



Board of Selectmen

RECEIVED

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TOWN CLERK
TOWN OF WELLFLEET

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, September 26, 2017 at 6:30 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.

EXECUTIVE SESSION AT 6:30 P.M.

Pursuant to G.L. c. 30A, §21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares:

1. To make a decision on the Wellfleet Communications Union Grievance for a health insurance stipend denial to Eileen McCarthy.

PUBLIC SESSION AT 7:00 P.M.

- 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) [7:00]**
 - A. Discuss and vote a new fee schedule at the Marina.
- III. **Appointments/Reappointments**
 - A. Appointment of Nicholas Daley as a Full-Time Police Officer with a term through 9/26/18.
 - B. Appointment of Edward Garneau as a Full-Time Police Officer with a term through 9/26/18.
 - C. Appointment of Officer Kevin LaRocco promoted to Police Sergeant .
 - D. Appointment of Dian K. Reynolds to the COA Board with a term to 6/30/2020.
- IV. **Business**
 - A. Approve the request of Edwin C Berrio Jr. and Lisbeth Berrio to transfer slip #D-16 to Benjamin Pickard beginning with the 2017 season.
 - B. Discussion of a Town-owned lot at Commercial Street and Bank St.
 - C. Review and approval of FY 2019 Budget Policy [second reading]
- V. **Town Administrator's Report**
- VI. **Topics for Future Discussion**
- VII. **Correspondence and Vacancy Report**
- VIII. **Minutes [September 12, 2017]**
- IX. **Adjournment**



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

EXECUTIVE SESSION

REQUESTED BY:	BOS
DESIRED ACTION:	Enter in Executive Session based on G.L. c. 30A, §21(a)(X)
PROPOSED MOTION:	<p><u>Janet Reinhart</u>: I move to adjourn the public meeting and enter in executive session for the following reasons:</p> <p>A. Pursuant to G.L. c. 30A, §21(a) (3) To discuss strategy with respect to collective bargaining or litigation, because an open meeting may have a detrimental effect on the bargaining or litigating position of Town: <i>To make a decision on the Wellfleet Communications Union Grievance for a health insurance stipend denial to Eileen McCarthy.</i></p> <p>The board will reconvene in public session at 7:00 pm after the executive session.</p> <p>Roll Call Vote.</p>
VOTED:	Murphy____ Reinhart ____ Bacon ____ Wilson _____ Houk _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

II

PUBLIC HEARING(S)

REQUESTED BY:	Michael Flanagan, Harbormaster
DESIRED ACTION:	Approve a fee increase for the Marina
PROPOSED MOTION:	I move to approve the requested by the Harbormaster fee increase for the Marina as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC NOTICE

Notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, September 26, 2017 at 7:00 p.m. in the Wellfleet Council on Aging, 715 Old Kings Highway, to discuss and vote on a new fee schedule at the Marina.
Copies of the new fees are available at the Administration Office.

WELLFLEET BOARD OF SELECTMEN



TOWN OF WELLFLEET MARINA

300 MAIN STREET
WELLFLEET, MASSACHUSETTS 02667
508-349-0320

email: marina@wellfleet-ma.gov

web page: www.wellfleet-ma.gov



Wellfleet Board of Selectmen
300 Main St
Wellfleet, MA 02667
August 31, 2017

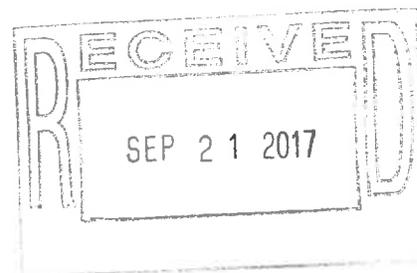
Dear Board,

To increase revenues at the Marina and to bolster the Marina Enterprise Fund, I am proposing to increase fees in several categories.

