



Board of Selectmen

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TOWN OF WELLFLEET
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The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, September 13, 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. Tax Classification Hearing for FY 2017
 - B. Amendment in Shellfish Rules and Regulations, 7.15.3
 - C. Request of Leon E. Wagner for Chap + Wags, Inc. dba The Wagner at Duck Creek to change from a Seasonal License to an Annual License
- III. Licenses/Appointments/Reappointments/Use of Town Property**
 - A. Licenses - NONE
 - B. Appointments/Reappointments
 - 1) Rhonda Fowler to Cultural Council, Recycling Committee and/or Recreation Committee
 - 2) Brenda Correia to Personnel Board with term ending June 30, 2019 [1 vacancy]
 - 3) Appointments to the Herring River Restoration Project MOU III Executive Committee
 - C. Use of Town Property - NONE
- IV. Business**
 - A. Approval of Department of Public Works request for fall tax bill insert [DPW Director]
 - B. Open the Warrant for Special Town Meeting [BOS]
 - C. BOS Meeting schedule for October and November
 - D. Draft ATM 2017 and FY 2018 Budget Schedule [TA]
 - E. Approval of final 2016-2017 Board of Selectmen Goals [BOS]
- V. Town Administrator's Report**
- VI. Future Concerns**
- VII. Correspondence and Vacancy Report**
- VIII. Minutes [August 23, 2016]**
- IX. Adjournment**

TOWN OF WELLFLEET
PUBLIC NOTICE

In accordance with Chapter 369 of the Acts of 1982, amending Chapter 797 of the Acts of 1979, the Wellfleet Board of Selectmen will conduct a public hearing on the issue of allocating the local property tax levy among the five classes for fiscal year 2017. (Chapter 40, Section 56 as amended by Chapter 369 of the Acts of 1982)

This public hearing will be conducted on Tuesday, September 13, 2016 at 7:05 p.m. at the Wellfleet Senior Center. Options open to the Town will be provided, and any taxpayer wishing to present oral or written information on their views will be recognized by the Chair. At the hearing, the Board of Assessors will provide all information and data relevant to making a final determination on the allocation of the tax burden among the five classes of real property: residential, open space, commercial, industrial, and personal property as set forth in Chapter 40 Section 56.

WELLFLEET BOARD OF SELECTMEN

MEMORANDUM

To: Board of Selectmen, Town Administrator
From: Assessor
Subject: **Classification Hearing - Fiscal 2017**
Date: September 13, 2016

The Legislature has given local communities limited flexibility in allocating the tax burden among the various classes of property. The Selectmen have the opportunity to lower the tax rate of residential taxpayers and increase the tax rate of commercial and personal property taxpayers. The Town of Wellfleet has always employed one tax rate for all classes of property. At the Classification Hearing, the Board of Selectmen must reaffirm or change this position.

At the hearing on September 13, 2016, **the Board of Assessors will recommend retaining the unified tax rate** for all classes of property. The current split between classes is 96% residential and 4% commercial/personal property. The shift would place an undue burden on 4% of the Wellfleet taxpayers. **To retain the single tax rate, a motion with a favorable vote to "make the Residential Factor the numeral 1 for Fiscal 2017" must be made.**

The Board of Assessors must also inform the Selectmen of other options involving the shifting of the tax burden. The following is for information only. **No action need be taken.**

Option One:

There is a "Residential Exemption" available to those domiciled in Wellfleet. An amount up to 20% of the average assessment of the entire residential class could be deducted from the total assessed value of domiciled taxpayers. The total amount of exempted value would then be allocated among all residential class taxpayers. The net effect is an increase in the tax rate for all residential taxpayers.

The Board of Assessors does not recommend. The exemption unfairly shifts the tax burden from those who gain the greatest benefit from tax dollars to those who benefit the least. Non-resident taxpayers also pay a personal property tax which domiciled taxpayers do not.

