384	2,245,384	2,522,280	2,732,625	2,732,625	8.34
****TOTAL**	NAUSET REGIONAL SCH DISTRICT	2,245,384	2,245,384	2,522,280	2,732,625	2,732,625	8.34

CAPE COD REG TECH HS DISTRICT

EXPENDITURES

001-1-302-000.00-5650.00	OTHER ASSESSMENTS	104,982	104,982	147,379	135,249	135,249	(8.23)
****TOTAL**	EXPENDITURES	104,982	104,982	147,379	135,249	135,249	(8.23)
****TOTAL**	CAPE COD REG TECH HS DISTRICT	104,982	104,982	147,379	135,249	135,249	(8.23)

DPW FACILITIES

EXPENDITURES

001-1-417-000.00-5210.01	ELECTRICITY	90,000	87,240	87,000	87,000	87,000	0.00
001-1-417-000.00-5210.03	PROPANE GAS	25,000	29,885	28,000	30,000	30,000	7.14
001-1-417-000.00-5210.04	FUEL OIL	32,900	34,496	30,000	30,000	30,000	0.00
001-1-417-000.00-5240.00	REPAIR/MAINT SERVICES	5,000	4,768	4,000	4,000	4,000	0.00
001-1-417-000.00-5290.03	PURRFECT CLEANING PERM	18,000	20,514	18,000	18,000	18,000	0.00
001-1-417-000.00-5290.04	PURRFECT CLEANING COA	15,600	15,100	15,600	15,600	15,600	0.00
001-1-417-000.00-5300.00	CONTRACT SERVICES	104,108	95,294	95,000	95,000	95,000	0.00

BUDGET WORKSHEET - EXPENDITURES

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Budget Year: July 2016 thru June 2017

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001-1-417-000.00-5340.01	TELEPHONE	2,000	4,711	2,000	2,500	2,500	25.00
001-1-417-000.00-5430.00	REPAIR/MAINT SUPPLIES	15,000	11,632	12,000	12,000	12,000	0.00
001-1-417-000.00-5450.00	CUSTODIAL SUPPLIES	9,000	9,157	9,000	9,000	9,000	0.00
001-1-417-000.00-5460.00	GROUNDKEEPING SUPPLIES	6,000	4,446	5,000	5,000	5,000	0.00
001-1-417-000.00-5580.00	OTHER SUPPLIES	800	1,135	800	800	800	0.00
001-1-417-000.00-5731.00	LICENSES/PERMITS/FEES	200	0	200	200	200	0.00
001-1-417-000.00-5732.00	MUNICIPAL WATER SYSTEM USE	7,000	5,155	6,000	6,000	6,000	0.00
TOTAL EXPENDITURES		330,608	323,534	312,600	315,100	315,100	0.80
TOTAL DPW FACILITIES		330,608	323,534	312,600	315,100	315,100	0.80

DPW OPERATIONS

SAL/WAGES

001-1-420-000.00-5110.00	S/W FULL TIME MV	95,115	95,115	97,968	97,968	97,968	0.00
001-1-420-000.00-5110.02	S/W FULL TIME DCS	55,330	55,330	56,655	56,655	56,655	0.00
001-1-420-000.00-5110.06	S/W FULL TIME CP	46,358	46,358	47,495	47,495	47,495	0.00
001-1-420-000.00-5110.08	S/W FULL TIME KB	50,138	50,805	51,373	51,373	51,373	0.00
001-1-420-000.00-5110.11	S/W FULL TIME RW	45,011	45,011	46,133	46,133	46,133	0.00
001-1-420-000.00-5110.14	S/W FULL TIME JPF	45,011	45,011	46,133	46,133	46,133	0.00
001-1-420-000.00-5110.15	S/W FULL TIME JT	42,491	42,491	43,534	43,534	43,534	0.00
001-1-420-000.00-5110.16	S/W FULL TIME WS	50,138	50,805	51,373	51,373	51,373	0.00
001-1-420-000.00-5110.17	S/W FULL TIME PL	74,920	74,920	76,793	76,793	76,793	0.00
001-1-420-000.00-5110.20	S/W FULL TIME RS TR STA	41,210	41,210	42,213	42,213	42,213	0.00
001-1-420-000.00-5110.21	S/W FULL TIME PW	58,697	58,697	60,134	60,134	60,134	0.00
001-1-420-000.00-5110.23	S/W FULL TIME JL	43,351	43,351	44,601	44,601	44,601	0.00
001-1-420-000.00-5110.24	S/W FULL TIME KM TR STA	50,759	55,764	55,984	57,095	57,095	1.98
001-1-420-000.00-5110.25	S/W FULL TIME MC TR STA	32,874	30,593	42,929	43,953	43,953	2.38
001-1-420-000.00-5110.26	S/W FULL TIME DW	40,000	23,808	50,000	50,304	50,304	0.61
001-1-420-000.00-5115.00	S/W SEASONAL	48,540	38,173	60,000	60,000	60,000	0.00
001-1-420-000.00-5130.00	S/W OVERTIME	34,000	11,262	28,000	28,000	28,000	0.00
001-1-420-000.00-5135.00	S/W DOUBLE TIME	0	5,269	0	0	0	0.00
001-1-420-000.00-5141.00	S/W WEEKEND DIFFERENTIAL	3,600	3,570	3,400	3,400	3,400	0.00
001-1-420-000.00-5143.00	S/W HOLIDAY	3,300	2,205	3,000	3,000	3,000	0.00
001-1-420-000.00-5144.00	S/W LONGEVITY	8,930	7,330	7,790	8,240	8,240	5.78
TOTAL SAL/WAGES		869,773	827,079	915,509	918,398	918,398	0.32

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FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-420-000.00-5170.08	HEALTH INSURANCE	3,180	3,180	0	0	0	0.00
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	3,180	3,180	0	0	0	0.00
EXPENDITURES							
001-1-420-000.00-5240.03	REPAIR/MAINT VEHICLES SERV	25,000	24,379	30,000	30,000	30,000	0.00
001-1-420-000.00-5240.04	R/M VEHICLES FIRE DEPT	25,000	24,763	20,000	20,000	20,000	0.00
001-1-420-000.00-5290.05	SERVICE CONTRACT COPIER	500	345	500	500	500	0.00
001-1-420-000.00-5300.00	CONTRACT SERVICES	20,000	22,335	20,000	20,000	20,000	0.00
001-1-420-000.00-5300.10	MEDICAL SERVICES	300	625	300	300	300	0.00
001-1-420-000.00-5300.17	ADMIN SERVICES	425	150	425	425	425	0.00
001-1-420-000.00-5300.20	SEMINARS/TRAINING	500	665	500	500	500	0.00
001-1-420-000.00-5340.01	TELEPHONE	1,900	1,940	1,900	1,900	1,900	0.00
001-1-420-000.00-5340.02	POSTAGE	50	69	50	50	50	0.00
001-1-420-000.00-5340.04	ADVERTISING	500	2,047	500	500	500	0.00
001-1-420-000.00-5420.00	OFFICE SUPPLIES	1,354	973	1,400	1,400	1,400	0.00
001-1-420-000.00-5430.00	REPAIR/MAINT SUPPLIES	53,000	47,613	55,000	55,000	55,000	0.00
001-1-420-000.00-5460.00	GROUNDS KEEPING SUPPLIES	2,500	2,753	2,500	2,500	2,500	0.00
001-1-420-000.00-5480.00	VEHICLE SUPPLIES	0	1,450	0	0	0	0.00
001-1-420-000.00-5480.01	GASOLINE	7,000	4,497	6,000	5,000	4,500	(25.00)
001-1-420-000.00-5500.00	MEDICAL SUPPLIES	200	305	200	200	200	0.00
001-1-420-000.00-5580.01	UNIFORMS	7,000	6,349	7,000	7,000	7,000	0.00
001-1-420-000.00-5710.00	TRAVEL	100	120	100	100	100	0.00
001-1-420-000.00-5710.01	MEALS/LODGING	200	146	200	200	200	0.00
001-1-420-000.00-5730.00	DUES/MEMBERSHIPS	500	697	1,000	1,000	1,000	0.00
001-1-420-000.00-5731.00	LICENSES/PERMITS/FEES	400	540	400	400	400	0.00
001-1-420-000.00-5850.00	SMALL EQUIPMENT	4,900	2,887	4,900	4,900	4,900	0.00
001-1-420-000.00-5851.49	CEMETERY MAINTENANCE	500	267	500	500	500	0.00
TOTAL	EXPENDITURES	151,829	145,914	153,375	152,375	151,875	(0.98)
TOTAL	DPW OPERATIONS	1,024,782	976,173	1,068,884	1,070,773	1,070,273	0.13

DPW GENERAL HIGHWAYS

EXPENDITURES

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001-1-422-000.00-5240.03	REPAIR/MAINT VEHICLES	0	146	0	0	0	0.00
001-1-422-000.00-5300.00	CONTRACT SERVICES	72,400	65,392	15,400	65,400	65,400	324.68
001-1-422-000.00-5301.05	INFRASTRUCTURE MAINTENANCE	20,000	21,572	20,000	20,000	20,000	0.00
001-1-422-000.00-5340.02	POSTAGE	0	0	0	0	0	0.00
001-1-422-000.00-5430.00	REPAIR/MAINT SUPPLIES	5,000	5,766	5,000	5,000	5,000	0.00
001-1-422-000.00-5480.00	VEHICLE SUPPLIES	0	1,537	0	0	0	0.00
001-1-422-000.00-5530.00	PUBLIC WORKS SUPPLIES	17,000	16,932	17,000	17,000	17,000	0.00
001-1-422-000.00-5580.00	OTHER SUPPLIES	0	345	0	0	0	0.00
001-1-422-000.00-5850.00	SMALL EQUIPMENT	500	28	500	500	500	0.00
TOTAL EXPENDITURES		114,900	111,719	57,900	107,900	107,900	86.36
TOTAL DPW GENERAL HIGHWAYS		114,900	111,719	57,900	107,900	107,900	86.36

DPW SNOW REMOVAL

SAL/WAGES

001-1-423-000.00-5130.00	S/W OVERTIME	93,000	63,494	33,000	33,000	45,000	36.36
001-1-423-000.00-5135.00	S/W DOUBLE TIME	0	27,527	0	0	0	0.00
TOTAL SAL/WAGES		93,000	91,021	33,000	33,000	45,000	36.36

EXPENDITURES

001-1-423-000.00-5300.00	CONTRACT SERVICES	154,000	83,464	34,000	34,000	47,000	38.24
001-1-423-000.00-5480.00	VEHICLE SUPPLIES	3,000	39,044	3,000	3,000	3,800	26.67
001-1-423-000.00-5490.00	FOOD SUPPLIES	300	322	300	300	380	26.67
001-1-423-000.00-5530.00	PUBLIC WORKS SUPPLIES	0	0	0	0	0	0.00
001-1-423-000.00-5530.03	PUBLIC WORKS SALT/DEICER	23,000	58,172	23,000	23,000	32,000	39.13
TOTAL EXPENDITURES		180,300	181,002	60,300	60,300	83,180	37.94
TOTAL DPW SNOW REMOVAL		273,300	272,024	93,300	93,300	128,180	37.38

DPW STREET LIGHTS

EXPENDITURES

001-1-424-000.00-5210.02	STREET LIGHTING	6,038	8,353	9,000	9,000	9,000	0.00
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Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-424-000.00-5300.00	CONTRACT SERVICES	3,600	776	3,600	1,600	1,600	(55.56)
	TOTAL EXPENDITURES	9,638	9,129	12,600	10,600	10,600	(15.87)
	TOTAL DPW STREET LIGHTS	9,638	9,129	12,600	10,600	10,600	(15.87)

DPW TRANSFER STATION

EXPENDITURES

001-1-433-000.00-5240.03	REPAIR/MAINT VEHICLES	10,000	1,926	15,000	10,000	10,000	(33.33)
001-1-433-000.00-5300.00	CONTRACT SERVICES	129,200	134,144	137,834	189,954	189,954	37.81
001-1-433-000.00-5301.00	LANDFILL MONITORING	14,000	20,566	10,000	17,000	17,000	70.00
001-1-433-000.00-5301.08	AMNESTY DAY	6,000	4,153	6,000	6,000	6,000	0.00
001-1-433-000.00-5340.01	TELEPHONE	200	0	200	0	0	(100.00)
001-1-433-000.00-5340.02	POSTAGE	150	81	150	150	150	0.00
001-1-433-000.00-5420.00	OFFICE SUPPLIES	1,000	674	1,000	1,000	1,000	0.00
001-1-433-000.00-5430.00	REPAIR/MAINT SUPPLIES	6,000	3,055	5,000	5,000	5,000	0.00
001-1-433-000.00-5450.00	CUSTODIAL SUPPLIES	500	63	500	300	300	(40.00)
001-1-433-000.00-5480.00	VEHICLE SUPPLIES	8,000	8,754	8,000	7,000	7,000	(12.50)
001-1-433-000.00-5480.03	DIESEL	65,000	70,976	65,000	65,000	65,000	0.00
001-1-433-000.00-5500.00	MEDICAL SUPPLIES	300	268	300	300	300	0.00
001-1-433-000.00-5530.00	PUBLIC WORKS SUPPLIES	5,000	819	5,000	2,500	2,500	(50.00)
001-1-433-000.00-5580.00	OTHER SUPPLIES	35,000	15,173	15,000	15,000	15,000	0.00
001-1-433-000.00-5580.06	RECYCLING BINS	2,400	2,400	2,400	2,400	2,400	0.00
001-1-433-000.00-5731.00	LICENSES/PERMITS/FEES	300	0	300	200	200	(33.33)
001-1-433-000.00-5850.00	SMALL EQUIPMENT	0	1,930	0	0	0	0.00
	TOTAL EXPENDITURES	283,050	264,982	271,684	321,804	321,804	18.45
	TOTAL DPW TRANSFER STATION	283,050	264,982	271,684	321,804	321,804	18.45

RECYCLING COMMITTEE

EXPENDITURES

001-1-434-000.00-5300.00	CONTRACT SERVICES	400	72	400	0	100	(75.00)
001-1-434-000.00-5400.00	SUPPLIES	0	0	0	0	0	0.00
	TOTAL EXPENDITURES	400	72	400	0	100	(75.00)

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
TOTAL	RECYCLING COMMITTEE	400	72	400	0	100	(75.00)

HEALTH/CONSERVATION

SAL/WAGES

001-1-510-000.00-5110.03	S/W FULL TIME HG	73,077	73,077	74,904	74,904	74,904	0.00
001-1-510-000.00-5110.07	S/W FULL TIME MC	8,730	0	0	0	0	0.00
001-1-510-000.00-5110.08	S/W FULL TIME DG-L	0	7,731	44,708	44,708	44,708	0.00
001-1-510-000.00-5111.01	S/W PART TIME JM	21,033	21,033	21,645	21,645	21,645	0.00
001-1-510-000.00-5112.00	TEMPORARY	0	0	0	2,500	2,500	0.00
001-1-510-000.00-5144.00	S/W LONGEVITY	900	900	975	1,050	1,050	7.69
TOTAL	SAL/WAGES	103,740	102,741	142,232	144,807	144,807	1.81

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-510-000.00-5170.08	HEALTH INSURANCE	3,180	3,180	0	0	0	0.00
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	3,180	3,180	0	0	0	0.00