1. Skiff Tie up increase of \$57 to \$350/season for taxpayers and an increase of \$31 to \$450/season for non-taxpayers.
2. L-Pier and Mosquito Dock increase of \$3/ft. to \$40/ft. for taxpayers and an increase of \$6/ft. to \$50/ft. for non-taxpayers.
3. F/V, Floats and Rafts Dockage increase of \$1 to \$40/night.
4. Seasonal Launch Ramp Fee increase of \$36 to \$200/season
5. I would ask to change the title of this category from Trailer Parking to **Overnight/Event Parking.** \$8 increase to \$20/night for overnight parking and a \$900 increase to \$1500/season.
6. Oysterfest Parking \$5 increase to \$20/car. (% of profits to go directly to the Marina Enterprise Stabilization and Dredging Funds)
7. Winter Storage increase of \$407 to \$1500.
8. Escrow for Winter Storage increase of \$407 to \$1500.
9. Off Season Dockage (comm f/v >25') increase of \$31 to \$250.
10. Off Season Dockage (comm f/v <25') increase of \$40 to \$150.

Respectfully Submitted,


Michael Flanagan
Harbormaster



**TOWN OF WELLFLEET MARINA
2017 FEE SCHEDULE**

DESCRIPTION	TAXPAYER	NON-TAXPAYER	PROPOSED	
			TAXPAYER	NON-TAXPAYER
CONCRETE FLOATS	A	1,672.00	2,295.00	
	B	1,839.00	2,463.00	
	C	1,672.00	2,295.00	
	D	2,006.00	2,631.00	
	E	2,173.00	2,790.00	
OUTBOARD SLIPS		1,184.00	1,672.00	
SKIFF TIE UP		293.00	419.00	\$350 \$450
FINGER PIER/SOUTH BULKHEAD		2,006.00	2,631.00	
L-PIER/MOSQUITO DOCK	\$37/ft	\$44/ft	\$40/ft	\$50/ft
ACE MOORING TAGS	219.00	263.00		
WATERWAYS MOORING TAGS	72.00	98.00		
DINGHY TIE UP	328.00	328.00		
TRANSIENT DOCKAGE	2./FT>30'			
	\$11/week	for electricity		
TRANSIENT MOORING	\$2./FT>30FT			
OFF SEASON DOCKAGE	\$131/WK			
OFF SEASON MOORING	\$6.00/NT \$33/WK			
F/V, FLOATS & RAFTS DOCKAGE	\$39./NIGHT	\$39./NIGHT	40/Night	
DAILY LAUNCH RAMP FEE	10./DAY			
SEASONAL LAUNCH RAMP FEE	164.00./SEASON		\$200	
COMMERCIAL LAUNCH (SEASONAL)	Operation			
SLIP WAITING LIST	11.00			
MOORING WAITING LIST	11.00			
TRAILER PARKING	12.00/OVERNIGHT	600./SEASONAL	OVERNIGHT	SEASONAL
(Change above to <u>Overnight/Event Parking</u>)			\$20	\$1,500
F/V UNLOADING	55.00			
OFF SEASON (COMM F/V>25')	219.00		\$250	
OFF SEASON (COMM F/V<25')	110.00		\$150	
WINTER STORAGE	1,093.00		\$1,500	
ESCROW	1,093.00		\$1,500	



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

III

APPOINTMENTS/REAPPOINTMENTS

REQUESTED BY:	Ronald Fiset, Police Chief
DESIRED ACTION:	Appoint a Full-Time Police Officer
PROPOSED MOTION:	I move to appoint Nicholas Daley as a Full-Time Police Officer with a term through 9/26/18.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town of Wellfleet
Police Department

September 18, 2017

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

Subject: FULL TIME POLICE OFFICER APPOINTMENT

I request Nicholas Daley be appointed as a Full Time Police Officer, from September 27, 2017 through September 26, 2018 (the exact start date to be determined). Mr. Daley will be filling one of two current open positions, one officer left our employment (9/24/2017) for another agency and the animal control position merged into the police department. Mr. Daley will need to attend a 20+ week Full Time Police Officer Academy (tentatively looking at the Plymouth Police Academy, start date January 22, 2018).