Option Two:

The "Open Space Exemption" allows up to 25% of the assessed value of land so designated to be exempt from taxation. The burden would be shifted to all other classes of property.

The Board of Assessors recommends no action. There is no need for an open space exemption at this time as several tax-friendly options are available for those interested in preserving all or part of their property as open space. Parcels that could qualify are currently involved in other programs that have satisfied any need to date.

Option Three:

Small Business Exemption - An amount up to 10% of the assessed value of a small business (less than 10 employees and an assessed value of less than one million) may be deducted. The total deductions are then shifted to those businesses not classified as "small."

The Board of Assessors recommends no action. The majority of the town's businesses are "small." The additional burden would be shifted to a handful of taxpayers.

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, September 13, 2016 at 7:05 p.m. in the Wellfleet Council on Aging to consider the following:

To amend the Town of Wellfleet Shellfish Rules and Regulations, 7.15.3, to read:
In 2016, the removal deadline for such devices from areas not licensed for aquaculture has been temporarily extended to October 15, 2016. This is a one-time-only exception.

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

WELLFLEET BOARD OF SELECTMEN

Amendment to Town of Wellfleet Shellfishing Policy and Regulations

Section 7 Shellfish Aquaculture

7.15.3.

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

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

From time to time, upon receiving a recommendation from the Constable, the Board of Selectmen may vote to limit the areas in which such fishing is allowed or the numbers of Chinese hats or such other devices that may be set out by individuals in these same areas.

In 2016, the removal deadline for such devices from areas not licensed for aquaculture has been temporarily extended to October 15, 2016. This is a one-time-only exception.

TOWN OF WELLFLEET
PUBLIC NOTICE

In accordance with M.G.L. Chapter 138, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday September 13 , 2016 at 7:05 p.m. in the Wellfleet Council on Aging to consider the request received August 4, 2016 Chap & Wags Inc. dba The Wagner at Duck Creek to change from a Seasonal License to an Annual License.

WELLFLEET BOARD OF SELECTMEN

APPLICANT'S STATEMENT

I, Leon E Wagner III the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of Chap + Wags Inc. d/b/a The Wagner at Dunes, hereby submit this application for Seasonal to annual license
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:

Leon E. Wagner III

Digitally signed by Leon E. Wagner III
DN: cn=Leon E. Wagner III, o=Chap + Wags Inc. d/b/a The Wagner at Dunes, ou=Chap + Wags Inc. d/b/a The Wagner at Dunes, email=leon@chapwags.com, c=US
Date: 2016.08.01 17:00:00 -0400

Date:

August 1, 2016

Title:

Chief Operating Officer



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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

FILL OUT THE FORM BELOW and mail it to:

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

☐ Name Rhonda Fowler Date 8/16/2016

Mailing Address 11 Pine Point Way
Wellfleet, Ma # 02667

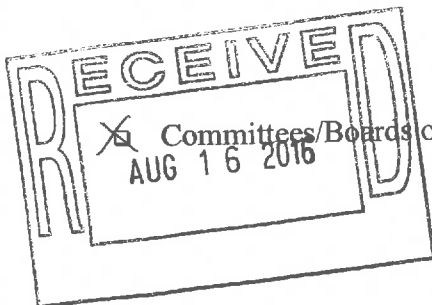
Phone (Home) 508-349-6351 (cell) 978 314 8306

E-mail RSfowler123@gmail.com

☒ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Volunteer Board of Director no-Kill animal shelter (1 1/2 yrs)
Sudbury Cultural Council member chair (7 yrs) zoning board &
conservation board secretary (paid) Planned cultural, arts &
sciences for school curriculum K-8, Audubon teacher & helped
set up family piece for Wellfleet Audubon. Worked in an orchard

(pd for 7 yrs) welcomed school groups, worked in apple shop &
made cinnamon apple doughnuts! my best job &
☒ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

5 years University degrees in Sociology of the family,
Psychology, minors in Violin and Eastern Religions
1 yr graduate Urban Planning



☒ Committees/Boards of Interest: 1)

Rec Department / Commission

2) Recycling

* 3) Will ask to be on
Cultural Council when they needed
more.