EXPENDITURES

001-1-510-000.00-5290.05	SERVICE CONTRACT COPIER	430	473	470	0	473	0.64
001-1-510-000.00-5300.00	CONTRACT SERVICES	21,712	21,965	8,122	0	13,122	61.56
001-1-510-000.00-5300.20	SEMINARS/TRAINING	1,000	880	1,000	1,000	1,000	0.00
001-1-510-000.00-5301.12	GREENHEAD FLY CONTROL	1,700	1,700	1,700	1,700	1,700	0.00
001-1-510-000.00-5340.01	TELEPHONE	350	200	350	350	350	0.00
001-1-510-000.00-5340.02	POSTAGE	600	855	600	600	600	0.00
001-1-510-000.00-5340.03	PRINTING	1,100	1,417	1,100	1,100	1,100	0.00
001-1-510-000.00-5340.04	ADVERTISING	100	15	100	100	100	0.00
001-1-510-000.00-5420.00	OFFICE SUPPLIES	1,400	1,659	1,400	1,400	1,400	0.00
001-1-510-000.00-5580.00	FIELD SUPPLIES	0	25	0	0	0	0.00
001-1-510-000.00-5580.07	TRANS STATION STICKERS	1,200	0	1,200	1,200	1,200	0.00
001-1-510-000.00-5710.00	TRAVEL	1,000	582	1,000	1,000	1,000	0.00
001-1-510-000.00-5710.01	MEALS/LODGING	400	0	400	400	400	0.00
001-1-510-000.00-5730.00	DUES/MEMERSHIPS	450	567	450	450	450	0.00
001-1-510-000.00-5850.00	SMALL EQUIPMENT	400	0	400	400	400	0.00
TOTAL	EXPENDITURES	31,842	30,337	18,292	9,700	23,295	27.35

BUDGET WORKSHEET - EXPENDITURES

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
TOTAL	HEALTH/CONSERVATION	138,762	136,257	160,524	154,507	168,102	4.72
HUMAN SERVICES							
EXPENDITURES							
001-1-520-000.00-5350.23	HUMAN SERVICES UNALLOCATED	0	0	12,919	80,000	80,000	519.24
001-1-520-000.00-5350.28	AIDS SUPPORT	2,500	2,500	2,500	0	0	(100.00)
001-1-520-000.00-5350.30	WLFT MONTESSORI PRESCHOOL	0	0	0	0	0	0.00
001-1-520-000.00-5350.31	MUSTARD SEED KITCHEN	5,000	5,000	0	0	0	0.00
001-1-520-000.00-5350.33	THE CHILDRENS PLACE	10,000	10,000	10,000	0	0	(100.00)
001-1-520-000.00-5350.34	WELLFLEET CHILD CARE ASSOC	5,000	5,000	5,000	0	0	(100.00)
001-1-520-000.00-5350.36	TUITION FOUR YEAR OLDS	0	0	0	100,000	100,000	0.00
001-1-520-000.00-5350.47	ELDER SERV MEALS ON WHEELS	1,500	1,500	1,500	0	0	(100.00)
001-1-520-000.00-5350.59	SO COASTAL CTY LEGAL SERVI	2,500	2,500	0	0	0	0.00
001-1-520-000.00-5350.61	INDEPENDENCE HOUSE	3,250	3,250	2,500	0	0	(100.00)
001-1-520-000.00-5350.62	HELPING OUR WOMEN	3,900	3,900	0	0	0	0.00
001-1-520-000.00-5350.65	HOMELESS PREVENTION COUNCI	10,200	10,200	11,960	0	0	(100.00)
001-1-520-000.00-5350.90	LOWER CAPE OUTREACH	8,500	8,500	8,500	0	0	(100.00)
001-1-520-000.00-5350.91	MASS-A-PEAL INC	4,500	4,500	4,500	0	0	(100.00)
001-1-520-000.00-5350.92	CONSUMER ASSISTANCE COUNCL	110	110	0	0	0	0.00
001-1-520-000.00-5350.96	HOME HEATING ASSISTANCE	10,000	4,830	0	0	0	0.00
001-1-520-000.00-5350.97	GOSNOLD INC	10,000	7,500	11,000	0	0	(100.00)
001-1-520-000.00-5350.98	OUTER CAPE HEALTH SERVICES	7,500	7,500	9,000	0	0	(100.00)
TOTAL	EXPENDITURES	84,460	76,790	79,379	180,000	180,000	126.76
TOTAL	HUMAN SERVICES	84,460	76,790	79,379	180,000	180,000	126.76

COUNCIL ON AGING

SAL/WAGES

001-1-541-000.00-5110.01	S/W FULL TIME SGT	60,278	60,278	0	0	0	0.00
001-1-541-000.00-5110.02	S/W FULL TIME LB	49,290	49,290	50,718	50,718	50,718	0.00
001-1-541-000.00-5110.03	S/W FULL TIME TAF	42,719	42,719	43,970	43,970	43,970	0.00
001-1-541-000.00-5110.04	S/W FULL TIME SL	33,687	36,814	37,860	37,860	37,860	0.00
001-1-541-000.00-5113.00	S/W PT OTHER EMPLOYEES	38,920	26,419	38,920	38,920	38,920	0.00
001-1-541-000.00-5144.00	S/W LONGEVITY	3,650	3,600	3,850	3,350	3,350	(12.99)

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
TOTAL SAL/WAGES		228,544	219,120	175,318	174,818	174,818	(0.29)

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-541-000.00-5170.08	HEALTH INSURANCE	5,562	5,562	0	0	0	0.00
TOTAL FRINGE BENEFITS/OTHER SAL/WAGES		5,562	5,562	0	0	0	0.00

EXPENDITURES

001-1-541-000.00-5290.05	SERVICE CONTRACT COPIER	475	1,608	1,800	1,800	1,800	0.00
001-1-541-000.00-5300.00	CONTRACT SERVICES	1,550	2,961	1,800	3,000	3,000	66.67
001-1-541-000.00-5300.19	HEALTH SERVICES CONTRACT	11,500	8,026	11,500	11,500	11,500	0.00
001-1-541-000.00-5340.01	TELEPHONE	3,500	3,874	3,500	2,850	2,850	(18.57)
001-1-541-000.00-5340.02	POSTAGE	1,000	931	1,000	1,000	1,000	0.00
001-1-541-000.00-5340.03	PRINTING	100	128	0	0	0	0.00
001-1-541-000.00-5340.04	ADVERTISING	0	9	0	0	0	0.00
001-1-541-000.00-5420.00	OFFICE SUPPLIES	2,500	2,595	2,500	2,500	2,500	0.00
001-1-541-000.00-5450.00	CUSTODIAL SUPPLIES	100	292	200	300	300	50.00
001-1-541-000.00-5490.00	FOOD SUPPLIES	12,000	12,211	12,000	12,500	12,500	4.17
001-1-541-000.00-5580.00	FIELD SUPPLIES	500	564	0	600	600	0.00
001-1-541-000.00-5710.00	TRAVEL	250	155	250	350	350	40.00
001-1-541-000.00-5730.00	DUES/MEMBERSHIPS	160	225	160	0	0	(100.00)
TOTAL EXPENDITURES		33,635	33,580	34,710	36,400	36,400	4.87
TOTAL COUNCIL ON AGING		267,741	258,263	210,028	211,218	211,218	0.57

COUNCIL ON AGING BOARD

EXPENDITURES

001-1-542-000.00-5300.00	CONTRACT SERVICES	0	0	0	0	300	0.00
001-1-542-000.00-5420.00	OFFICE SUPPLIES	0	0	0	0	300	0.00
TOTAL EXPENDITURES		0	0	0	0	600	0.00
TOTAL COUNCIL ON AGING BOARD		0	0	0	0	600	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

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Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
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VETERANS SERVICES

EXPENDITURES

001-1-543-000.00-5650.00	OTHER ASSESSMENTS	16,194	16,194	15,991	16,557	16,557	3.54
001-1-543-000.00-5770.00	VETERANS BENEFITS	10,600	7,860	10,918	10,918	10,918	0.00
TOTAL EXPENDITURES		26,794	24,054	26,909	27,475	27,475	2.10
TOTAL VETERANS SERVICES		26,794	24,054	26,909	27,475	27,475	2.10

LIBRARY

SAL/WAGES

001-1-610-000.00-5109.00	S/W FULL TIME JW	23,048	24,672	71,750	71,750	71,750	0.00
001-1-610-000.00-5109.01	DIRECTOR	0	0	0	0	0	0.00
001-1-610-000.00-5110.02	S/W FULL TIME NR	47,856	47,856	49,233	47,856	47,856	(2.80)
001-1-610-000.00-5110.04	S/W FULL TIME MMC	45,898	45,898	47,042	47,042	47,042	0.00
001-1-610-000.00-5110.05	S/W FULL TIME AN	49,290	49,274	49,225	49,225	49,225	0.00
001-1-610-000.00-5111.01	S/W PART TIME BW	26,682	26,682	27,457	27,457	27,457	0.00
001-1-610-000.00-5111.08	S/W PART TIME JPT	0	0	10,000	10,000	10,000	0.00
001-1-610-000.00-5111.09	S/W PART TIME JT	19,385	18,905	19,948	19,948	19,948	0.00
001-1-610-000.00-5111.10	S/W PART TIME AF	15,415	15,552	21,976	17,185	17,185	(21.80)
001-1-610-000.00-5112.00	S/W TEMPORARY	16,307	8,211	2,000	4,000	4,000	100.00
001-1-610-000.00-5144.00	S/W LONGEVITY	4,675	3,975	4,175	1,800	1,800	(56.89)
TOTAL SAL/WAGES		248,555	241,024	302,806	296,262	296,262	(2.16)

EXPENDITURES

001-1-610-000.00-5290.04	CONTRACT CLAMS	23,150	21,677	24,150	25,512	25,512	5.64
001-1-610-000.00-5300.00	CONTRACT SERVICES	2,000	1,191	1,600	1,600	1,600	0.00
001-1-610-000.00-5340.01	TELEPHONE	1,500	1,616	1,500	1,500	1,500	0.00
001-1-610-000.00-5340.02	POSTAGE	400	388	400	450	450	12.50
001-1-610-000.00-5340.04	ADVERTISING	250	197	250	250	250	0.00
001-1-610-000.00-5420.00	OFFICE SUPPLIES	6,700	6,385	8,500	9,500	8,500	0.00
001-1-610-000.00-5584.00	PERIODICALS	7,500	9,498	8,500	10,000	9,000	5.88
001-1-610-000.00-5587.00	BOOKS	40,000	36,775	42,000	44,000	42,000	0.00

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001-1-610-000.00-5589.00	NONPRINT MATERIALS	17,000	20,936	23,000	25,000	24,000	4.35
001-1-610-000.00-5710.00	TRAVEL	300	79	300	300	300	0.00
001-1-610-000.00-5730.00	DUES/MEMBERSHIPS	50	0	50	50	50	0.00
TOTAL EXPENDITURES		98,850	98,742	110,250	118,162	113,162	2.64
TOTAL LIBRARY		347,405	339,765	413,056	414,424	409,424	(0.88)

RECREATION

SAL/WAGES

001-1-630-000.00-5110.00	S/W FULL TIME RR	59,715	59,715	61,208	61,208	61,208	0.00
001-1-630-000.00-5110.01	S/W FULL TIME AR	51,592	51,592	53,302	53,302	53,302	0.00
001-1-630-000.00-5111.50	S/W SKATEBOARD MONITORS	13,175	15,734	14,000	14,000	14,000	0.00
001-1-630-000.00-5115.00	S/W SEASONAL	64,050	61,382	73,047	77,486	77,486	6.08
001-1-630-000.00-5144.00	S/W LONGEVITY	1,650	1,650	1,750	1,850	1,850	5.71
TOTAL SAL/WAGES		190,182	190,073	203,307	207,846	207,846	2.23

EXPENDITURES

001-1-630-000.00-5300.00	CONTRACT SERVICES	24,718	29,389	26,658	34,443	34,443	29.20
001-1-630-000.00-5300.20	SEMINARS/TRAINING	600	650	600	600	600	0.00
001-1-630-000.00-5300.51	LEAGUE/TOURNEY REFS/UMPS	4,000	1,944	4,000	4,000	4,000	0.00
001-1-630-000.00-5300.52	FIELD TRIPS	500	0	500	500	500	0.00
001-1-630-000.00-5300.70	BOUSE HOUSE	5,000	4,077	5,000	5,000	5,000	0.00
001-1-630-000.00-5301.00	ICE TIME	700	915	700	700	700	0.00
001-1-630-000.00-5340.01	TELEPHONE	0	49	0	120	120	0.00
001-1-630-000.00-5340.03	PRINTING	0	845	0	800	800	0.00
001-1-630-000.00-5420.00	OFFICE SUPPLIES	500	1,045	300	300	300	0.00
001-1-630-000.00-5480.01	GASOLINE	350	143	273	273	273	0.00
001-1-630-000.00-5500.00	MEDICAL SUPPLIES	300	0	300	300	300	0.00
001-1-630-000.00-5580.00	OTHER SUPPLIES	500	162	500	300	300	(40.00)
001-1-630-000.00-5580.01	UNIFORMS	4,500	4,193	4,500	4,500	4,500	0.00
001-1-630-000.00-5580.14	RECREATIONAL SUPPLIES	3,000	1,504	2,045	4,000	4,000	95.60
001-1-630-000.00-5580.15	ROAD RACE SUPPLIES	9,000	10,282	9,000	10,000	10,000	11.11
001-1-630-000.00-5580.16	BAKERS FIELD SUPPLIES	2,000	1,645	2,000	2,000	2,000	0.00
001-1-630-000.00-5580.17	HOLIDAY SUPPLIES	1,000	866	1,000	1,000	1,000	0.00
001-1-630-000.00-5580.19	LEAGUE/TOURNEY SUPPLIES	3,000	1,616	1,500	1,500	1,500	0.00
001-1-630-000.00-5730.00	DUES/MEMBERSHIPS	100	435	650	650	650	0.00

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001-1-630-000.00-5780.00	OTHER CHARGES COH	0	250	0	450	450	0.00
001-1-630-000.00-5850.00	SMALL EQUIPMENT	4,815	0	10,098	300	300	(97.03)
	TOTAL EXPENDITURES	64,583	60,009	69,624	71,736	71,736	3.03
	TOTAL RECREATION	254,765	250,082	272,931	279,582	279,582	2.44

COMMUNITY SERVICES DIRECTOR

SAL/WAGES

001-1-660-000.00-5110.00	S/W FULL TIME ST	0	0	79,092	79,092	79,092	0.00
001-1-660-000.00-5144.00	LONGEVITY	0	0	0	900	0	0.00
	TOTAL SAL/WAGES	0	0	79,092	79,992	79,092	0.00

FRINGE BENEFITS/OTHER SAL/WAGES

001-1-660-000.00-5195.00	STIPEND	3,750	2,656	0	0	0	0.00
	TOTAL FRINGE BENEFITS/OTHER SAL/WAGES	3,750	2,656	0	0	0	0.00

EXPENDITURES

001-1-660-000.00-5340.01	TELEPHONE	0	0	0	650	650	0.00
	TOTAL EXPENDITURES	0	0	0	650	650	0.00
	TOTAL COMMUNITY SERVICES DIRECTOR	3,750	2,656	79,092	80,642	79,742	0.82

HISTORICAL COMMISSION

EXPENDITURES

001-1-690-000.00-5300.00	CONTRACT SERVICES	0	80	0	0	0	0.00
001-1-690-000.00-5340.02	POSTAGE	0	0	0	0	0	0.00
001-1-690-000.00-5340.04	ADVERTISING	0	12	0	0	50	0.00
001-1-690-000.00-5420.00	OFFICE SUPPLIES	500	0	500	0	50	(90.00)
	TOTAL EXPENDITURES	500	92	500	0	100	(80.00)

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)

TOTAL	HISTORICAL COMMISSION	500	92	500	0	100	(80.00)

DPW HOLIDAY CELEBRATIONS

EXPENDITURES

001-1-692-000.00-5300.00	CONTRACT SERVICES	0	185	0	0	0	0.00
001-1-692-000.00-5580.00	OTHER SUPPLIES	1,200	401	1,200	1,200	1,200	0.00