Nicholas Daley (Wellfleet Community Service Officer 2015, Special Police Officer 2016 & 2017, Relief Dispatcher 2015, 2016 & 2017):

Physical	In Progress
Physical Agility Test	In Progress
Police Academy Application	In Progress
Background Check	In Progress
Psychological Evaluation	In Progress

I recommend that Mr. Daley 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: Dan Hoort, Town Administrator

**WELLFLEET POLICE DEPARTMENT
SUMMARY SHEET OF APPLICANT'S INFORMATION**

Applicant's Name: Daley Nicholas G.
(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: 28 Nathan Walker Rd
(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	Nauset Regional High School 100 Cable Road, Eastham, MA (508) 255-1505	Yes	4	Diploma	
Undergraduate	Bridgewater State University 131 Summer St, Bridgewater, MA (508) 531-1000	Yes	2	Bachelors	Criminal Justice
Graduate					
Other	Cape Cod Community College 2240 Iyannough Rd., Barnstable, MA (508) 362-2131	Yes	2	Associates	Criminal Justice

- b. Have you attended or are attending a Reserve Police Academy? Yes [XX] No [] If yes, give details to include completion date: Plymouth Academy 1/24/2016
- 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: 10/18
- e. Do you have a CPR certificate? Yes [XX] No [] Exp. Date: 10/18

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

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

IMC – Police software

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	
05/2015	N/A	Wellfleet Police Department 36 Gross Hill Road Wellfleet, MA 02667 Community Service Officer (2015) Special Police Officer (2016, 2017) Relief Dispatcher (2015, 2016, 2017)			Michael Hurley, Lieutenant
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	
3/2016	7/2016	Brewster Police Department Interim Disaptcher	16.00	16.00	Captain Heath Eldridge

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
10/2015	04/2016	Department of Youth Service (Brewster)	12.00	12.00	Mike Waite

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: _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

III

APPOINTMENTS/REAPPOINTMENTS

REQUESTED BY:	Ronald Fisette, Police Chief
DESIRED ACTION:	Appoint a Full-Time Police Officer
PROPOSED MOTION:	I move to appoint Edward Garneau as a Full-Time Police Officer with a term through 9/26/18.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town of Wellfleet
Police Department

September 18, 2017

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

Subject: FULL TIME POLICE OFFICER APPOINTMENT

I request Edward Garneau be appointed as a Full Time Police Officer, from September 27, 2017 through September 26, 2018 (the exact start date to be determined). Mr. Garneau will be filling one of two current open positions, one officer left our employment (9/24/2017) for another agency and the animal control position merged into the police department. Mr. Garneau will need to attend a 20+ week Full Time Police Officer Academy (tentatively looking at the Plymouth Police Academy, start date January 22, 2018).

Edward Garneau (Wellfleet Special Police Officer 2017):

Physical	In Progress
Physical Agility Test	In Progress
Police Academy Application	In Progress
Background Check	In Progress
Psychological Evaluation	In Progress

I recommend that Mr. Garneau 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: Dan Hoort, Town Administrator

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

Communications Position; Full Time [] Part Time []

WELLFLEET POLICE DEPARTMENT SUMMARY SHEET OF APPLICANT'S INFORMATION

Applicant's Name: Garneau Edward P.
(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: 17 Cyrus Drive
(Number & Street)
Centerville MA 02632
(City/Town) (State) (Zip)

II EDUCATION

	School Name, Address and Phone Number	Graduated Yes/No	Number of Years Attended	Degree	Major
High School	Cape Cod Regional Tech 351 Pleasant Lave Ave. Harwich, MA (508) 432-4500	Yes	4	Diploma	Automotive Technology
Undergraduate					
Graduate					
Other					

- b. Have you attended or are attending a Reserve Police Academy? Yes [] No [] If yes, give details to include completion date: Plymouth Academy 2/12/2017
- c. Have you attended or are attending a Full Time Police Academy? Yes [] No [] If yes, give details to include completion date: _____
- d. Do you have a First Responder certificate? Yes [] No [] Exp. Date: 10/18
- e. Do you have a CPR certificate? Yes [] No [] Exp. Date: 10/18

- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:
Mechanically inclined, outdoor activities, hiking, running, weight training
- g. List any special equipment or computer systems with which you have experience.