Thank you, Rhonda S. Fowler



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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

FILL OUT THE FORM BELOW and mail or bring it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name BRENDA CORREIA Date 9/7

Mailing Address 70 EAST COMMERCIAL ST
Wellfleet

Phone (Home) 508 246 5480 (cell) _____

E-mail cherrystonegallery@gmail.com

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

Small Business Owner
ACADEMIC BACKGROUND & CURRICULUM DEVELOPMENT
STAFF HIRING AND PROJECT MANAGEMENT
PUBLIC RELATIONS AND ADVERTISING DESIGN

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

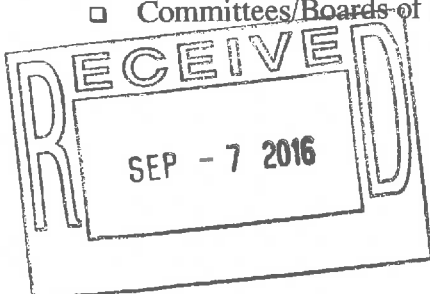
BFA / MFA / MLIS
PROFESSIONAL DEVELOPMENT IN AREAS OF
TECHNOLOGY / ELECTRONIC IMAGING

☐ Committees/Boards of Interest: 1) _____

2) _____

3) _____

PERSONNEL BOARD



As A Reminder

Dear Private Paved Road Residents,

As a reminder the deadline to make improvements to your private paved road for snow removal and sanding for the upcoming winter 2016 -2017 is October 28, 2016. Improvements may include roadside brushing, canopy, pavement improvements and signage. The policy and list of roads included is listed on the Town of Wellfleet's website: www.wellfleet-ma.gov. Please note it is in the resident's best interest to comply with the requirements. Roads that are not in compliance will not be plowed or sanded, except in the case of an emergency, which is determined by the Fire or Police Departments.

The Police, Fire and Department of Public Works will conduct inspections. The deadline for inspections is Friday, October 28, 2016. Please call 508-349-0315 with any questions or to schedule an inspection once improvements have been made.

**SPECIAL TOWN MEETING
WARRANT**

TOWN OF WELFLEET



TUESDAY, NOVEMBER 15, 2016

Wellfleet Elementary School
7:00 PM

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PROPOSITION 2½ TERMS

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

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

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

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

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

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

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

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

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

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

TOWN MEETING PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

SPECIAL TOWN MEETING WARRANT

Tuesday, November 15, 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 15th day of November, 2016, at seven o'clock in the evening**, then and there to vote upon the following Articles:

ARTICLE 1: To see if the Town will vote to appropriate a sum of money to pay costs of designing, constructing, originally equipping and furnishing the renovation of the existing police station, 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 7(3) of the General Laws, 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 Chapter 59, Section 21C of the General Laws (Proposition 2 ½).

Board of Selectmen recommends
Finance Committee recommends

SUMMARY: Chief will write.

ARTICLE 2: To see if the Town will vote, pursuant to G. L. c. 44B, to appropriate from the Community Preservation Fund the Community Housing budgeted reserves or fund balance the sum of \$57,000 to contribute to the cost of, and thereby support, for the Housing Rental Assistance Program.

Board of Selectmen recommends
Finance Committee recommends
Community Preservation Committee recommends
Housing Authority recommends

SUMMARY: Using existing housing in Wellfleet, the program will continue to serve the community need for affordable rentals. The program provides subsidies to landlords to bring rental rates down to affordable levels for income qualified applicants. Applicants are expected to pay 30% of their income toward the rent, and the subsidy makes up the difference. Funding now available for the program is expected to run out in December or January without additional CPA money.

ARTICLE 3: To see if the Town will vote to transfer from the Beach Fund the sum of \$9,600, or any other sum, for the purpose of funding a survey of the ocean beach landings, Newcomb Hollow, Cahoon Hollow, White Crest and Maguire Landing at LeCount Hollow and costs related thereto.