TOTAL	EXPENDITURES	1,200	586	1,200	1,200	1,200	0.00

TOTAL	DPW HOLIDAY CELEBRATIONS	1,200	586	1,200	1,200	1,200	0.00

WELLFLEET CULTURAL COUNCIL

EXPENDITURES

001-1-696-000.00-5300.00	CULTURAL COUNCIL	2,000	0	2,000	0	2,000	0.00
001-1-696-000.00-5961.00	TRANS TO OTHER FUNDS	0	2,000	0	0	0	0.00

TOTAL	EXPENDITURES	2,000	2,000	2,000	0	2,000	0.00

TOTAL	WELLFLEET CULTURAL COUNCIL	2,000	2,000	2,000	0	2,000	0.00

BEACH PROGRAM

SAL/WAGES

001-1-699-000.00-5111.00	S/W PART TIME SGT	14,227	13,135	0	0	0	0.00
001-1-699-000.00-5111.01	S/W PART TIME JR SL	0	0	1,000	0	0	(100.00)
001-1-699-000.00-5111.03	S/W PART TIME JR	4,500	4,500	4,000	4,500	4,500	12.50
001-1-699-000.00-5115.00	S/W SEASONAL	207,867	205,618	207,600	220,155	220,155	6.05
001-1-699-000.00-5130.00	S/W OVERTIME	8,000	7,184	6,500	10,000	10,000	53.85
001-1-699-000.00-5135.00	S/W DOUBLE TIME	0	0	0	0	0	0.00

TOTAL	SAL/WAGES	234,594	230,436	219,100	234,655	234,655	7.10

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-###.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
EXPENDITURES							
001-1-699-000.00-5240.00	REPAIR/MAINT SERVICES	500	45	500	0	0	(100.00)
001-1-699-000.00-5300.00	CONTRACT SERVICES	1,400	300	1,700	1,700	1,700	0.00
001-1-699-000.00-5300.71	PORTABLES	35,769	35,769	25,000	36,000	36,000	44.00
001-1-699-000.00-5340.01	TELEPHONE	500	413	500	500	500	0.00
001-1-699-000.00-5340.02	POSTAGE	250	161	150	200	200	33.33
001-1-699-000.00-5340.03	PRINTING	4,500	5,354	5,600	5,700	5,700	1.79
001-1-699-000.00-5420.00	OFFICE SUPPLIES	1,000	588	1,000	1,000	1,000	0.00
001-1-699-000.00-5430.00	REPAIR/MAINT SUPPLIES	700	237	500	250	250	(50.00)
001-1-699-000.00-5480.01	GASOLINE	250	128	200	200	200	0.00
001-1-699-000.00-5500.00	MEDICAL SUPPLIES	1,000	973	2,000	1,000	1,000	(50.00)
001-1-699-000.00-5580.00	OTHER SUPPLIES	300	318	1,000	1,000	1,000	0.00
001-1-699-000.00-5580.01	UNIFORMS	4,500	8,543	4,500	4,500	4,500	0.00
001-1-699-000.00-5580.05	TEES FOR RESALE	0	0	0	0	0	0.00
001-1-699-000.00-5580.14	RECREATIONAL SUPPLIES	1,000	924	1,000	1,000	1,000	0.00
001-1-699-000.00-5710.00	TRAVEL	7,500	8,106	11,300	10,000	10,000	(11.50)
001-1-699-000.00-5730.00	DUES/LICENSES/FEES	500	200	200	500	500	150.00
001-1-699-000.00-5731.00	CREDIT CARD FEES	19,000	16,073	19,000	17,000	17,000	(10.53)
001-1-699-000.00-5780.00	UNCLASSIFIED ITEMS	2,500	2,129	2,000	2,000	2,000	0.00
001-1-699-000.00-5850.00	SMALL EQUIPMENT	200	0	2,200	3,700	3,700	68.18
TOTAL EXPENDITURES		81,369	80,262	78,350	86,250	86,250	10.08
TOTAL BEACH PROGRAM		315,964	310,698	297,450	320,905	320,905	7.89

SHORT TERM LOAN PRIN/INTEREST

EXPENDITURES

001-1-753-000.00-5925.00	S/T NOTE INTEREST	25,000	0	25,000	25,000	25,000	0.00
TOTAL EXPENDITURES		25,000	0	25,000	25,000	25,000	0.00
TOTAL SHORT TERM LOAN PRIN/INTEREST		25,000	0	25,000	25,000	25,000	0.00

INTEREST ON R/E TAX REFUNDS

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-###.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
EXPENDITURES							
001-1-756-000.00-5760.03	R/E TAX REFUND INTEREST	150	0	150	150	150	0.00
	TOTAL EXPENDITURES	150	0	150	150	150	0.00
	TOTAL INTEREST ON R/E TAX REFUNDS	150	0	150	150	150	0.00
RETIREMENT PLANS							
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-911-000.00-5170.04	BCR RETIREMENT	965,243	965,243	985,738	1,051,633	1,051,633	6.68
	TOTAL FRINGE BENEFITS/OTHER SAL/WAGES	965,243	965,243	985,738	1,051,633	1,051,633	6.68
	TOTAL RETIREMENT PLANS	965,243	965,243	985,738	1,051,633	1,051,633	6.68
WORKERS COMPENSATION INSURANCE							
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-912-000.00-5172.00	WORKERS COMP INSURANCE	47,487	45,264	58,000	74,775	74,775	28.92
	TOTAL FRINGE BENEFITS/OTHER SAL/WAGES	47,487	45,264	58,000	74,775	74,775	28.92
	TOTAL WORKERS COMPENSATION INSURANCE	47,487	45,264	58,000	74,775	74,775	28.92
UNEMPLOYMENT COMPENSATION							
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-913-000.00-5170.02	INSURANCE CLAIMS	25,000	17,477	25,000	25,000	25,000	0.00
	TOTAL FRINGE BENEFITS/OTHER SAL/WAGES	25,000	17,477	25,000	25,000	25,000	0.00
	TOTAL UNEMPLOYMENT COMPENSATION	25,000	17,477	25,000	25,000	25,000	0.00

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
GROUP INSURANCE HEALTH							
FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-914-000.00-5170.00	TOTAL BUDGET	0	0	0	1,238,100	1,238,100	0.00
001-1-914-000.00-5170.14	HARV/PILG ACTIVES EPO	518,192	494,046	530,398	0	0	(100.00)
001-1-914-000.00-5170.17	HMO BLUE ACTIVES EPO	159,195	145,180	160,000	0	0	(100.00)
001-1-914-000.00-5170.23	BLUE CARE ACTIVES PPO	105,720	95,648	130,000	0	0	(100.00)
001-1-914-000.00-5170.26	HARV/PILG ACTIVES PPO	19,284	38,458	60,000	0	0	(100.00)
001-1-914-000.00-5171.03	MEDEX RETIREES	63,018	69,595	60,000	0	0	(100.00)
001-1-914-000.00-5171.14	HARV/ PILG RETIREES EPO	60,680	62,032	80,000	0	0	(100.00)
001-1-914-000.00-5171.17	HMO BLUE RETIREES	13,434	8,643	8,000	0	0	(100.00)
001-1-914-000.00-5171.18	HARV/PILG ENH RETIREES	42,636	47,336	53,000	0	0	(100.00)
001-1-914-000.00-5171.23	BLUE CARE RETIREES PPO	4,644	6,581	12,000	0	0	(100.00)
001-1-914-000.00-5171.26	HARV/PILG RETIREES PPO	14,832	13,983	22,000	0	0	(100.00)
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	1,001,635	981,501	1,115,398	1,238,100	1,238,100	11.00
TOTAL	GROUP INSURANCE HEALTH	1,001,635	981,501	1,115,398	1,238,100	1,238,100	11.00

GROUP INSURANCE LIFE

FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-915-000.00-5170.02	LIFE ACTIVES	5,020	4,428	5,020	4,820	4,820	(3.98)
001-1-915-000.00-5170.04	LIFE RETIREES	1,100	1,481	1,100	1,300	1,300	18.18
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	6,120	5,910	6,120	6,120	6,120	0.00
TOTAL	GROUP INSURANCE LIFE	6,120	5,910	6,120	6,120	6,120	0.00

TOWN SHARE MEDICARE

FRINGE BENEFITS/OTHER SAL/WAGES							
001-1-916-000.00-5170.07	MEDICARE TOWN SHARE	97,465	97,465	99,130	102,500	102,500	3.40
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	97,465	97,465	99,130	102,500	102,500	3.40

BUDGET WORKSHEET - EXPENDITURES

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-###.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
TOTAL	TOWN SHARE MEDICARE	97,465	97,465	99,130	102,500	102,500	3.40
HEALTH INSURANCE STIPEND							

FRINGE BENEFITS/OTHER SAL/WAGES							

001-1-917-000.00-5170.08	HEALTH INSURANCE STIPEND	0	0	33,000	49,497	49,497	49.99
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	0	0	33,000	49,497	49,497	49.99
TOTAL	HEALTH INSURANCE STIPEND	0	0	33,000	49,497	49,497	49.99
MISCELLANEOUS							

FRINGE BENEFITS/OTHER SAL/WAGES							

001-1-940-141.00-5190.00	TAX WORK-OFF PROGRAM	54	54	0	0	0	0.00
TOTAL	FRINGE BENEFITS/OTHER SAL/WAGES	54	54	0	0	0	0.00
TOTAL	MISCELLANEOUS	54	54	0	0	0	0.00
PROPERTY/LIABILITY INSURANCE							

EXPENDITURES							

001-1-945-000.00-5300.00	RUNNERS FEES	100	0	100	100	100	0.00
001-1-945-000.00-5740.00	INSURANCE PREMIUMS	269,013	268,638	274,670	290,000	290,000	5.58
001-1-945-000.00-5740.04	INSURANCE PREMIUM BOND	1,000	1,475	1,500	1,500	1,500	0.00
001-1-945-000.00-5740.08	INSURANCE PREMIUMS W/C	0	0	0	0	0	0.00
001-1-945-000.00-5741.00	DEDUCTIBLES	10,000	10,000	5,000	10,000	10,000	100.00
TOTAL	EXPENDITURES	280,113	280,113	281,270	301,600	301,600	7.23
TOTAL	PROPERTY/LIABILITY INSURANCE	280,113	280,113	281,270	301,600	301,600	7.23

INTERFUND TRANSFERS

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 001-1-###-###.##-####.##

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - 001_2017

Budget Year: July 2016 thru June 2017

Account Number	Account Name	FY 2015 Budget (1)	FY 2015 Actual (2)	FY 2016 Budget (3)	FY 2017 Dept Head (5)	FY 2017 Town Admin (6)	% Increase (Decrease)
001-1-990-000.00-4975.01	TRANS FROM WATER ENTERPRIS	0	0	0	0	0	0.00
EXPENDITURES							
001-1-990-000.00-5961.00	TRANS TO OTHER FUND	0	191,332	0	0	0	0.00
TOTAL EXPENDITURES		0	191,332	0	0	0	0.00
TOTAL INTERFUND TRANSFERS		0	191,332	0	0	0	0.00
TOTAL OPERATING BUDGET		15,430,728	15,005,712	15,944,890	16,724,979	16,725,339	4.89
TOTAL BUDGET TOTAL		15,430,728	15,005,712	15,944,890	16,724,979	16,725,339	4.89

.005% REAL ESTATE TRANSFER FEE:

A Home Rule Petition: To see if the town of Wellfleet will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to impose a .005% Real Estate Transfer Fee as set forth herein; provided however, the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to the enactment by the General Court and provided further that the Board of Selectmen may authorize amendments which shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF WELLFLEET

TO IMPOSE A .005% REAL ESTATE TRANSFER FEE FOR CERTAIN
TRANSACTIONS

Section 1. There is hereby imposed a REAL ESTATE TRANSFER FEE equal to .005% (ONE HALF PER CENT, ½%) of the purchase price on the sale of any real property interest in excess of one million dollars (\$1,000,000) for all real property sold situated in the Town of Wellfleet. Said fee shall be the liability of the seller of such property interest. In any agreement, the purchaser and the seller or any other person with reference to the allocation of the responsibility for bearing said fee, shall not affect such liability of the seller. This fee shall be paid to the Town of Wellfleet. All funds will be deposited in the Wellfleet Affordable Housing Trust Fund to and for the benefit of the Affordable Housing Trust Fund of the Town of Wellfleet.

Section 2. The following transfers of real property interests shall be exempt from said real estate transfer fee:

- A. Transfers to the Government of the United States, The Commonwealth of Massachusetts, the Town of Wellfleet and to any of their instrumentalities, agencies or subdivisions.
- B. Transfers made without additional consideration to confirm, correct, and modify transfers previously made.
- C. Transfers with consideration of less than \$100.00 which include, but are not limited to the following: name change, transfer into trust or out of trust where grantor and grantee are the same party.
- D. Transfers among or between family members, marriage partners, parents, children, grandchildren, stepparents, stepchildren, brothers or sisters.
- E. Transfers to any charitable organization as defined in Third Clause, Section 5, Chapter 59 of the General Laws or any religious organization providing that the real

property interest so transferred will be held solely for public charitable or religious purposes.

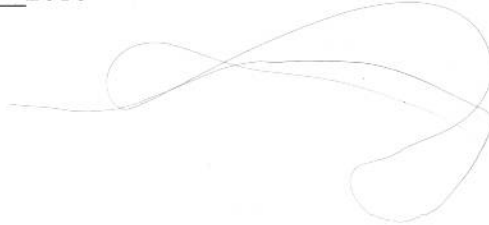
Section 3.

- A. The fee imposed shall be due at the time of transfer of the real property interest.
- B. The seller shall pay interest on any unpaid amount of the fee at the rate collected by the town for unpaid real estate taxes.
- C. The Town shall notify the buyer by registered or certified mail of any failure to discharge amount in full of fee due.
- D. All fees and interest required to be paid under this act shall, constitute a personal debt of the seller.

Section 4

This act shall take effect on passage.

Dated this _____ day of _____ 2016



Examples of what revenue the proposal would generate:

The figures used are those sales consummated in fiscal year 20TOTAL SALES
\$69,720,940

TOTAL NUMBER OF SALES 120

TOTAL NUMBER OF SALES OVER 1 MILLION Six (6)

TOTAL VALUE OF SOLD PROPERTIE OVER 1 MILLION \$8,441,283

½ of 1% \$42,206



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleet-ma.gov

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

ASSISTANT
TOWN ADMINISTRATOR

DRAFT

February 23, 2016

Honorable Sarah K. Peake, State Representative
The Commonwealth of Massachusetts
House of Representatives, State House
Boston, MA 02133-1054

Dear Rep. Peake,

For several years, you have been working to close the loop hole on the State's Rooms Tax so that short-term renters of private homes and condos would pay the same rooms tax paid by patrons of hotels, motels and guest houses.

This legislation is very important to the Wellfleet Board of Selectmen and we are concerned about the lack of progress in moving our home rule petition out of the Revenue Committee and to the floor for a vote.

As our Representative to the General Court we respectfully request that you organize a meeting for Town elected officials from your District, with the Speaker of the House. A representative from each of the Boards of Selectmen would be present to discuss pending Home Rule Petitions to address this important issue.

We understand that your schedules are very busy, and we will make every effort to be as flexible as possible. We look forward to meeting with you and Speaker DeLeo sometime in the very near future. Our warmest wishes go out to you along with our continued appreciation of all you do.