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	
05/2017	N/A	Wellfleet Police Department 36 Gross Hill Road Wellfleet, MA 02667 (508) 349-3702 Special Police Officer			Michael Hurley, Lieutenant
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	
02/2000	N/A	Dick Beard Chevrolet 22 Ridgewood Ave, Hyannis, MA 02601 (508) 775-1843	6.75	20.00	James Mueller Service Manager

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	

- 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: _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

III

APPOINTMENTS/REAPPOINTMENTS

REQUESTED BY:	Ronald Fiset, Police Chief
DESIRED ACTION:	Promote a Full-Time Police Officer to a Sergeant
PROPOSED MOTION:	I move to approve the appointment of Officer Kevin LaRocco to Police Sargent as a result of a promotion by the Police Chief.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town of Wellfleet
Police Department

September 18, 2017

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

Subject: PROMOTION OF OFFICER KEVIN M. LAROCCO TO THE POSITION OF
SERGEANT

I request that Off. Kevin M. LaRocco be promoted to the position of Sergeant within the Wellfleet Police Department. Over the past month, I conducted a promotional process involving three Officers. The first phase was to request a letter of interest as to why the Officers felt they should be selected and promoted. After reviewing the letter of interests, I conducted a one on one interview and a review of their personnel records along with their accomplishments over the past several years. After undertaking this process, I feel that Off. Kevin L. LaRocco is the best candidate and would proudly serve the residents and visitors to the Town of Wellfleet and the Wellfleet Police Department (attached is his letter of interest).

Off. Kevin M. LaRocco summary of information:

May 2007	Hired as a Summer Police Officer
November 2007	Hired as a full time Dispatcher
July 2011	Hired as a full time Officer

Respectfully submitted for your information and consideration.



Ronald L. Fisette
Chief of Police

cc: Dan Hoort, Town Administrator

To: Chief Ronald Fisette
From: Officer Kevin M. LaRocco
Subject: Letter of Interest
Date: August 15, 2017

Chief Fisette,

I would like to formally be considered for the Sergeant's position. Following is my letter of interest, which outlines my training and experience with the Wellfleet Police Department over the last ten years. My resume is attached.

I would like to formally express my interest in the anticipated Sergeant's position. Having worked as a police officer for six years, and with the department over the last ten years, I've been privileged to grow in my current role, learning and working with others to become a responsible leader and an example for junior officers.

I feel I should be considered for the Sergeant's position because I am responsible and can give direction to officers and summer officers. I have demonstrated a good work ethic and a good attitude, and strive to continuously improve my performance. I listen to and get along well with others, and share advice that will help junior officers become stronger. In 2016, I was Officer in charge sixty-two shifts. So far, this year I have been Officer in charge forty-four shifts. I feel my experience during these shifts confirms my ability to lead the day-to-day operations of the department without incident. As an example, in April 2017, while Officer in charge, I worked a major accident at the Main Street lights, assuming command while Route Six was closed. During this time, we received multiple calls for service, and I recognized the need to utilize other departments to respond to these calls in our town. This is one example that illustrates my critical decision making and leadership skill.

I recently read an article on "Personal Qualities of a Great Sergeant" by Edward J. Werder (Chief of Police, Cooper City, FL.) In this article, Werder talks about knowledge, self-discipline, communication, delegation, adaptability, duty, fun, motivation, fairness, self-improvement, leadership and loyalty as the qualifications that stand out in a great Sergeant. I strongly relate to this description, and feel that this article represents the way I approach my position. I take pride in what I do and always give it my all. I learn from others and don't always assume that I have the answer.