Board of Selectmen recommends
Finance Committee recommends

SUMMARY: A survey of the ocean beach landings has not been done for at least the last 25 years and it is necessary so that we can know exactly what our boundaries are as we plan for and compensate for annual erosion and loss of parking.

ARTICLE 4: To see if the Town will vote to adopt M.G.L. Chapter 41, section 110A Section 110A. Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the City charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

Board of Selectmen recommends
Finance Committee recommends

SUMMARY: Joe to write.

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

Board of Selectmen recommends

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

Board of Selectmen recommends

SUMMARY: Moderator's appointments are made under this article.

SPECIAL TOWN MEETING WARRANT
September 27, 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 twenty-seventh day of September, 2016.

Wellfleet Board of Selectmen

Dennis Murphy, Chair

Berta Bruinooge

Jerry Houk

Janet Reinhart

Helen Miranda Wilson

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: _____

BOS October and Novemeber Meeting Schedule Discussion

October 2016						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Yom Kipur – No BOS meeting	12	13	14	15
16	17	18 BOS Meeting	19	20	21	22
23	24	25	26	27	28	29
30	31					

More Calendars from WinCalendar: 2016, Excel Calendar, Calendar PDF, Holiday Calendar

November 2016						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Election Day & BOS Meeting-reschedule?	9	10	11	12
13	14	15 Tentative STM	16 Tentative STE	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FY 2018 Annual Budget, 2017 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 13, 2016	TA: Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 27, 2016	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 28, 2016	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2016	Certify Free Cash	Accountant
September 30, 2016	Estimate revenues for FY2018 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 18, 2016	BOS MEETING: Issue FY2018 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.') BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2) Distribute budget materials to department heads	BOS/TA/ATA
October 18, 2016	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA
October 14, 2016	Distribute budget materials to department heads	EA
October 25, 2016	BOS MEETING	BOS
October 26, 2016	FINCOM MEETING	FinCom
October 31, 2016	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom

NOVEMBER		
DATE	ACTION	WHO
November 2, 2015	DEADLINE for submission of Operating Budget and CIP change requests to FY2018 CIP to EA	Dept Heads
November 7-11, 2016	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 15, 2016	SPECIAL TOWN MEETING MEETING	
November 16, 2016	FINCOM MEETING	BOS/FinCom
November 22, 2016	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 13, 2016	FinCom
		TA/EA
DECEMBER		
DATE	ACTION	WHO
December 1, 2016	Request Annual Reports from officers, boards & committees	EA
December 2, 2016	Submission of budget documents and budget message to BOS + FinCom. Include FY18 budget documents + message in BOS Packets	TA/ATA
December 2, 2016	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 2, 2016	Budget materials made available to public	EA
December 9, 2016	Joint BOS/FINCOM MEETING: Distribute budget packets of the Big 5 Budgets	TA/EA
December 9, 2016	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2017	EA
December 13, 2016	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 30, 2016	2016 ANNUAL REPORT SUBMISSIONS DUE	All Depts/Boards/Committees