Respectfully yours,

Paul Pilcher, Chair
Wellfleet Board of Selectmen

**ANNUAL TOWN MEETING
WARRANT
TOWN OF WELLFLEET**



MONDAY, APRIL 25, 2016

Wellfleet Elementary School
7:00PM

**REMINDER:
Vote at Town Election
Monday, May 2, 2016, 12:00 noon - 7:00 p.m.
Location – Senior Center**

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FINANCIAL and PROPOSITION 2½ TERMS

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

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

LEVY CEILING: This is the maximum the levy can be. The ceiling equals 2.5% of the Town's full and fair cash value. The levy limit is equivalent to a tax rate of \$25.00.

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

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

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

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

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

DEBT SERVICE: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest owed on any particular bond issue.

ENCUMBRANCE: A reservation of funds to cover obligations chargeable to but not yet paid from a specific appropriation account.

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

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

TOWN MEETING PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

FINANCE COMMITTEE STATEMENT

A Statement to the Voters from the Wellfleet Finance Committee

[To be furnished by the Finance Committee.]

Respectfully Submitted

The Wellfleet Finance Committee

ANNUAL TOWN MEETING WARRANT

Monday, April 25, 2016

The Commonwealth of Massachusetts

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

GREETING:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in Town Affairs, to meet in the **WELLFLEET ELEMENTARY SCHOOL, 100 LAWRENCE ROAD in Wellfleet on the 25th day of April, 2016, at seven o'clock in the evening**, then and there to vote upon the following Articles:

ALSO

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in Town Affairs, to meet at the **WELLFLEET SENIOR CENTER, 715 OLD KING'S HIGHWAY in Wellfleet on Monday the 2nd day of May, 2016, between twelve o'clock noon and seven o'clock p.m.**, then and there to vote for the election of the following Town officers: one Moderator for one year; two Selectmen for three years; one selectman for one year; one member of the Wellfleet Elementary School Committee for three years; two Wellfleet Library Trustees for three years; one Library Trustee for one year; one Cemetery Commissioner for three years; one member on the Wellfleet Housing Authority for three years; one member on the Wellfleet Housing Authority for three years. Also, to vote on the following questions:

Question 1 Shall the Town of Wellfleet be allowed to assess an additional \$60,000 in real estate and personal property taxes for the purpose of funding an additional police officer position for the fiscal year beginning July first, 2016?

Question 2 Shall the Town of Wellfleet be allowed to assess an additional \$150,000 in real estate and personal property taxes for the purpose of funding removal of snow and ice from additional private ways for the fiscal year beginning July first, 2016?

Question 32 Shall the Town of Wellfleet be allowed to exempt from the provisions of Proposition 2½, so-called, the amounts required to pay for the bonds or notes issued by the Town in order to pay costs of design and construction drawings, bidding and bid documents for the extension of the water system, and for the payment of all other costs incidental and related thereto?

Question 3.

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[Insert additional ballot questions here.]

Harry Sarkis
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SECTION I: BUDGET ARTICLES

ARTICLE I-1: FY 2017 Operating Budget. To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the Fiscal Year 2017 Town Operating Budget, and fix the salaries and compensation of all elected officers of the Town for Fiscal Year 2017, or do or act anything thereon.

Commented [HST1]: Should this article also include language approving the Nauset and Cape Tech regional school district budgets?

Board of Selectmen:
Finance Committee:

SUMMARY: This Article requests approval of the Fiscal Year 2017 Operating Budget (See Appendix A.) This Article also sets the salaries of elected officials as per the budget and approves the budgets of the two regional school districts.

ARTICLE I-2: FY 2016 Year End Transfers. To see if the Town will vote to transfer from available funds and/or authorize the transfer from various line items within current appropriations, such sums or money necessary to supplement the operating and/or capital budgets of the various Town departments for the current Fiscal Year 2016, or do or act anything thereon.

Requests to Date:

FROM	TO	AMOUNT	EXPLANATION

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: This Article requests transfers and additional funding for the operating budget for the fiscal year Fiscal ending June 30, Year 2016-operations. Additional requests may be added at Town Meeting.

ARTICLE I-3: FY 2017 Capital Budget. To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the Fiscal Year 2017 Town Capital Budget, or do or act anything thereon.

Board of Selectmen:
Finance Committee:

SUMMARY: This Article requests approval of appropriations and transfers for the Fiscal Year 2017 Capital Budget. Capital items that require borrowing are in separate articles later in the warrant. (See Appendix B)

ARTICLE I-4: FY 2017 Marina Enterprise Budget. To see if the Town will vote to raise and appropriate and/or transfer from available funds, and/or authorize the transfer from various line items within current appropriations including \$10,000 from the Beach Fund, \$2,000 from the Shellfish Fund and \$5,000 from the Waterways Fund, such sums of money necessary to fund the Fiscal Year 2017 Marina Services Enterprise Fund Budget, or do or act anything thereon.

Board of Selectmen:
Finance Committee:
Marina Advisory Committee:

SUMMARY: This Article requests approval of the Fiscal Year 2017 Marina Services Enterprise Fund Budget. (See Appendix C)

ARTICLE I-5: FY 2017 Water Enterprise Budget. To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the Fiscal Year 2017 Water Enterprise Fund Budget, or do or act anything thereon.

Board of Selectmen:
Finance Committee:
Board of Water Commissioners:

SUMMARY: This Article requests approval of the FY2017 Water Enterprise Fund Budget. (See Appendix D)

SECTION II: FINANCIAL ARTICLES

ARTICLE II-1: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Wellfleet Employees Association Unit A beginning **July 1, 2016** or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-2: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Wellfleet Employees Association Unit B, beginning **July 1, 2016** or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-3: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Wellfleet Employees Association Unit C, beginning **July 1, 2016**, or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-4: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Wellfleet Permanent Firefighters, beginning **July 1, 2016**, or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-5: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Teamsters Union Local 59, beginning **July 1, 2016**, or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-6 To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the first year of a collective bargaining agreement between the Town of Wellfleet and the Wellfleet Communication Union (Mass COP Local 326B), beginning **July 1, 2016**, or do or act anything thereon.

Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: Town meeting approval is necessary to fund the first year of collective bargaining agreements.

ARTICLE II-7: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund wage and salary adjustments for non-union personnel beginning **July 1, 2016**, or do or act anything thereon.

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Board of Selectmen: recommendation reserved to Town Meeting.
Finance Committee: recommendation reserved to Town Meeting.

SUMMARY: This appropriation funds wage and salary adjustments for certain non-union personnel.

ARTICLE II-8: Additional Police Officer: To see if the Town will vote to raise and appropriate and/or transfer from any available source of funds \$60,000, or any other sum, for the purpose of funding one new police officer position; provided, however that no sums shall be expended hereunder unless and until the Town shall have voted to assess an additional \$60,000 in real estate and personal property taxes pursuant to the provisions of General Laws, chapter 59, §21C (Proposition 2½), or do or act anything thereon.

Commented [HST2]: Override question 1

Board of Selectmen:
Finance Committee:

SUMMARY: This article would fund the cost of adding an additional police officer. Costs include starting salary (\$45,480), uniform (\$1,000) and holiday costs (\$2,000) and an estimate of benefits and training costs (\$11,520.)

ARTICLE II-9: Chapter 90 Road Repairs. To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money in anticipation of reimbursement to be received pursuant to General Laws, chapter 90 as amended; said funds to be expended to repair and resurface Town roads and to carry out other authorized projects under the direction of the Department of Public Works, or do or act anything thereon.

Board of Selectmen:
Finance Committee:

SUMMARY: This Article will allow the Town to contract for paving services in anticipation of receiving State reimbursement.

ARTICLE II-10: Other Post Employment Benefits ("OPEB") Appropriation. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$250,000, or any other sum, to be added to the Town's Other Post Employment Benefits Liability Trust Fund, or do or act anything thereon.

Board of Selectmen:
Finance Committee:

SUMMARY: This amount will help to fund the Town's share of future health insurance costs for current employees and retirees. As of June 30, 2014 the actuarial valuation of Wellfleet's unfunded liability for these costs was \$8,469,997. Fund balance as of December 31, 2016 was \$626,209.

ARTICLE II-11: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of **\$10,000**, or any other sum, for the purpose of contributing to the Marina Enterprise Stabilization Fund, or do or act anything thereon. *Two-thirds vote required.*

Board of Selectmen:
Finance Committee:
Marina Advisory Committee:

SUMMARY: With a two-thirds vote, the Town may appropriate into this fund in any year an amount not to exceed ten percent of the prior year's tax levy. These funds are a reserve for future capital improvements to the Marina. Fund balance as of December 31, 2015 was \$20,032.

ARTICLE II-12: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of **\$75,000**, or any other sum, for the purpose of contributing to the Stabilization Fund, or do or act anything thereon. *Two-thirds vote required.*

Board of Selectmen:
Finance Committee:

SUMMARY: With a two-thirds vote, the Town may appropriate into this fund in any year an amount not to exceed ten percent of the prior year's tax levy. These funds are a reserve for to stabilize tax rates from year to year due to unexpected financial requirements. The December 31, 2015 Stabilization Fund balance was \$607,162. No funds were added to the stabilization fund at the 2014 or 2015 annual town meetings. Fund balance is currently \$231,500 below the goal in the Selectmen's fiscal policy of 5% of the operating budget.

ARTICLE II-13: To see if Town will vote to raise and appropriate and/or transfer from available funds the sum of **\$45,000**, or any other sum, for the purpose of providing additional support for the Water Enterprise Fund.

Board of Selectmen:
Finance Committee:
Board of Water Commissioners: Recommends 4-0.

SUMMARY: This article proposes additional funding to insure that the Water Enterprise Fund has adequate reserves for anticipated future costs.

ARTICLE II-15: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of **\$28,000** to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017; and further to appropriate from Community Preservation Fund estimated revenues a sum of **\$56,000** for open space debt service; a sum of **\$56,000** to reserve to for community housing; and further to reserve for future appropriation a sum of **\$56,000** for historic resources as recommended by the Community Preservation Committee, as well as a sum of **\$364,000** to be placed in the 2017 Budgeted Reserve for general Community Preservation Act purposes, or do or act anything thereon.

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**Board of Selectmen:
Finance Committee:
Community Preservation Committee:**

SUMMARY: This is an annual CPC housekeeping article. ~~The~~ \$28,000 is 5% of estimated revenues for administrative expenses, as provided by the Community Preservation Act. Open Space's 10% is allocated as the funding source for Land Bank debt service in the capital budget, ~~Ce~~community ~~H~~housing's 10%, and ~~H~~historic ~~R~~esources' 10% are reserved respectively for housing and historic preservation purposes. The balance of \$364,000 is reserved for general CPA purposes.

ARTICLE II-16: To see if the town, pursuant to MGL c.44B, will vote to raise and appropriate from the Community Preservation Fund estimated annual revenues, budgeted reserves, fund balance or community housing reserve the sum of **\$50,000** for the purpose of hiring a consultant to provide technical assistance to the Wellfleet Affordable Housing Authority and the Wellfleet Local Housing Partnership, or do or act anything thereon.

Board of Selectmen
Finance Committee
Community Preservation Committee
Local Housing Partnership: Recommends 5-0.
Housing Authority: Recommends 3-0.

SUMMARY: The Wellfleet Affordable Housing Technical Assistance Request (~~WAHTAR~~) would recruit one or more experts to help the Town of Wellfleet to produce more timely affordable housing units, both for ownership and year-round rental. The volunteers need access to professional expertise in dealing with very detailed and complicated State and Federal regulations.

ARTICLE II-17: To see if the Town will vote, pursuant to MGL, c.44B, to appropriate from the Community Preservation Fund estimated annual revenues, budgeted reserves, fund balance or community housing reserve the sum of **\$100,000** to contribute to the cost of, and thereby support, the construction of a permanent home for 16 adults with autism who require 24 hour per day assistance, or do or act anything thereon.

Board of Selectmen
Finance Committee
Community Preservation Committee
Local Housing Partnership: Recommends 5-0.
Housing Authority: Recommends 3-0.

SUMMARY: Cape Cod Village plans at Childs Homestead Rd. in Orleans will benefit Wellfleet and the entire Lower Cape by providing an opportunity for housing of these very special needs adults. Parents and families will have an affordable and suitable option that is nearby and promises to keep the residents in touch with the community, and the community involved with the residents.

ARTICLE II-18: To see if the Town will vote, pursuant to MGL c.44B, to raise and appropriate from the Community Preservation Fund estimated annual revenues, budgeted reserves, fund balance or historic preservation reserve the sum of **\$190,000** towards Phase 2 rehabilitation of Adams Masonic Lodge, or do or act anything thereon.

Board of Selectmen
Finance Committee
Community Preservation Committee
Historic Commission

SUMMARY: The Masons hope to complete their historic preservation of this iconic Wellfleet building at 2 Bank Street through a combination of CPC and other funds, a capital campaign and volunteer labor. The Masons are a non-profit 501(c) (3) organization whose charitable programs quietly benefit students and local families in need within our community.

ARTICLE II-19: To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund estimated annual revenues, budgeted reserves, fund balance or historic reserve the sum of **\$80,000** to contribute to the restoration and renovation of Pond Hill School, or do or act anything thereon.

Board of Selectmen
Finance Committee
Historical Commission
Community Preservation Committee

SUMMARY: Funding for this project was originally approved 2010, and the historic restoration is mostly completed. However, in order to receive a Certificate of Occupancy, the building must be brought up to code, including ADA approved access. There are also historic entrances that need to be restored in order for the South Wellfleet Neighborhood Association and Social Union to reopen the building.

ARTICLE II-20: To see if the Town will vote, pursuant to MGL c.44B, to raise and appropriate from the Community Preservation Fund Estimated Annual Revenues, budgeted reserves, fund balance or historic preservation reserve the sum of **\$300,000** for Phase 1 historic restoration of the mid-section of 262 Main Street by the Wellfleet Historical Society, or do or act anything thereon.

Board of Selectmen
Finance Committee
Community Preservation Committee
Historic Commission

SUMMARY: The restoration of the mid-section of 262 Main Street will allow the Wellfleet Historical Society and Museum to remove the unsafe 1921 store structure in front and historically insignificant and unsafe structures at the back of the building. This will reestablish the historic and architectural integrity of the building, improve the access to the museum, and enhance the gateway to the village.

ARTICLE II-22: To see if the Town will vote to raise and appropriate, ~~borrow~~ or transfer from available funds \$17,800 or any other sum for the purpose of preparing a study, plans and designs, permitting and preparation of construction, and other related documents as required by the Commonwealth of Massachusetts in preparation for Route 6 and Main Street intersection improvements, ~~and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be and hereby is authorized to borrow said amount under and pursuant to G. L. c. 44, §7 (5) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided, however, that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts necessary to pay debt service on any bonds or notes issued pursuant to this vote from the limits of G. L. c. 59, §21C (Proposition 2½), or do or act anything thereon. Two-thirds vote required to borrow.~~

Commented [HST3]: Changed to raise and appropriate?

Board of Selectmen:
Finance Committee:

SUMMARY: This Article would authorize the additional funding required to fund engineering change orders necessary to move forward with future improvements to the Route 6 and Main Street intersection. Construction funding is provided by the Commonwealth of Massachusetts and the Federal government.

ARTICLE II-23: To see if the Town will vote to revoke the following borrowing authorizations:
2011 Annual Town Meeting Article 26: \$150,000 for street repair.

Board of Selectmen:
Finance Committee:

SUMMARY: This borrowing authorization is no longer needed.

ARTICLE II-24: PLACEHOLDER Appropriation for completion of Baker Field restrooms & recreation building reconstruction.

Board of Selectmen:
Finance Committee:

SUMMARY: This article seeks funding in addition to the funding provided under Article 24 of the 2013 Annual Town Meeting (\$324,000) to reconstruct the recreation building and to construct public restrooms at Baker Field. The original appropriation was to construct public restrooms only.

ARTICLE II-25: To see if the Town will appropriate \$25,000 for the purpose of investigating and recommending practical methods to reduce the need for future full harbor dredging.