To my current position, I bring leadership, the ability to direct when direction is needed. I bring a willingness to learn, team skills, working together to complete any initiative. I bring compassion - not only to the department, but to the community, when needed. I bring a desire to build relationships within the community. I bring a commitment to conflict resolution, and the ability to handle stressful situations that involve difficult people calmly and with authority. I believe that I will only strengthen each of these skills as a Sergeant.

I believe my accomplishments prior to joining the department speak to my ability to be a good leader. When I was nineteen, I owned and operated a successful Landscape Company. I started this business on my own and grew it into a company with fourteen employees. Over the course of ten years, I trained new employees, and supervised multiple crews to assure clients' expectations were not only met but exceeded. I monitored company costs and employee schedules along with maintaining equipment and inventory of supplies. My ability to manage resources well will also, I believe, serve me well in a supervisory role.

After selling my business in 2006, I decided to begin a new career in Law Enforcement. Since becoming a Police Officer, I have successfully accomplished the following:

- I've trained as part of the Cape Cod Regional Accident Reconstruction Team
- I've trained and become a Child Safety Seat Technician to conduct safety seat checks, and apply for grants for equipment
- I've participated in many community building programs (Shop with A Cop, Coffee with A Cop, Toys for Tots, etc.)
- I've created a Field Training Program for Junior Officers and Probationary New Hires
- I've completed a lengthy list of certifications (please see my resume, attached, for details.)

When I have a goal, I don't stop until I reach it.

Currently, my passion is to expand Wellfleet's Field Training Program for New Officers. I'm proud of the way I was able to help develop and implement the program so quickly, and of the immediate positive results the program produced for our last two hires. I look forward to involving other Officers in improving the program, and hope to see it become one of the best on the Cape.

Community involvement is another area I'm committed to continuing to develop. I feel I've established a solid connection with residents in town, especially with the younger residents, and I believe that the trust and respect they've shown me is a reflection of increasing confidence in our Department.

I also intend to re-address the completion of my college degree. I currently hold 58 credits - but when my landscaping business took off so quickly, I made the difficult decision to postpone the completion of my degree. I value education and know it will only enhance my position within the Department - so I intend to pursue a Bachelor's degree.

As we look forward to occupying a brand-new facility in April, it's my hope that we as a department experience a renewal from within as well. Transitions present great opportunities to improve communication, strengthen team building, and showcase personnel with natural leadership abilities. We can take advantage of these opportunities by using our new space to implement a structured meeting schedule to help improve communication among all members of the Department. The creation of this Sergeant's position will help to distribute responsibility more evenly, and help us work together better as a team.

We live in a community that has some unique needs. As we move forward, it's crucial that we continue to connect with town residents so they recognize us as a solid resource for help. Implementing more outreach programs, increasing our social media presence, and holding events like our "Sober Social" will give residents confidence that we are there for them when they need us.

Supervision is needed in all aspects of each shift, to implement policies and procedures within the department. I see the role of a first line supervisor as mentor, someone who can maintain a shift, assist others and work together, getting the job done as a team. A supervisor's priority is to uphold the standards of the department and create an atmosphere of cooperation. He or she should be prepared to work with the community on issues that arise while on AND off-duty since interaction with the public can happen more often with administration on days off. A Sergeant must lead from the front, representing all Department members, making decisions to help the team run effectively.

After examining all of the above thoroughly, I believe I have the qualities to be a Sergeant for the Wellfleet Police Department. In keeping with my commitment to growing with the Department, I'd like to formally apply for the position. Thank you for your consideration and please feel free to notify me if you need any additional information.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin M. LaRocco". The signature is written in a cursive, flowing style.

Kevin M. LaRocco

Kevin M. LaRocco

Summary

- Police Officer with ten years in law enforcement, including assisting citizens, investigating accidents and conducting routine patrols. Police Officer highly effective at taking leadership direction from superiors, as well as mentoring junior officers. Believes that a willingness to learn and an emphasis on teamwork are essential qualities of successful law enforcement officers.