JANUARY			WHO
DATE	ACTION		
January 8, 2017	Develop draft ATM Article Index		ATA/EA
January 8, 2017	Update revenue estimates based on first 6 months of the current fiscal year		Accountant
January 9, 2017	First day to obtain nomination papers for Town Election		Clerk
January 10, 2017	BOS MEETING: Submit FY18 Regional School Budget Development Schedule to BOS with January 10, 2017 packets		TA
January 10, 2017	BOS MEETING: Submit draft ATM Article Index to BOS		ATA/EA
January 20, 2017	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 24, 2017		TA/Accountant
January 24, 2017	BOS MEETING: Review and place ATM Articles		BOS
January 25, 2017	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions		Dept Heads
January 27, 2017	Distribute placed Articles to Boards/Committees		EA
FEBRUARY			WHO
DATE	ACTION		
February 3, 2017	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs		Dept + Committee Heads
February 7, 2017 [tentative date - confirm with School Committee]	School Committee Meeting - Final budget review + vote to approve FY2017 regional school budget		School Committee
February 14, 2017	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting		BOS/FinCom/School Reps
February 15, 2017	TENTATIVE - Receive approved regional school budget		NRSB Business Manager
February 22, 2017	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions		Dept Heads
February 23, 2017	Distribute placed Articles to Boards/Committees for recommendations		EA
February 23, 2017	FINCOM to submit final budget recommendations to TA		FinCom
February 28, 2017	BOS MEETING: Review, place and recommend ATM Articles		BOS
February 28, 2017	Deadline for petitioned articles ("Prior to March 1 " - Charter 2-4-2)		Registered Voters

MARCH		
DATE	ACTION	WHO
March 1, 2017	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 3, 2017	<u>Submit Annual Town Report TO PRINTER</u>	EA
March 9, 2017	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 10, 2017	Distribute placed Articles to Boards/Committees	EA
March 10, 2017	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	Board/Com Chairs + Com Secretaries
March 13, 2017	Deadline for certification to Town of NRS and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees
March 13, 2017	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s. 7)	Clerk
March 14, 2017	BOS MEETING: Place and vote final ATM Articles	BOS
March 17, 2017	Final Review of Warrant	TA/ATA/EA
March 28, 2017	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 29, 2017	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 29, 2017	FINCOM MEETING	FinCom
March 30, 2017	Submit Warrant to printer	EA
March 27, 2017	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 29, 2017	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk
APRIL		
DATE	ACTION	WHO
April 1, 2017	Distribute FY 2019 CIP request forms. Due May 1, 2017	EA
April 4, 2017	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk
April 10, 2017	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 11, 2017	BOS MEETING	BOS
April 14, 2017	Finalize Article Motions	TA/ATA/EA
April 18, 2017	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair
April 18-21, 2017	Create Power Point Presentation with Articles and Motions for ATM	EA
April 24, 2017	FINCOM MEETING: Special meeting immediately preceding ATM	FinCom
April 24, 2017	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 24, 2017	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 25, 2017	RESERVED FOR SECOND DAY OF ATM	ALL

MAY			
DATE	ACTION	WHO	
May 1, 2017	FY2018 CIP request forms due from Department Heads	EA	
May 1, 2017	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk	
May 2-27, 2017	Prepare FY 2018 Capital Improvement Plan	TA	
May 9, 2017	BOS MEETING	BOS	
May 23, 2017	BOS MEETING: Submit FY2018 CIP to BOS + FinCom	EA	
May 24, 2017	FINCOM MEETING	FinCom	
JUNE			
DATE	ACTION	WHO	
June 1, 2017	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA	
June 13, 2017	BOS MEETING	BOS	
June 27, 2017	BOS MEETING	BOS	
June 28, 2017	FINCOM MEETING	FinCom	
June 30, 2017	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom	
TBD: CIP Public Hearing	Charter Sec 7-6-1: 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.'	FinCom	



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
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BOARD OF SELECTMEN GOALS 2016-2017

Berta Bruinooge Goals

- Limit the increase in the 2018 operating budget to 2.5%.
- Make a decision on the new Baker's Field recreation building.
- Make a decision on a new Shellfish building.
- Any new positions subject to a Town Meeting vote and a prop 2 1/2 override by the voters.

Jerry Houk's Goals

- Make a decision on the new Baker's Field recreation building.
- Consider FT Building Inspector
- Work with Board of Water Commissioners to update Master Water Plan.
- Conduct a forensic audit of the Shellfish Department
- Direct Departments to look into funding - Fees & Grants

Dennis Murphy's Goals

- Forensic Audit of one of the Big 3 Departments
- Review funding for maintenance & repairs of public buildings; consider hiring separate maintenance personnel; consider FT Building Inspector.
- Work with Board of Water Commissioners to update Master Water Plan.
- Continue the Harbor Dredging efforts.