Board of Selectmen:
Finance Committee:

SUMMARY: This article seeks funding for a study of Wellfleet's Marina to determine whether changes to the marina design could reduce sediment transport, possibly reducing the need for future dredging. (Request of the Mayo Creek Restoration Committee.)

ARTICLE II-26: To see if the Town will vote to appropriate a sum of money for the purpose of planning and design of water mains on Briar Lane and a portion of State Highway Route 6, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen be and hereby is authorized to borrow said amount under and pursuant to Chapter 44, Section 8 (3) of the General Laws, or pursuant to any other enabling authority including the Massachusetts Water Pollution Abatement Trust, and to issue bonds or notes of the Town therefore; provided, however that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts necessary to pay debt service on any bonds or notes issued pursuant to this vote from the limits of Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½) or take any other action in relation thereto.

Board of Selectmen:
Finance Committee:
Board of Water Commissioners;

SUMMARY: This article requests appropriation of funds for engineering to expand the municipal water system to service properties on Briar Lane and Outer Cape Health on Route 6.

ARTICLE II-27: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$150,000** to fund snow and ice removal from private ways. Said funds to be used for snow and ice removal only from private ways designated by the Board of Selectmen pursuant to General Laws, chapter 40, section 6N; provided, however that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to assess an additional **\$150,000** in real estate and personal property taxes pursuant to the provisions of G. L. c. 59, §21C (Proposition 2½), or do or act anything thereon.

Board of Selectmen:
Finance Committee:

SUMMARY: This article proposes an appropriation to fund snow and ice removal from additional private ways after they which have been designated for snow and ice removal by the Board of Selectmen based upon criteria to be developed. Funds will be used to hire an additional Department of Public Works employee and to hire additional snow and ice removal contractors. This appropriation is in addition to the snow and ice removal appropriation in the operating budget which funds operations on Town roads and on previously approved paved private roads.

ARTICLE II-28: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay unpaid bills from a prior fiscal year, or do or act anything thereon. *Four-fifths vote required.*

Board of Selectmen:
Finance Committee:

Harry Sarkis
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SUMMARY: Unpaid bills available at time of printing: John Martens, JM Mechanical (\$2,726.29 – marina restrooms – Marina Enterprise Fund), Richard Stevens (\$50 – cell phone reimbursement), Hillary Greenberg Lemos (\$50 – cell phone reimbursement) W. B. Mason (\$98.93 – office supplies.)

SECTION III: CHARTER and GENERAL BYLAWS

ARTICLE III-1: To see if the Town will vote to authorize the creation of a seven member Charter Review Commission, which shall consist of a member of the Board of Selectmen, a member of the Planning Board, a member of the Bylaw Committee and four members at large, all appointed by the Moderator, and further to direct such committee to report back to the next Annual Town Meeting, or do or act anything thereon.

Bylaw Committee:

SUMMARY: The last comprehensive review of Wellfleet's Town Charter was conducted by the Charter Review Commission appointed in 2004. (Same text as Article 18, 2004 ATM)

ARTICLE III-2: Bylaw authorizing extended payment plans MGL c. 60, s. 62A.

**Board of Selectmen:
Finance Committee:**

SUMMARY: The proposed bylaw would allow the treasurer to enter into deferred payment plans for owners of properties in tax title.

ARTICLE III-3: To see if the Town will vote to accept General Laws chapter 40, Sections 42G through I, or do or act anything thereon.

**Board of Selectmen:
Board of Water Commissioners:
Finance Committee:**

SUMMARY: This article and the two following articles would authorize the Town to assess betterments against abutting properties to recover all or a portion of the cost of introducing water.

ARTICLE III-4: To see if the Town will vote to accept General Laws chapter 40, Section 42J, or do or act anything thereon.

ARTICLE III-5: To see if the Town will vote to accept General Laws chapter 40, Section 42K, or do or act anything thereon.

ARTICLE III-6: Amend Clause 17 of the Cemetery Rules and Regulations to read:

17. A monument shall not exceed two-thirds of the plot width in length, on foot width.
Or do or act thereon.

SUMMARY: The proposed amendment eliminates the height restriction.

ARTICLE III-7: To see if the Town will vote pursuant to the provisions of G. L. chapter 43B, section 10 to propose an amendment to the Wellfleet Home Rule Town Charter to transfer responsibility for operation of the Municipal Water System from the Department of Public Works to the Town Administrator as set forth below, or do act thereon.

Amend Section 8-4-4 by replacing the current text with the following:

Section 8-8-4 The Board of Water Commissioners, after consultation with the Town Administrator, shall choose and direct a well qualified, licensed agent to monitor and implement the functions of the Municipal Water Systems. Any function related to the Municipal Water Systems to be performed by Department of Public Works shall be assigned only through the Town Administrator.

Board of Selectmen:

Board of Water Commissioners:

Finance Committee:

Bylaw Review Committee:

SUMMARY: The proposed charter amendment would transfer responsibility for the water system from the DPW to the Town Administrator. If this charter amendment is proposed by the town meeting it will require approval at a subsequent annual town election to become effective. The existing Section 8-4-4 reads as follows: The Board of Water Commissioners shall develop policies for all Wellfleet Municipal Water Systems and after consultation with the Town Administrator and the DPW Director provide direction to the department of Public Works relating to the Town's Municipal Water Systems through the Town Administrator.

ARTICLE III-8: To see if the Town will vote to amend General Bylaws by adding the following section, or do or act anything thereon:

Wellfleet Council on Aging Advisory Board

ARTICLE I: NAME & RESPONSIBILITIES

Section 1. Name

Inasmuch as the voters of the Town of Wellfleet created by their affirmative vote at Town Meeting on October 15, 1973, a Council on Aging, now therefore, this board shall be known as the Wellfleet Council on Aging Advisory Board. Originally established to administer the Council on Aging (COA), since the hiring of a full-time Director, the Board now serves in an advisory capacity.

Section 2. Responsibilities

Work with the Director of Community Services to:

- A. Identify the over sixty year old population of the Town of Wellfleet that are eligible for services

- B. Ascertain the needs of this segment of the population
- C. Educate the community about these needs
- D. Enlist the support and participation of all citizens in programs to meet these needs
- E. Assist the Wellfleet Director of Community Services to design, develop and implement services to fill those needs and/or enhance existing services
- F. Request funding from the Friends of the Wellfleet Council on Aging, or from the Town Meeting (through the Director of Community Services) in support of programs or information-gathering activities such as periodic surveys

ARTICLE II: MEMBERSHIP & MEETINGS

Section 1. Membership

The Board shall consist of at least nine residents of the Town of Wellfleet, at least six of whom are sixty years of age or older. Each member will be appointed by the Board of Selectmen for a term of three fiscal years (except when appointments are made to fill unexpired terms) with suggestions from the current Board members. Such appointments shall be made after the Annual Town Meeting and before July 1st of each year. Terms shall be staggered so that not more than four appointments shall be made in any year (except where necessary to fill an unexpired term).

Section 2. Regular Meetings

The Board shall hold regular monthly meetings on such dates and times as shall be determined by Board members. Ordinarily, the Board shall meet on the third Wednesday of each month, September through June, at 9:00am. Additional meetings may be held in July and/or August at the discretion of the Chair. All meetings of the Board, regular, annual or special shall conform to the Open Meeting Law.

Section 3. Annual Meeting

The first regular meeting of the year (September) shall be considered the Annual Meeting of the Wellfleet Council on Aging Advisory Board.

Section 4. Special Meetings

Special Meetings may be called at any time by the Chair or may be called by the Chair or Secretary on the written request of three or more Board members.

Section 5. Quorum

The presence of at least half the members plus one shall constitute the quorum necessary to transact business at all Board meetings.

Section 6. Attendance

Board members should notify the Chair, Secretary, or member of the COA staff in advance if unable to attend a Board meeting.

The absence of a member from four or more consecutive meetings shall serve to vacate the office, provided, however, that this provision shall not apply when said consecutive days occur within the same fourteen (14) day period. When such a vacancy has been created, the Chairperson shall

Commented [HST4]: Already covered in the Charter, is this needed here also?

advise the appointive authority forthwith, who shall fill the vacancy within thirty days. [Section 8-10-5 of the Wellfleet Charter]

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of the Board shall consist of a Chair, Vice-Chair and Secretary.

Section 2. Election

The officers shall be elected for a term of one year at the Annual Meeting and shall assume office at that meeting. They may serve more than one term if so elected by the Board except that the Chairman shall not serve more than two consecutive terms.

ARTICLE IV: DUTIES

Section 1. Chair

The Chair shall preside at all meetings of the Board, shall appoint committees and shall be an ex-officio member of those committees, shall be responsible for representing the Board at public meetings or designating another Board member to represent the Board and when necessary, support and advocate for Council on Aging programs and budget with the town administration and Board of Selectmen.

Section 2. Vice-Chair

In the absence or disability of the Chair, the Vice-Chair shall preside at Board meetings and perform all duties normally performed by the Chair.

Section 3. Secretary

The Secretary shall be responsible for:

1. Notifying each Board member as to the time and place of meetings
2. Posting the meetings times/dates at the Clerk's office at least forty-eight hours prior to the time of the meeting
3. Keeping complete minutes and records of each meeting, mailing or emailing minutes of meetings to members to review prior to the next meeting and submitting the official signed copy of the approved minutes to the Town Clerk
4. Maintaining all official correspondence

Section 4. Nominating Committee for COA Advisory Board Officers

At the June meeting, the Chair shall appoint a nominating committee which shall prepare a slate of officers for election at the Annual Meeting (September) of the Wellfleet Council on Aging Advisory Board.

ARTICLE V: AMENDMENTS

Section 1. Periodic Review

The Bylaws shall be reviewed by the Board every three years and amended as necessary.

Section 2. Amendments

These Bylaws may be amended by a majority vote of the members of the Board at any regular or special meeting.

Section 3. Notice of Amendments

Members must be notified by the Secretary two weeks prior to the meeting in which Bylaws are to be amended. Such notice shall include the wording and purpose of the proposed amendments to be considered by the Board.

Section 4. Town Meeting Approval

All amendments approved by the Wellfleet Council on Aging Advisory Board shall be submitted to the next Town Meeting for approval.

SECTION IV: STANDARD ANNUAL ARTICLES

ARTICLE IV-1: To see if the Town will vote to authorize the Town Administrator or his designee to dispose of the following articles of personal property by trade in or sale, or do or act anything thereon:

[ADD LIST]

Board of Selectmen: reserves recommendation to Town Meeting.
Finance Committee:

SUMMARY: This Article authorizes the Town Administrator or his designee to dispose of surplus/outdated supplies and equipment during the fiscal year. All money received for the disposal of such goods is to be placed in the General Fund, as appropriate. Any credit for trade in value will be applied against the purchase of the replacement vehicle.

ARTICLE IV-2: To see if the Town will vote in accordance with G. L. c. 41, §38 to authorize the Town Collector to use all means for collecting taxes, which the Treasurer may use when appointed Collector, or do or act anything thereon.

Board of Selectmen:
Finance Committee:

SUMMARY: This Article authorizes the Town Collector to use all pertinent sections of the Massachusetts General Laws to collect taxes due.

ARTICLE IV-3: To see if the Town will vote to assume liability in the manner provided by G. L. c. 91, §29 and 29A, as most recently amended, for damage that may be incurred for work to be performed by the Department of Environmental Protection of Massachusetts for improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach, excluding the Herring River and Herring River Dike, in

Harry Sarkis
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accordance with G. L. c. 91, §11, and to authorize the Selectmen to execute and deliver a bond of indemnity therefore to the Commonwealth, or do or act anything thereon.

**Board of Selectmen:
Finance Committee:**

SUMMARY: The Commonwealth requires that the Town annually assume all liability for damages that may occur when work is performed by the Massachusetts Department Environmental Management within tidal and non-tidal waterways within the Town.

ARTICLE IV-4: To see if the Town will vote pursuant to the provisions of G. L. c. 71, §16B, to reallocate the sum of the Town's required local contributions to the Nauset Regional School District in accordance with the Nauset Regional School District Agreement, rather than according to the formula of the Education Reform Act, so-called, for fiscal year 2017, or do or act anything thereon.

**Board of Selectmen:
Finance Committee:**

SUMMARY: This annual request would apportion the operating budget of the Nauset Regional School District on a per pupil basis, rather than the Education Reform Act Formula. The Article will apportion the Nauset Regional School District Assessment for Fiscal 2017 to the four member Towns based on their proportionate enrollment within the school district. This is the method provided within the inter-municipal agreement approved by the four Towns establishing the Nauset Regional School District, and has been applied in each of the past ten years by Town Meeting vote.

SECTION V: ZONING BY LAW AMENDMENTS

ARTICLE V-1: To see if the Town will vote to amend the Zoning Bylaws by repealing Section VI General Regulations, Section 6.30 Formula Business Special Permit as follows: (Deleted language appears as ~~strikethrough~~ type.)

~~6.30 FORMULA-BUSINESS SPECIAL PERMIT 6.30 (Repealed ATM 4/25/16)~~

~~(ATM 4/25/11)~~

~~6.30.1 Purpose~~

~~The purpose and intent of the Formula Business regulation is to address the adverse aesthetic, community character, and general welfare impact of standardized businesses on Wellfleet's historic and residential areas as well as gateways to the Town. Formula businesses will have a~~

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negative impact on the town's historical and cultural relevance, unique Cape Cod rural character, and overall attractiveness as a small town, locally-oriented tourist destination. These uses are therefore restricted in order to maintain Wellfleet's distinct community and natural experiences.

6.30.2 Applicability

The proposed use of any building or structure for a Formula Business, as defined herein, shall require a Special Permit issued by the Planning Board.

6.30.3 Standards and Criteria

The property owner shall complete and submit an application for a Special Permit to the Planning Board in accordance with the Wellfleet Planning Board Guidelines and Procedures. The following standards and criteria shall apply to Special Permit applications under Section 6.30, in addition to the Special Permit Criteria imposed by Section 8.4.2:

1. Approval of the formula-based business establishment will not substantially alter or detract from the established character of the location.
2. Approval of the formula-based business establishment will contribute to a diverse and appropriate blend of businesses in its location.
3. The formula-based business establishment will be compatible with existing surrounding uses; has been designed and will be operated in a non-obtrusive manner to preserve the location's community character; and the proposed intensity of uses on the site is appropriate given the uses permitted on the site and on adjoining sites.
4. There shall not be a substantial impact to the public safety from increased traffic. At the discretion of the Planning Board, the applicant may be required to submit a traffic study, prepared by a Registered Professional Engineer, approved by the board so as to ensure pedestrian and vehicular safety both on the site and accessing and egressing from it.
5. There shall not be any adverse impacts to the roadway or abutting properties from the loading area. The applicant shall submit a plan indicating the provision for rubbish removal, including the dumpster location with proper screening and buffering so that there are not any substantial adverse impacts to abutting properties.
6. Minimize obstruction of scenic views from publicly accessible locations; Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed

from public ways or premises residentially used or zoned; Minimize glare from headlights and lighting intrusion.

7. Ensure compliance with the provisions of this Zoning Ordinance, including parking and landscaping.

8. Architecture and signage must reflect and/or compliment surrounding architecture and signage.

Two-Thirds Vote required

Board of Selectmen:

Planning Board:

SUMMARY: The current Section 6.30 is unenforceable. As part of its October 6, 2015 decision vacating the Board of Appeals' February 8, 2012 denial of Cumberland Farms' application for two special permits, the Commonwealth of Massachusetts Land Court declared Wellfleet's 6.30 Formula Business Special Permit bylaw invalid both facially and as applied. After careful consideration, the Town will not be appealing this portion of the Court's decision. Without successful appeal, the bylaw is no longer enforceable, and repealing it will avoid future confusion. (Request of the Planning Board)

ARTICLE V-2: PLACEHOLDER To see if the Town will vote to amend the Zoning Bylaws by:

Two-Thirds Vote required

Board of Selectmen:

Planning Board:

SUMMARY: The proposed amendments. (Request of the Planning Board)

SECTION VI: DISPOSITION OF TOWN PROPERTY

ARTICLE VI-1: To see if the Town will vote to authorize the Board of Selectmen to transfer care, custody and control of Assessor's Map 29; Parcels 489 and 493 to the Conservation Commission for open space purposes, or do or act anything thereon. *Two-thirds vote required.*

Board of Selectmen:

Open Space Committee:

Finance Committee:

Planning Board:

Housing Authority: Recommends 3-0

Local Housing Partnership: Recommends 5-0.

SUMMARY: Both lots are marsh lands that abut existing conservation property. (Request of Open Space Committee)

ARTICLE VI-2: To see if the Town will vote to authorize the Board of Selectmen to transfer care, custody and control of Assessor's Map 15 Parcel 164 to the Wellfleet Conservation Commission for open space purposes. *Two-thirds vote required.*

Board of Selectmen:

Open Space Committee:

Finance Committee:

Planning Board:

Housing Authority: Recommends 3-0

Local Housing Partnership:

SUMMARY: This parcel is marsh land that abut existing conservation property. (Request of Open Space Committee)

ARTICLE VI-3: To see if the Town will vote pursuant to Article III, Section 7 of the Town of Wellfleet Bylaws to authorize the Board of Selectmen to amend the restrictions on the use and development of a portion of land on Gull Pond Road known as Parcel 39 on Assessors' Map 8 which was previously conveyed with certain restrictions by the Town of Wellfleet to the Wellfleet Housing Authority by deed dated February 14, 2006 and recorded with Barnstable Registry of Deeds in Book 21718, Page 317, as amended by a Confirmatory Deed and Certificate of Waiver dated May 7, 2009 and recorded with said Registry in Book 23763, Page 164 (the "First Confirmatory Deed"), by a Confirmatory Deed and Certificate of Waiver dated December 12, 2012 and recorded with said Registry in Book 27189, Page 56 (the "Second Confirmatory Deed") and by a Confirmatory Deed and Certificate of Waiver dated May 21, 2013 and recorded with said Registry in Book 27432, Page 329 (the "Third Confirmatory Deed") and by a deed from the Wellfleet Housing Authority to CHR GPR LLC dated April 17, 2014 and recorded with said Registry in Book 28097, Page 309 (the "WHA Deed") so that the restrictions contained in the Third Confirmatory Deed and in the WHA Deed are released and that said restrictions are replaced by a new and different covenant of restrictions to be contained in a Tri-Party Agreement between and among the Town of Wellfleet, the Wellfleet Housing Authority and CHR GPR LLC (which said Tri-Party Agreement the Board of Selectmen is hereby authorized to sign), said restrictions to read approximately as follows:

"This Covenant of Restrictions shall be appurtenant to and run with the land described in the Third Confirmatory Deed and in the WHA Deed, with a possibility of reverter retained by the Town. The Property shall revert back to the Town upon the occurrence of any of the following events:

- (a) If any improvements constructed on the Property are not used for affordable housing and related purposes as provided in the Comprehensive Permit, as amended, hereinafter described;
- (b) The Property is conveyed or transferred without the written consent of the Wellfleet Housing Authority or its successor in interest;
- (c) The total number of bedrooms on the Property exceeds nine (9) bedrooms;

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- (d) CHR GPR LLC or its assignee fails to complete construction within the time period allowed in the Comprehensive Permit, as amended, hereinafter described.

“For purposes of this reverter, “affordable housing” shall mean the housing approved in the Decision of the Wellfleet Zoning Board of Appeals filed in the office of the Town of Wellfleet Town Clerk on October 30, 2008 granting a Comprehensive Permit pursuant to M.G.L. c. 40B, ss. 20-23, which said Decision is recorded with said Registry in Book 23313, Page 194, as extended by Extension of Comprehensive Permit dated October 6, 2011 and recorded with said Registry in Book 27189, Page 55, as amended by Amendment of Comprehensive Permit dated May 7, 2015 and recorded with said Registry in Book 28970, Page 114, and which said Decision as amended approves the application of CHR GPR LLC for rental housing, as follows: six (6) units with a total of no more than nine (9) bedrooms to be built on the Property for rental housing, of which four (4) units are to be rented to qualified households who earn no more than 80% of the area median income as established by the U.S. Department of Housing and Urban Development (the “AMI”) and two (2) units are to be rented to qualified households who earn no more than 100% of AMI, all at such rental prices as determined by Commonwealth of Massachusetts Department of Housing and Community Development (“DHCD”) to be the allowable rents for the aforesaid respective AMI limits.

“The Wellfleet Housing Authority and CHR GPR LLC or its assignee shall cooperate with the Town in qualifying the affordable units located on the Property as part of the Town’s subsidized Housing Inventory under M.G.L. c. 40B, ss. 20-23.

“The Wellfleet Housing Authority and CHR GPR LLC or its assignee shall make the housing available to low and moderate income residents and to residents of the Town of Wellfleet meeting the aforesaid AMI limits under a local preference program to the extent permitted by law and allowed by DHCD.

By acceptance and filing of this Covenant of Restrictions, the Wellfleet Housing Authority and CHR GPR LLC hereby consent to the terms and provisions hereof.”

Board of Selectmen:

Finance Committee:

Housing Authority: Recommends 3-0

SUMMARY: This article proposes amending the deed restrictions for the Gull Pond Road affordable housing project to allow the project to be operated as an affordable rental housing rather than home ownership housing.

SECTION VII: PETITIONED ARTICLES

ARTICLE VII-1: NONE TO DATE

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DRAFT AS OF: 2/19/2016

Or do or act anything thereon.

**Board of Selectmen:
Bylaw Committee:**

SUMMARY: (By voter petition)

ARTICLE VII-2: One Half Percent Real Estate Transfer Fee Home Rule Petition. To see if the town of Wellfleet will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Town to impose a one-half percent Real Estate Transfer Fee as set forth herein; provided however, the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to the enactment by the General Court and provided further that the Board of Selectmen may authorize amendments which shall be within the scope of the general public objectives of this petition.

**AN ACT AUTHORIZING THE TOWN OF WELLFLEET
TO IMPOSE A 0.5% REAL ESTATE TRANSFER FEE FOR CERTAIN
TRANSACTIONS**

Section 1. There is hereby imposed a REAL ESTATE TRANSFER FEE equal to 0.5% (ONE HALF PER CENT, ½%) of the purchase price on the sale of any real property interest in excess of one million dollars (\$1,000,000) for all real property sold situated in the Town of Wellfleet. Said fee shall be the liability of the seller of such property interest. In any agreement, the purchaser and the seller or any other person with reference to the allocation of the responsibility for bearing said fee, shall not affect such liability of the seller. This fee shall be paid to the Town of Wellfleet. All funds will be deposited in the Wellfleet Affordable Housing Trust Fund to and for the benefit of the Affordable Housing Trust Fund of the Town of Wellfleet.

Section 2. The following transfers of real property interests shall be exempt from said real estate transfer fee:

- A. Transfers to the Government of the United States, The Commonwealth of Massachusetts, the Town of Wellfleet and to any of their instrumentalities, agencies or subdivisions.
- B. Transfers made without additional consideration to confirm, correct, and modify transfers previously made.
- C. Transfers with consideration of less than \$100.00 which include, but are not limited to the following: name change, transfer into trust or out of trust where grantor and grantee are the same party.
- D. Transfers among or between family members, marriage partners, parents, children, grandchildren, stepparents, stepchildren, brothers or sisters.
- E. Transfers to any charitable organization as defined in Third Clause, Section 5, Chapter 59 of the General Laws or any religious organization providing that the real property interest so transferred will be held solely for public charitable or religious purposes.

Section 3.

- A. The fee imposed shall be due at the time of transfer of the real property interest.
- B. The seller shall pay interest on any unpaid amount of the fee at the rate collected by the town for unpaid real estate taxes.

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- C. The Town shall notify the buyer by registered or certified mail of any failure to discharge amount in full of fee due.
- D. All fees and interest required to be paid under this act shall, constitute a personal debt of the seller.

Section 4

This act shall take effect on passage.

Board of Selectmen:

Finance Committee:

Local Housing Partnership:

SUMMARY: Request of the Local Housing Partnership. (Summary text has been requested from the LHP)

SECTION VIII: OTHER ARTICLES

ARTICLE VIII-1: To see if the Town will vote to approve the appointment by the Board of Selectmen of two members of the Board to the Herring River executive council as provided in General Laws, chapter 268A, section 21A, or do or act anything thereon.

Board of Selectmen:

Finance Committee:

SUMMARY: The Massachusetts Conflict of Interest statute (chapter 268A) generally prohibits the appointment of a member of a board to a position under the supervision of that board. Exceptions to this prohibition can be authorized by a vote at an annual town meeting.

ARTICLE VIII-2: To see if the Town will vote to raise the fee for inholders and common victualers licenses from \$25.00 to \$100.00, or do or act anything thereon.

SUMMARY: Innholders and common victualers licenses are set by statute at \$25.00 and can be raised to a maximum of \$100.00 by vote of town meeting. General Laws, chapter 140, section 2.

SECTION IX: STANDARD CLOSING ARTICLES

ARTICLE IX-1: To hear reports of the Selectmen, Town Officers and all other Committees and to act thereon, or do or act anything thereon.

Board of Selectmen:

ARTICLE IX-2: To act on any other business that may legally come before the meeting.

Board of Selectmen:

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SUMMARY: Moderator's appointments are made under this article.

ANNUAL TOWN MEETING WARRANT
April 25, 2016

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

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

Given under our hands this th day of March, 2016.

Wellfleet Board of Selectmen

Paul Pilcher, Chair

Dennis Murphy, Vice Chair

Helen Miranda Wilson, Clerk

Berta Bruinooge

Jerry Houk

Constable's Return of Service

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

Date: _____

Constable: _____

**APPENDIX A & B
ARTICLES 1 & 3
FY 2017 OPERATING & CAPITAL BUDGETS SUMMARY**

The Fiscal Year 2017 Operating Budget generally provides for the continuation of all services delivered during the previous fiscal year. A breakdown of the entire budget showing expenditures requiring Town Meeting approval and revenue estimates follows.

Commented [HST5]: Numbers and analysis are from FY 2016 need to be updated once budgets are finished.

APPROPRIATIONS	FY2014	FY2015	FY2016	FY2017
Operating Budget	\$14,851,008	\$15,230,157	\$15,903,219	
Capital Debt Service	\$1,753,433	\$1,507,378	\$1,270,180	
Capital Expenditures	\$728,642	\$1,021,555	\$625,514	
Articles	\$368,000	\$859,457	\$1,023,749	
Other: Overlay, Cherry Sheet	\$446,762	\$557,064	\$579,459	
TOTAL:	\$18,147,845	\$19,175,611	\$19,402,121	

FUNDING SOURCES

Allowable Tax Levy	\$15,347,729
Receipts Reserved	\$1,555,400
Other (Local Receipts, Chapter 90, etc.)	\$2,514,045
TOTAL:	\$19,417,174

The Operating Budget increase is approximately ____%, over last fiscal year, principally because there has been a ____% increase in the cost of expenses the Town cannot directly control such as the Town's share of employee medical insurance, retirement costs, insurance and regional school budgets. The remainder of the operating budget items increase by only ____%. The budget does not include most wage and salary increases because at press time negotiations with the remaining bargaining units were still in progress.

Included in the "Other" amount above is one proposed Proposition 2 ½ override to fund Article ____ (\$60,000 for an additional police officer.) Other than the override for this article and the proposed borrowing, the proposed budget is within Proposition 2 ½ limits.

The Capital Budget in Article 3 includes debt service (principal and interest payments due during the fiscal year on outstanding debt) and non borrowing capital expenditures. Additional capital projects which require borrowing are in separate articles including _____.

FY 2017 OPERATING BUDGET

FY 2017 CAPITAL BUDGET

APPENDIX C
ARTICLE 4
FY 2017 MARINA SERVICES ENTERPRISE FUND BUDGET

The Marina operates from May 15th to October 15th. The enterprise fund is self-supporting. The Marina Enterprise Fund will reimburse the General Fund \$55,300 for Marina expenses carried in the general operating budget such as employee salaries and benefits and the cost of shared employees.

FY 2017 Estimated Revenues:

Mooring and slip leases	\$396,000
Sale of fuel	\$184,500
Parking and Other	\$15,000
Beach Sticker Building Rent	\$12,000
Waterways Fund	\$5,000
Clean Vessel Act Grant	\$8,500
<u>Investment Income</u>	<u>\$2,000</u>
Total Revenues	\$623,000
<u>Retained earnings</u>	<u>\$73,803</u>
Total	\$696,803

Expenditures:

Salaries & Wages	\$175,753
Operations	\$252,600
Capital Costs	\$173,150
Reserve Fund	\$40,000
<u>Reimburse General Fund</u>	<u>\$55,300</u>
Total:	\$696,803

Salaries and wages are level funded because contract negotiations have not been completed.

APPENDIX D
ARTICLE 5
FY 2017 WATER SERVICES ENTERPRISE FUND BUDGET

The Water Services Enterprise Fund is intended to be self-supporting. FY 2017 estimated water revenue includes connection fees (\$35,200), water use charges (\$88,500) and deferred connection fee payments from connections in previous years (\$58,970) which, together with a \$49,102 transfer from the Water Services Enterprise Fund Balance, results in total water system revenues of \$232,822. Additionally, \$45,000 will be raised and appropriated to adequately fund the Water Services Enterprise Fund Balance account. The Water Enterprise Fund will reimburse the General Fund \$_____ for Water Enterprise expenses carried in the general operating budget such as employee salaries and benefits and the cost of shared employees.

FY 2017 Estimated Revenues:

Connection fees	\$35,200
Water use charges	\$88,500
Deferred connection fees	58,970
Other Fees/Charges	\$1,050
Appropriated	\$45,000
<u>Retained earnings</u>	<u>\$49,102</u>
Total	\$277,822

FY 2016 Expenses:

Salaries and Wages	\$30,000
Operations	\$130,256
Debt service	\$112,557
Expenses in the operating budget	<u>\$5,000</u>
Total	\$277,822

APPENDIX E
SALARY & WAGE LIST

TOWN OF WELLFLEET

ORGANIC LAND MANAGEMENT POLICY

RATIONALE FOR REDUCING FERTILIZER AND PESTICIDE USE

Fertilizer causes excessive algal growth in waterways, reducing oxygen available to aquatic plants and wildlife. Pesticides and herbicides accumulate in the food chain, contaminating shellfish and marine mammals. An average acre of well-maintained urban lawn is estimated to receive an input of five to seven pounds of pesticides. These chemicals can pose a danger if they run off of the lawn during a rain event and are then carried into nearby storm drains and flow to our rivers, beaches, bays, and estuaries.

In addition to eliminating concerns raised by pesticide exposure on Town properties frequently used by residents and tourists, the adoption of Organic Land Management Policy additionally benefits the Town of Wellfleet, MA, by reducing nutrient loading that can pollute the Town's inland and coastal waters. In addition to surface water impairment, nutrient enrichment of groundwater is a concern for environmental and human health. While this policy restricts the use of synthetic fertilizers, it is important to note that even organic fertilizers when used improperly can have a negative effect. The overall goal with the fertilizer portion of the policy is to promote strategies that will result in low dose natural fertility practices designed to minimize any negative effects from excessive use. Although not part of this policy, phosphorus should be acknowledged as a matter of concern. Practices should be adopted that allow phosphorus inputs based on soil test data. If sufficient phosphorus is available in the soil for the plant in question, the choice should be for an organic phosphorus-free fertilizer.