Janet Reinhart's Goals Streamline Selectmen's Processes: fees, forms,

- Make long term plans for Mayo Beach, Recreation area and Shellfish Shack Bathrooms
- Update Recreation Building
- Forensic audit of Shellfish Departments and other departments.
- Keep 2 1/2 % budget
- Informative Meetings for committees, employees, voters on: Open Meeting, Conflict of Interest, regulations, Meeting Procedures, etc.
- Direct Departments to look into funding - Fees & Grants

Helen Miranda Wilson's Goals

- Conduct a forensic audit of the Shellfish Department
- Directing departments to aggressively research and apply for grants.
- Improve our public process. For example:
 - Regular Open Meeting Law and Conflict of Interest Law training for staff and special employees
 - Education for new commercial and non-commercial shellfish permit holders. In the past, I ran this by the DMF. ;
 - Insure all departments' knowledge of the Town's Charter, Selectboard Policies, Regulations and Bylaws.
- Consider getting off Virtual Town Hall.



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To: Board of Selectmen
From: Dan Hoort, Town Administrator
Subject: Town Administrator's Report
Date: September 9, 2016

This report is for the period August 19, 2016 through September 9, 2016.

- 1 a. The first four weeks have been spent meeting with Town staff and touring their facilities as well as introducing myself to members of the community.
- 2 Fiscal Matters
 - a. It is my intent to bring my first recommended budget policy to the September 27th BOS meeting. I have been reviewing the Town's finances since my arrival.
- 3 Meetings
 - a. August 19, 2016 – Met with Non Resident Taxpayers Assn President.
 - b. August 22, 2016 – Police Station Building Committee.
 - c. August 24, 2016 – Attended Housing Authority meeting.
 - d. August 25, 2016 – Met with two Chamber of Commerce representatives.
 - e. August 29, 2016 – Police Station Building Committee.
 - f. September 1, 2016 – Attended Shellfish Advisory Committee meeting.
 - g. September 6, 2016 – Attended Wellfleet Elementary School opening day ceremony.
 - h. September 8, 2016 – TA coffee at COA.
 - i. September 8, 2016 – Cape and Islands Town Managers group.
 - j. September 9, 2016 – Met with Wellfleet Chamber of Commerce executive director.
- 4 Complaints.
 - a. None
- 5 Miscellaneous.
 - a. Staff discussion on Baker's Field recreation building continues with intent to bring update to the Selectmen on September 27th.
 - b. Planned future meetings include the Community Development Partnership and the U.S. Department of Agriculture.
- 6 Personnel Matters:
 - a. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Transfer Station equipment operator position was re-advertised and the deadline has now passed.

Date: September 8, 2016
To: Board of Selectmen
From: Jeanne Maclauchlan
Re: Vacancies on Town Boards

Bike & Walkways Committee (5 Members)

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

Building and Needs Assessment Committee (5 Members)

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

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 (1 member, 1 alternate)

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

Commission on Disabilities (up to 7 Members)

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

Comprehensive Wastewater Management Planning Committee (7 Members)

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

Energy Committee (11 members total)

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

Finance Committee (9 members, 2 alternate)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Town Moderator	2 years to complete term
1 Alternate Position		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	1 year to complete term
Requesting Appointment: No applications on file		
Marina Advisory Committee (7 Members, 2 Alternates)		
Vacant Position	Appointing Authority	Length of Term
1 Position	Board of Selectmen	2 years
Requesting Appointment: No applications on file		
Open Space Committee (7 Members)		
Vacant Position	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year
Requesting Appointment: No applications on file		
Personnel Board (4 members + TA + FinCom Rep)		
Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: One application on file		
Recreation Committee (5 members)		
Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years
Requesting Appointment: One application on file		
Recycling Committee (11 members)		
Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: One application 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		



DRAFT

**Wellfleet Board of Selectmen
Minutes of August 23, 2016
Wellfleet Senior Center**

Present: Selectmen Dennis Murphy, Helen Miranda Wilson, Berta Bruinooge, Janet Reinhart; Jerry Houk; Town Administrator Dan Hoort, Assistant Town Administrator Brian Carlson

Chairman Dennis Murphy called the meeting to order at 7:00 pm.