Losses of nitrogen from lawn fertilizers contribute to nitrate-nitrogen in drinking water supplies. There are potential human health issues with elevated nitrate such as methemoglobinemia in infants and possible cancer risks for the general populace when nitrate is converted to nitrite forming nitrosamines.

The Mass. Estuaries Project acknowledges that as much as 20% of nitrogen loading in watersheds can be sourced to fertilizer. While nitrogen loading is anticipated to have an ever increasing impact on the economic, ecological, and aesthetic values as the Cape region approaches build out and will presumably impact tourism and property values regionally, concerns regarding pesticide exposure and nutrient/nitrogen loading related to lawn/turf practices can be quickly remediated by transitioning to a natural management approach.

Current conventional lawn care practices do not adequately reflect these water quality concerns and chemical fertilizer recommendations have not adjusted to reflect our unique circumstances and reliance on a sole-source aquifer. The difference between natural organic fertilizers and conventional or synthetic fertilizers is distinctive. Synthetic fertilizer is inorganic and is manufactured during a chemical process that produces a highly water-soluble fertilizer which breaks down on contact with soil moisture and is taken up

by the grass plant very rapidly, works quickly, and then leaves the root zone. This process is directly feeding the grass plant. There are ways to slow down this release, but they are synthetic in nature. Most synthetic fertilizer programs call for numerous applications annually. Of concern is the fact that it is estimated that only thirty-five percent of the nitrogen makes a positive impact on the plant. Sixty-five percent is lost to leaching to groundwater or volatilization back to the atmosphere. The nitrogen in natural, organic fertilizers is in the organic form. Natural organic fertilizers feed and nourish the microbes, so that they in turn, through the natural processes of mineralization and nitrification, make the nitrogen and other nutrients available to the plant. In essence they feed the soil that feeds the plant. The nutrients in organic fertilizers are either plant, animal or mineral based, with the nitrogen derived from plant or animal sources. It is important to note that fertilizer is not plant food, but rather a catalyst that influences photosynthesis and other plant functions. It is the process of photosynthesis that produces carbohydrates and sugars. These are the "foods" that sustain the plant.

Unlike the synthetic fertilizer, where the soluble nitrate is generally rapidly released, the natural forms release more slowly and thus avoid nitrogen runoff. Organic fertilizers are less concentrated, but have longer lasting benefits because they gradually release nutrients. Synthetic fertilizers are more concentrated which makes over-fertilizing, burning the plant or turf, and damage to the soil food web, and run-off into waterways more likely. Organic fertilizers offer an additional benefit of minimizing water use and recycling waste that would otherwise contribute to pollution.

Attractive, stress-tolerant natural turf requires an adequate supply and balance of essential plant nutrients and a slightly acid soil pH, which can be addressed following an initial soil test and recommended application of various soil amendments and organic, non-synthetic fertilizers including, but not limited to, liquid fish hydrolysate, kelp/seaweed, an OMRI or NOFA-approved granular fertilizer, horticultural molasses, humic acid, compost, compost tea, mycorrhizal and microbial inoculants.

SECTION I - FINDINGS AND PURPOSE

The Board of Selectmen of the Town of Wellfleet does hereby find that:

All pesticides are toxic to some degree and the commonplace, widespread use of pesticides is both a major environmental problem and a public health issue; and

All citizens, and in particular children, as well as other inhabitants of our natural environment, have a right to protection from exposure to hazardous chemicals and pesticides in particular; and

A balanced and healthy ecosystem is vital to the health of the town and its citizens, and as such is also in need of protection from exposure to hazardous chemicals and pesticides; and

When an activity raises threats of harm to the environment or human health, precautionary measures should be taken, even if some cause and effect relationships are not yet fully established.

It is in the best interest of public health and the environment to eliminate the use of toxic pesticides on Town - owned lands, ponds and waterways; to encourage the reduction and elimination of the use of toxic pesticide on private property; and to introduce and promote natural, organic cultural and management practices to prevent and, when necessary, control pest problems on Town-owned land.

Accordingly, the Board of Selectmen declares that the purposes of this Organic Land Management Policy are (1) to protect the public health by restricting the use of hazardous chemicals and pesticides on Town-owned land (2) to protect ground water, bays and estuaries, and drinking water supplies from damage

caused by synthetic water-soluble fertilizers (3) to offer to the residents of the Town of Wellfleet the safe use of public land, (4) to encourage the reduction and elimination of the use of toxic pesticides and synthetic chemical fertilizers on private property.

SECTION II - Authority

This Organic Land Management Policy is promulgated under the authority granted to the Town of Wellfleet Board of Selectmen under Massachusetts General Law providing that Boards may make reasonable policy and under the authority granted to the Town of Wellfleet Board of Selectmen to make policy for the protection of public health, safety and the environment.

SECTION III - DEFINITIONS

The following words and phrases, whenever used in this Organic Land Management Policy, shall be construed as defined in this section:

OLM shall mean Organic Land Management

Organic Land Management is a problem-solving strategy that prioritizes a natural, organic approach to turf grass and land management without the use of toxic pesticides and synthetic chemical fertilizers. It mandates the use of natural, organic cultural practices that promote healthy soil and plant life as a preventative measure against the onset of turf and landscape pest problems. This approach will eliminate or significantly reduce the use of, and exposure to, pesticides in the management of lawn areas, playing fields and landscapes. Furthermore, it will mitigate the potentially negative impacts of landscape management on local waterways, air quality and ecosystems.

This protocol will rely on a systems-based approach that integrates soil health and plant vigor into proper cultural practices. The goal is to put a series of preventative steps in place that can naturally attenuate pest issues before they become a significant concern. Careful monitoring for pests and the development of threshold levels within this system will allow for easier control of pest problems if and when they do arise.

Essential OLM practices include, but are not limited to:

- regular soil testing;
- addition of approved soil amendments and approved organic fertilizer test results, following, but not limited to the guidelines set forth by the Program of the Connecticut Northeast Organic Farmers' Association (CNOFA), the Organic Material Review Institute of Eugene, OR (OMRI), and/or the National Organic Program (NOP) or the equivalent; *Never mind*
- under the above guidelines, material inputs exist and are allowed for the nutrition and the management of pests should that be necessary;
- selection of plantings using criteria of hardiness; suitability to native conditions; disease and pest-resistance; and ease of maintenance; *light,*
- modification of outdoor management practices to comply with organic horticultural science, including scouting, monitoring, watering, mowing, pruning, proper spacing, and mulching;
- the use of physical controls, including hand-weeding and over-seeding;
- the use of biological controls, including the introduction of natural predators, and enhancement of the environment of a pest's natural enemies;
- through observation, determining the most effective treatment time, based on pest biology and

- other variables, such as weather and local conditions; and
- eliminating pest habitats and conditions supportive of pest population increases.

Pesticides are defined by the Massachusetts Department of Food and Agriculture Pesticide Bureau as: "substances or mixtures of substances that prevent, destroy, repel, or mitigate pests, or defoliate, desiccate, or regulate plants." Pesticides are poisonous substances that can have an adverse effect on the environment or impair human health. Pesticide is the umbrella term that encompasses many different products that includes, but is not limited to, herbicides, fungicides, and insecticides. It is acknowledged that while some information is known about these materials, there is a substantial unknown, including many inert ingredients. All pesticides except those that appear on the EPA 25(b) exempted list are subject to this policy. Pesticides considered minimum risk products that appear on the EPA Toxicity Category III & IV lists may be considered for an exempted use. Those products that meet the criteria for inclusion on the EPA Toxicity Category I & II lists are permanently prohibited.

Pests are and may be known as undesirable plants, insects, fungi, bacteria, and rodents, birds and other animals. Common examples in turf grass and the landscape can be, but are not limited to, crabgrass, knotweed, poison ivy, chinch bugs, grubs, and a variety of plant pathogens.

Fertilizer is any organic or inorganic material of natural or synthetic origin that is added to a soil to supply one or more plant nutrients essential to the growth of plants. Fertilizers are broadly divided into organic fertilizers (composed of enriched organic matter—plant or animal), or inorganic fertilizers (composed of synthetic chemicals and/or minerals).

Organic fertilizer includes naturally occurring organic materials, or naturally occurring mineral deposits. They are typically composed of material produced through the decomposition process, animal by-products, or grains. Organic fertilizers improve biodiversity and long-term productivity of soils. Organic nutrients increase the abundance of soil organisms and can drastically reduce external inputs of pesticides, energy, water, and fertilizer.

Synthetic fertilizer is most often produced using the Haber-Bosch process, which produces ammonia as the end product. This ammonia is used as a feedstock for other nitrogen fertilizers, such as anhydrous ammonium nitrate and urea. Artificial nitrogen fertilizers are typically synthesized using fossil fuels such as natural gas and coal, which are limited resources. Synthetic fertilizers are produced in ways that theoretically cannot be continued indefinitely. The resources used in their production are non-renewable.

Biosolids are the organic materials resulting from the treatment of sewage sludge (the name for the solid, semisolid or liquid untreated residue generated during the treatment of domestic sewage in a treatment facility). When treated and processed, sewage sludge becomes biosolids. Biosolids may contain undesirable substances such as heavy metals and pharmaceuticals.

SECTION IV - PROHIBITION

The use and application of toxic chemical pesticides (as defined in this Policy) by the Town of Wellfleet employees and/or by private contractors, for managing lawns, turf, ornamental beds, and trees is prohibited on all Town-owned lands unless an exemption has been granted. This includes all pesticides of known and unknown hazard.

The use and application of synthetic chemical fertilizers (as defined in this Policy) by the Town of Wellfleet employees and/or by private contractors, for managing nutrition in lawns, turf, ornamental beds, and trees is prohibited on all Town-owned lands. This includes the synthetic highly water-soluble forms of nitrogen, the synthetic products that are coated to slow the release of nitrogen, and the synthetic products

that are secondarily reacted with formaldehyde to become insoluble. Aside from the negative aspects of contamination, these products are simply counter-productive to managing a system organically.

The use and application of biosolids (as defined) by the Town of Wellfleet employees and/or by private contractors, for managing nutrition in lawns, turf, ornamental beds, and trees is prohibited on all Town-owned lands.

SECTION V - CONTROL OF POTENTIAL PEST PROBLEMS

Organic Land Management practices, i.e. natural, organic turf and landscape cultural practices and maintenance, shall be the method of choice to understand, prevent and control potential pest problems;

Control products and nutrition management products used under the terms of this Policy shall be those products on the approved list of Organic Land Care Program of the Connecticut Northeast Organic Farmers' Association (CT NOFA) and/or the Organic Material Review Institute of Eugene, OR (OMRI), and/or; the National Organic Program (NOP), and/or the equivalent as determined by the Board of Health.

SECTION VI - INVENTORY OF PESTICIDES, SYNTHETIC FERTILIZERS, and BIOSOLIDS

A registry of all pesticides, synthetic fertilizers and biosolids currently stored in or on Town-owned premises shall be compiled by the Director of the Department of Public Works who shall have authority to order the disposal of any such products deemed unnecessary to be stored within the Town, such disposal to be through the County's Hazardous Wastes Collection program or otherwise.

SECTION VII - EXEMPTIONS

All outdoor pest management activities taking place on Town of Wellfleet-owned land shall be subject to this Policy, except as follows:

1. Pesticides otherwise lawfully used for the purpose of maintaining a safe drinking water supply at drinking water treatment plants and related collection, distribution, and treatment facilities.
2. Pesticides in contained baits or traps for the purpose of rodent control.
3. Pesticides classified by the United States Environmental Protection Agency as exempt materials under 40CRF 152.25, or those pesticides of a character not requiring FIFRA regulation.
4. The use of chemical controls as approved in advance and in writing by the Town Administrator in the event of a public emergency only as determined by the Board of Health; provided, however, that such authority to grant a temporary waiver shall be limited to a period of thirty days. Any waiver in excess of thirty days as to any one emergency may be extended for an additional period not to exceed six months but only by a vote of the Board of Health. All waivers granted shall be reported to all members of the Board of Health no later than one business day following the issuance of the waiver. Notice of all such waivers shall be posted, in the manner provided for notice of public meetings, within two business days following the issuance of the waiver. Any waiver granting the use of pesticides on Town land shall require the use of Integrated Pest Management protocol as defined in Addendum I and shall specify the use of a specific pesticide(s) determined to be the least toxic material for the specific application. The Board of Health shall determine if such a waiver is warranted based on the following criteria: a) the pest situation poses a threat to human or animal health and/or environmental quality; b) reasonable OLM efforts, if any, have been attempted; and c) viable alternatives consistent with this Policy do not exist.

Any Town department or contractor granted a waiver hereunder shall comply with all applicable laws, rules and regulations of the Commonwealth of Massachusetts including, but not limited to those requiring notification to site users, abutters, and the proper method for storage, application, and posting.

SECTION VIII: TRAINING AND EDUCATION

All Town of Wellfleet personnel involved in the evaluation, approval, or implementation of organic turf and landscape maintenance and/or outdoor pest control should receive training and education in natural, organic cultural and technical methods.

In addition to immediately reducing the impacts of chemical pesticides and fertilizers within the Town of Wellfleet, the adoption of the Organic Land Management Policy by the Town serves as an appropriate model for residents and businesses to encourage the voluntary adoption of the same organic practices on their own properties for the betterment of all town residents and visitors.

SECTION IX: COMPLAINTS

- A. The Town of Wellfleet shall investigate complaints received about any practices or acts that may violate any provision of this Policy.
- B. If the Town of Wellfleet finds that an investigation is not required because the alleged act or practice is not in violation of this Policy, the Town shall notify the complainant of such finding and the reasons upon which it is based. The Town shall provide a report of all such complaints and findings to the public upon request.
- C. If the Town of Wellfleet finds that an investigation is warranted, the Town shall investigate and if the Town finds that there has been a violation of this Policy, then the Town of Wellfleet shall be authorized to take such action and institute such proceedings as are provided by law.

SECTION X - OTHER APPLICABLE LAWS

This Organic Land Management Policy shall not be interpreted or construed to permit the application or use of pesticides or other hazardous materials where such use or application is restricted by other applicable health, environmental, safety or fire codes, regulations or statutes.

SECTION XIII - SEVERABILITY

If any provision, clause, sentence or paragraph of this Organic Land Management Policy or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the provisions of the Organic Land Management Policy that can be given effect without the invalid provision, clause, sentence, or paragraph, and to this end the provisions are declared to be severable.

SECTION XI: EFFECTIVE DATE

This Policy shall be effective upon publication.

ADDENDUM I:

INTEGRATED PEST MANAGEMENT DEFINED FOR USE IN EMERGENCY

Organic Land Management (OLM) strives first and foremost to prevent pest and disease problems by using natural organic maintenance practices.

When an issue arises that could be a threat to human health or the environment, an IPM approach may be considered. Integrated Pest Management (IPM) promotes the use of non-chemical methods for pest prevention and management, such as physical, mechanical and cultural controls. Least-toxic pesticides may be selected for pest control only after all other reasonable non-chemical methods have been exhausted.

This protocol will rely on a Systems Based Approach that integrates soil health and plant vigor into proper cultural practices. The goal is to put a series of preventative steps in place that can naturally attenuate pest issues before they become a significant concern. Careful monitoring for pests and the development of threshold levels within this system will allow for easier control of pest problems if and when they do arise. As such, this protocol is knowledge-based, relying on pest/disease morphology to establish the proper procedures for maximizing a healthy system. This protocol should mitigate most serious pest pressures.