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

Murphy introduced the new Town Administrator Daniel Hoort and thanked Brian Carlson for the well done job as acting town administrator.

Murphy opened the public hearing(s) at 7:05 pm.

Request of Leon E. Wagner for Chap + Wags, Inc. dba The Wagner at Duck Creek to change from a Seasonal License to an Annual License – postponed to September 13, 2016

Request of Russell Swart, Manager of ITILDO BBQ, dba Marconi Beach Restaurant for a new seasonal All Alcohol Restaurant License.

The applicant was absent. Reinhart proposed postponing this request due to possible violations of the Building Inspector regulations for signs.

MOTION 217-041: Reinhart moved and Wilson seconded to postpone the public hearing for seasonal All Alcohol Restaurant License for ITLDO BBQ, dba Marconi Beach Restaurant until the applicant comes to the Board to discuss a compliance with sign regulations violation. Bruinooge and Houk did not support postponing this matter. The motion passed 3-2.

Revision of fees for the Building Department

MOTION 217-042: Reinhart moved to accept the revision of fees for the Building Department as printed. Bruinooge seconded and the motion passed 5-0.

Approval of Taxation Aid Committee request for fall tax bill insert

MOTION 217-043: Reinhart moved and Wilson seconded to approve the request of the Taxation Aid Committee for fall tax bill insert. The motion passed 5-0.

Hazard Mitigation Plan Update

Dr. Caroline (Cally) Harper of the Cape Cod Commission, Police Chief Ronald Fisette and Assistant Town Administrator Brian Carlson presented the final draft of the Hazard Mitigation Plan. They explained the need for its approval for sending to FEMA and MEMA for review and then final adoption by the Town in order for Wellfleet to qualify for FEMA hazard mitigation funding. Wilson said that she had submitted comments related to climate change effects on the shellfishing industry and suggested including these comments before sending the Plan to FEMA and MEMA.

MOTION 217-044: Wilson moved to postpone the approval of the draft Hazard Mitigation Plan for sending to FEMA and MEMA until September 13, 2016 contingent on including her comments. Reinhart seconded, and the motion passed 5-0.

Award of contract for water tower paint spot repairs

Justina Carlson, Chair and Catharie Nass, member of the Board of Water Commissioners presented the request for award of the Water Tower Paint Spot Repair contract to Limerick Steeplejacks, Inc. and went

over a memo¹ on the subject. Moe Barocas had a question about how sandblasting dust will be handled. Carlson explained the contractor's scope of work and plans for containing the work area. Wilson talked about the restrictions set in the technical specifications, and suggested involving the Health Agent to monitor the project for compliance.

MOTION 217-045: Wilson moved to approve the contract with Limerick Steeplejacks, Inc. for sanding, sandblasting and painting areas on the Wellfleet Municipal Water System water tower showing signs of rust and paint deterioration as specified in the contract and in the technical specifications document and to direct the Health Agent through the Town Administrator to monitor the project at her convenience while the work is taking place. Bruinooge seconded and the motion passed 5-0.

Request of Russell Swart, Manager of ITILDO BBQ., dba Marconi Beach Restaurant for a new seasonal All Alcohol Restaurant License - reopened

Murphy acknowledged the arrival of Russell Swart, Manager of ITILDO BBQ., dba Marconi Beach Restaurant. The Board re-opened the review of Swart's request for a new seasonal All Alcohol Restaurant License. Discussion ensued about signs and compliance. Houk said that all complaints should be handled through the Town Administrator, not individual Board members. Swart affirmed that he will check with the Building Inspector to see what the signage issues are and will correct them.