When a pest has not been satisfactorily controlled by the above strategies, then a least-toxic pesticide may be used. Preference is strongly given to the use of Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) section 25(b) minimum risk pesticides listed by the U.S. Environmental Protection Agency (EPA), whenever feasible. If satisfactory control cannot be achieved with 25(b) products, then natural products or synthetic products registered by the EPA as Toxicity Category III or IV, denoted by the signal word "Caution" on the registration label, should be chosen. This choice would be by appeal to, and at the discretion of, the Board of Health.

The following steps outline the basic approach used in an IPM program with respect to public health issues.

- Monitoring and scouting for the pest in question;
- Accurate record-keeping documenting any potential pest problems;
- Evaluation of the site with regard to any injury caused by a pest in question and a determination made on which course of treatment to follow;
- Chosen treatment to be the least damaging to the general environment and one that best preserves the natural ecosystem;
- Chosen treatment to be the most likely to produce long-term reductions in pest control requirements. The effective implementation must be operationally feasible, and must be cost effective in the short and long term;
- Chosen treatment must minimize negative impact to non-target organisms;
- Chosen treatment must be the least disruptive of natural controls available.
- Chosen treatment must be the least hazardous to human health.

TOWN of WELFLEET ORGANIC LAND MANAGEMENT POLICY SUMMARY

It is our understanding that all pesticides are toxic to some degree and the widespread use of pesticides is both a major environmental problem and a public health issue. Federal regulation of pesticides is no guarantee of safety.

We recognize that the use of pesticides may have profound effects upon humans, wildlife, and the environment in the vicinity of treated areas. We recognize that all citizens, particularly children, have a right to protection from exposure to hazardous chemicals and pesticides.

We recognize that synthetic water-soluble fertilizers contaminate ground water, bays and estuaries, and drinking water supplies. We value these resources and recognize that alternative soil-enhancement methods exist and can provide solutions to environmental as well as economic challenges facing the Town.

We recognize that it is in the best interest of public health to eliminate the use of pesticides and synthetic fertilizers on town-owned lands; to encourage reduction and elimination of pesticide and synthetic fertilizer use on private property; and to introduce cultural management practices to enhance plant growth and prevent and, when necessary, address pest problems on town-owned land.

It is our understanding that Organic Land Management (OLM) is a problem-solving strategy that utilizes a natural, organic approach to turf grass and land management without the use of toxic pesticides and synthetic/chemical fertilizers resulting in sustainable and attractive landscapes.

By virtue of adopting the policy referred to as the Town of Wellfleet Organic Land Management Policy, the Town of Wellfleet commits to refrain from the use of pesticides and synthetic fertilizers upon property it owns, uses, or controls, except in situations that pose an imminent threat to public health. The adoption of this Policy serves as a model for residents and businesses, encouraging voluntary adoption of organic practices and compliance with guidelines and materials approved by the Organic Material Review Institute (OMRI) of Eugene, OR. We commit to provide education on OLM techniques to Town of Wellfleet personnel involved in the evaluation, approval, or implementation of organic turf and landscape maintenance and/or outdoor pest control as we pursue the implementation of a policy supported by the guidance document: The Town of Wellfleet Organic Land Management Policy.



TOWN OF WELFLEET

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

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To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator's Report
Date: February 19, 2016

This report is for the period February 5, 2016 through February 18, 2016.

- 1 Procurement:
 - a. Police Station Renovation. Responses were due on February 17th and four responses were received. The responses are currently being evaluated by the designer selection committee for this project. The committee will conduct interviews and rank the finalists. After the process is completed a proposed contract award will be presented to the Selectmen for action tentatively on March 1st.
 - b. Water system expansion. A decision on whether to proceed with an expansion of the water system down Briar Lane and to Outer Cape Health and how to pay for it will have to be made soon. I have prepared a briefing memorandum on the project which was attached to the February 5, 2016 town administrator's report and with the water system manager have prepared an example of how different betterment options might work.
- 2 Fiscal Matters
 - a. Fiscal 2017 budgets. See budget status materials in the meeting materials for February 23rd Selectmen's meeting.
- 3 Town Administrator Search. Ads have been extended on the Mass Municipal Association web site and in the February 21st edition of the Cape Cod Times.
- 4 Additional Meetings.
 - a. February 10 and 18, 2016. Attended Town Administrator Search Committee meetings.
 - b. February 10, 2016. Attended Police Station Designer Briefing for potential responding architects.
 - c. February 10, 2016. Attended Cape Tech Building Committee meeting.
 - d. February 11, 2016. Attended Cape Cod Managers meeting. Subject was a report on veterans' services.
 - e. February 11, 2016. Attended the Nauset Regional School Committee meeting to monitor status of the Region's FY 17 budget.
 - f. February 16, 2016. Attended Meeting with Nauset Superintendent and member town administrators and accountants.
- 5 Personnel Matters:
 - a. Administrative actions (appointments are subject to disapproval by majority vote of the Board of Selectmen within 14 days; Charter section 5-4-1);

TOWN ADMINISTRATOR'S REPORT TO THE SELECTMEN

- b. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Officer Conroy has resigned from the police department effective February 14, 2016. The Police Chief will recommend a candidate for appointment at the February 23rd Selectmen's meeting.
 - ii. Rebecca Savin has resigned as the transfer station gate attendant. The vacancy has been posted internally and if no acceptable candidates respond will be advertised.
- c. Collective Bargaining is in progress with all six bargaining units with expiring contracts and with one of three officers with expiring employment agreements. Four meetings have been held during this reporting period.

Town of Wellfleet Committee Vacancies

Date: February 19, 2016
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

Planning Board (7 members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	5 years

Requesting Appointment: No applications on file

Recreation Committee (5 members)

Vacant Positions	Appointing Authority	Length of Term
2 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



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**Wellfleet Board of Selectmen
Minutes of February 9, 2016
Wellfleet Senior Center**

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

Chairman Paul Pilcher called the meeting to order at 7:00 pm.

Announcements, Open Session and Public Comment

- ☐ Pilcher announced his retirement from the Board effective May 2, 2016 due to personal reasons.
- ☐ Bruinooge announced that she will not be running for three year re-election, but will run to fill Pilcher's unexpired one-year term.
- ☐ Houk announced the Wellfleet Alzheimer's Association Annual Wine Tasting benefit will be on March 7, 5-7 at PB Boulangerie Bistro and encouraged everyone to participate.
- ☐ Wilson announced that on Thursday, February 11 HRRC meeting will talk about High Toss Road and invited the public to attend.
- ☐ Janet Reinhart announced a vacancy on the Planning Board and encouraged applications.
- ☐ Police Chief Ronald Fisette announced the resignation of Officer Joseph Conroy and said that recruitment is in progress and recommendation for appointment will be available for the meeting on February 23, 2016.
- ☐ Chief Fisette announced White Ribbon Day will once again be celebrated in March and he will provide a proclamation for approval for next meeting.

Public Hearing(s)

Application from John Connors to renew for ten year period shellfish grant licenses # 853, 853A, 853B and 853C (current grant licensees: John Connors, Fred Richard and Lawrence Franke; *(hearing continued from January 26, 2016.)*)

MOTION 215-443: Bruinooge moved and Wilson seconded to approve the request of John Connors for shellfish grant licenses # 853, 853A, 853B and 853C (current grant licensees: John Connors, Fred Richard and Lawrence Franke.) The motion passed 5-0.

Amendment of fees of the Recreation Department: continued to February 23, 2016 meeting.

Appointments to a Local Comprehensive Plan Working Group

Assistant Town Administrator Brian Carlson explained the importance of appointing a working group for the update of the Local Comprehensive Plan and added Martha Hevnor and Martha Gordon to the proposed list of committee members.

MOTION 215-444: Bruinooge moved and Murphy seconded to appoint Brian Carlson, Martha Gordon, Martha Hevnor, Suzanne Thomas, Paul Lindberg, Mac Hay, Mary Beth Rodman, Janet Lesniak, Nancy Rea, Jan Morrissey, Elaine McIlroy and Jennifer Wertkin to the Local Comprehensive Plan Working Group. Discussion ensued. Wilson expressed concerns about the even number of people and the fact that there is no representative with strong environmental background and recommended postponing decision until next meeting. Pilcher said that his only concern was the large number of the group, but there is always the possibility that some people will drop off and others can be added if willing to serve. The motion passed 5-0.

Use of Town Property: Wellfleet Gardeners for annual plant sale on Town Hall driveway on May 28
MOTION 215-445: Wilson moved and Murphy seconded to approve the request of Christine Ebert on behalf of Wellfleet Gardeners to hold an annual plant sale on May 28, 2016 from 6 am to 1 pm at Town Hall driveway; \$20 application fee paid; Event fee was waived and no other conditions were attached. Houk suggested offering the area between Preservation Hall and Lighthouse to be taken over by the Wellfleet Gardeners group for maintenance. Wilson added that it will be great to have someone take over maintenance of the beds behind Town Hall. The motion passed 5-0.

Cape Cod Regional Technical High School budget and school building project

Cape Cod Regional Technical High School Superintendant Robert Sanborn handed out a copy of Power Point presentation¹ and proposed FY 2017 Budget. He went over the handouts briefly and then answered Selectmen's questions. Pilcher wanted to know why the enrollment went down by 5%, but the salaries are still going up. Sanborn said that the reason for this is because of technical school student teacher ratio restrictions. Wilson wanted to know what the annual tuition is. Murphy asked about the process for renovating the building and wanted to know how the operations will be maintained during construction. Sanborn said that there will be a Public Hearing on February 25 and invited the public to attend. Houk said that parents should seriously consider Cape Cod Tech as a choice for a great quality education. No action was taken by the Selectmen.

Discussion and adoption of Food Truck Regulations (*Second Read*)

Wilson had several comments on the proposed Food Truck Regulations². First she went over MGL Chapter 101, Section 3 and suggested adding a provision for requiring a current state license in paragraph #12. Wilson had concerns about the deadline for application. She also suggested having a complete definition by including a mobile cart. Her last comment was about the provision for registered sex offenders and advised checking with Town Counsel to make sure it is not violating State Laws. Murphy had questions about the bidding process and the deadline for permit application. Pilcher talked about differences between restaurants and food trucks. Houk had comments about the requirement for removing trucks overnight. Terkanian said that the Town does not want to allow trucks overnight for liability purposes. Pilcher wanted to know if the Board has the right to waive any of the requirements. Terkanian explained that once the regulations get adopted they are meant to be enforced and did not advise waivers. Bruinooge said that the majority of food trucks in US have to be moved overnight and this should be enforced if the trucks are on Town property. Curt Felix said that there should be distinction between requirements for food trucks on public versus private property. Assistant Town Administrator Carlson said that the food truck regulations are as a result of research of other towns regulations. Wilson wanted to know if the license has to be specific in terms what can be sold and handed her revisions to Carlson for syntax typo corrections. Terkanian said that the food trucks should be regulated on both public and private properties. Pilcher suggested having these regulations reviewed and recommended by the Planning Board. Jan Morrissey said that according to Town Counsel it is under the purview of the Selectmen to regulate food trucks. Janet Reinhart said that the Planning Board will be happy to review the draft and submit comments. Wilson stressed the importance of getting the applications on time. The revised regulations will be back on the agenda for the next meeting. Murro Van Meter suggested having language about the bidding procedure included in the regulations. Murphy said that the Selectmen should agree on a limit of permitted food trucks. The discussion concluded without any action by the Selectmen.

Discussion of Wellfleet Historic Society proposal to place historic photos at various locations

Brad Williams of Wellfleet Historical Society introduced an idea for placing signs with photos at some historic locations representing the locations in the past. He asked for the Selectmen's permission for the

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Historical Society to pursue the idea. He said that the process is still in its development stages and will take time, and when it is close to completion the Historical Society will come back for review and approval. Discussion ensued. Pilcher wanted to know who will fund the project. Brad answered that the Historical Society will try to fund it in-house, through CPC funds and would also welcome any support from the Town. Murphy favored the idea and had questions about future maintenance of the signs. Wilson said that this may require ZBA approval and shared Murphy's concerns about maintenance and wanted to know more about the materials to be used. Terkanian made comments about looking into specific proposals before allowing this to go forward, but favored the idea. Pilcher, Houk and Bruinooge also supported the idea but wanted to have more specifics. The discussion concluded when Pilcher directed Williams to come back to the Board with a list of locations and signs for review and consideration.

Discussion of proposal to place high water mark signs at various locations

Terkanian said that this came as a result of an email forwarded by Carlson for historic high water markings. Carlson gave a little more details and said that this will be for educational and historic purposes that came from AmeriCorps. No action was taken on this request.

Discussion of possible reuse of funds from repaid Community Development Block Grant (CDBG) loans

Pilcher said that this will be discussed by the Housing Authority during their meeting on Thursday, February 11. According to Alice Boyd the reuse of program funds for additional affordable housing support is permissible. Terkanian said that there are other possible uses of these funds such as water system connections. No action was taken on this topic.

Approval of the Personnel Manual³

Pilcher had comments on the proposed personnel manual for the section about the performance evaluation. He said that the evaluation form should be signed by both the evaluator and evaluated and recommended having this included. Terkanian advised that the Personnel Board is working on a revision of the language for sick leave and the proposed change will be coming soon. The revised Personnel Manual will be on one of the future meetings agenda for final review and possible approval.

FY 2017 budget and 2016 annual town meeting update

Terkanian said that there are not any substantial changes to the Town Meeting Warrant draft. He briefed the Selectmen on the budget status by referring to his memo⁴ and said that he has been working with the Town Accountant and they have identified \$88,000 from the overly reserved accounts with current surplus of \$260,000. He said that \$88,000 could be pulled for the purposes of FY 2017 budget, but this will be one time tool. As a result the deficit now is \$270,068. He went over the list of articles and capital budget items. Terkanian said that the proposed reserve for wage and salaries adjustment represents 2% increase, which is still \$217,000 over the budget. Pilcher wanted to know more and stressed the importance of the Water System expansion to Briar Lane in order to keep Outer Cape Health Services (OCHS) in town. He wanted to know more about betterments. Terkanian explained the betterments options. Pilcher asked if the project could be funded by combination of betterments and capital borrowing. Terkanian talked about the possible different ratios between general tax obligation and betterments. Pilcher wanted to have the community value of OCHS discussed during the next meeting. Terkanian said that Gary Walker, Owner's Project Manager of OCHS will come to the next meeting. Bruinooge said that the Police Officer and the Economic Development Fund should be an override due to budget deficits. Wilson talked about other sources for economic development such as Lower Cape Community Development Partnership. Wilson said that the betterments are important and talked about the significance of water preservation. Houk wanted to know if there will

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be different scenarios for betterment assessments. The discussion concluded with no action taken by the Selectmen.

Town Administrator's Report

Terkanian presented his report⁵ and added:

- ☐ Cape Cod Managers group is working on a meeting this spring to explore possible regional solutions for snow removal.

Future Concerns

- ☐ Terkanian brought to the attention of the Selectmen the lack of quorum on the Energy Committee and the Board of Health.
- ☐ Wilson requested to see all shellfish grant holders names listed when applications to add a new person on the grant are reviewed in the future.

Correspondence⁶ and Vacancy⁷ Report

Minutes

MOTION 215-446: Murphy moved and Wilson seconded to approve the minutes⁸ of January 26, 2016 as amended by Wilson. The motion passed 5-0.

Adjournment

MOTION 215-447: Wilson moved and Murphy seconded to adjourn the public meeting at 9:02 pm. The motion passed 5-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

¹ PowerPoint handout for Cape Tech FY 2017 Budget Request

² Second Draft of proposed Food Truck Regulations

³ Draft Personnel Manual

⁴ TA memo on FY 2017 Budget and WMWS Expansion to Briar Lane

⁵ TA Report of February 4, 2016

⁶ Correspondence Report of February 9, 2016

⁷ Vacancy Report of February 5, 2016

⁸ Draft minutes of January 26, 2016