MOTION 217-046: Houk moved to approve a new seasonal license for ITILDO BBQ., dba Marconi Beach Restaurant. Bruinooge seconded and the motion passed 5-0.

Call for Special Town Meeting on November 15, 2016 and Call for Special Town Election on November 29 or December 21, 2016 – postponed to September 13, 2016 per Town Clerk's request.

Discussion of Collins Center for Public Management agreement on five-year capital planning

ATA Carlson introduced the State grant opportunity for \$30,000 to pay for the services of the Collins Center for Five Year Capital Plan for the Town. Community Services Director Suzanne Thomas gave her point of view for the capital budget process she had experienced over the years. Wilson expressed concerns that this process may involve a huge amount of Department Heads time. Murphy supported the idea of bringing a new level of expertise and professionalism to the capital planning process. Bruinooge agreed with Murphy, but also was concerned with high demand for department heads time. Fire Chief Rich Pauley shared the capital planning needs of the Fire Department for the next 10 years. Justina Carlson expressed support of the project. Hoort said that he is in favor of the project, hoping it will bring new thoughts and ideas on capital planning.

MOTION 217-047: Reinhart moved to authorize the Town Administrator to enter into agreement with the Collins Center for Public Management and to accept the \$30,000 State grant for a five-year capital planning project. Bruinooge seconded and the motion passed 5-0.

Discussion of changing the number of members for the Cultural Council

The Selectmen discussed lowering the number of cultural council members set to 22 by the Massachusetts Cultural Council. Michele Olem, Chair of the Wellfleet Cultural Council said that currently there are 12 members, and according to her 15 or 17 members would be an appropriate number based on membership participation over the years.

MOTION 2017-048: Wilson moved to limit the number of members of the Cultural Council to 15. Bruinooge seconded and the motion passed 5-0.

FY 2017 Board of Selectmen Goals

The selectmen reviewed the list² of goals for 2016-2017 one more time. Houk expressed support for the following: Make decision on the new Baker's Field recreation building; Consider FT Building Inspector; Work with Water Commissioners to update the Master Plan; Conduct a forensic audit of the Shellfish Department and Direct Department Heads to research and apply for grants. Murphy said that the Shellfish Department reappointments are coming up in the end of December and suggested having the Shellfish Department audit before that. The rest of the selectmen supported the idea; an audit will be scheduled in November.

Town Administrator's Report

Hoort presented his first report³ and said that he is excited to be here and that his door is always open.

Future Concerns

- Wilson suggested delegating the Community Action Committee of Cape Cod & Islands (CACCI) request for nominations with September 16, 2016 deadline to the Housing Authority or the Community Services Director.
- Houk suggested a meeting with the Board of Health to talk about solar panels, new toilet options and new construction in the future.
- Reinhart proposed to review the Town's zoning restrictions and said that the department heads should be more specific in their monthly reports in terms of providing numbers instead of vague terms.
- Wilson expressed concerns about the high cost of the IT contract and ongoing email issues.
- Murphy expressed concerns about the Town Hall elevator status and the broken door knob at the Assistant to the Clerk/Treasurer office.

Correspondence⁴ and Vacancy⁵ Report

Minutes

MOTION 217-049: Reinhart moved and Wilson seconded to approve the minutes⁶ of August 9, 2016 as amended by Wilson. The motion passed 3-0-2. [Bruinooge and Houk abstained].

Adjournment

MOTION 217-050: Bruinooge moved to adjourn the meeting at 8:46 pm. Wilson seconded and the motion passed 5-0.

Respectfully submitted,

Michaela Miteva, Executive Assistant

Public Record Documents:

¹ BWC Memo for Water Tower Paint Spot Repairs and contract award

² 2016-2017 BOS Goals - Final

³ TA report of August 19, 2016

⁴ Correspondence Report of August 23, 2016

⁵ Vacancy Report of August 18, 2016

⁶ Draft minutes of August 9, 2016