Education

DIPLOMA | 1992-1996 | DENNIS YARMOUTH HIGH SCHOOL
18 CREDITS | 1996-1997 | BECKER COLLEGE
40 CREDITS | 1997- 1999 | CAPE COD COMMUNITY COLLEGE

- Related coursework: Business Management

Skills & Abilities

ACCIDENT RECONSTRUCTION

- Investigating, analyzing, and drawing conclusions about the causes and events during a vehicle collision. Reconstructionists are to conduct in-depth collision analysis and reconstruction to identify the collision causation and contributing factors in different types of collisions, including the role of the driver, vehicle, roadway and the environment

CHILD PASSENGER SAFETY SEAT TECHNICIAN

- Knowledge to work by conducting child safety seat checks, where parents and caregivers receive hands-on assistance with proper use of child restraint systems and safety belts.
Apply and receive state grants for equipment
Work with other departments and disperse child safety seats

COMMUNITY POLICING

- Working with the community and building great relationships.
Problem solving
Holding events: Shop with a Cop, Coffee with a Cop, Toys for Tots.

FIELD TRAINING OFFICER

- Responsible for the training and evaluation of a new junior or probationary hire
Creating a program for the Wellfleet Police Department

Experience

KB LANDSCAPE CONSTRUCTION, INC. | OWNER/OPERATOR | 1996-2006

- Managed a team of 14 employees. Trained new employees of functions of land design and usage of company standards.

Negotiated and acquired numerous contracts while supervising crews to assure clients expectations are exceeded.

Monitored company costs and employee schedules

Maintained equipment and inventory of supplies

RESERVE POLICE OFFICER | WELFLEET POLICE DEPARTMENT | MAY 2007- NOVEMBER 2007

- Assisted full time officers with motor vehicle accidents, traffic control, booking procedures, along with daily calls for service. Patrolled downtown on bicycle and on foot.

RESERVE POLICE OFFICER | ORLEANS POLICE DEPARTMENT | JUNE 2007- SEPTEMBER 2007

- Assisted with traffic control in downtown area on bicycle and on foot. Monitored/patrolled beaches

POLICE/FIRE/EMS DISPATCHER | WELFLEET POLICE DEPARTMENT | NOVEMBER 2007- JULY 2011

- Receive emergency and non-emergency calls record significant information. Address problems and requests by transmitting information or providing solutions. Receive and dispatch officers, fire or EMS to calls according to urgency and importance. Use radio, phone or computer to send equipment, vehicles or other field units to appropriate locations. Provide officers with information for traffic stops. Enter data into computer system and maintain logs and record of all calls, activities and other information

POLICE OFFICER | WELFLEET POLICE DEPARTMENT | JULY 2011- CURRENT

- Respond to daily calls for service, perform traffic stops, gather preliminary investigation information as a first responder to crime scenes, directed traffic during emergency and congested situations, instructed suspects on field sobriety tests and used portable equipment to perform tests, prepared cases for trial and appeared and testified in court as a witness, wrote reports on arrests made, activities performed and unusual incidents, wrote detailed accident reports, organize community service events, such as ice cream citations for kid wearing helmets, shop with a cop, Toys for tots, coffee with a cop

Certification

MUNIICIPAL POLICE TRAINING COMMITTEE

- Reserve/Intermittent Police Officers October 2006-January2007

NEW MEXICO TECH RESEARCH AND TESTING CENTER

- Incident Response to Terrorist Bombings January, 2007

POWER PHONE 911

- Advanced Fire Dispatch April, 2010

POWER PHONE 911

- Protecting Law Enforcement Responders May, 2010

COMMONWEALTH OF MASSACHUSETTS STATE 911	
➤ Handling Calls For Missing and Exploited Children	October, 2010
COMMONWEALTH OF MASSACHUSETTS STATE POLICE	
➤ Basic Firearms safety	July, 2011
MUNICIPAL POLICE TRAINING COMMITTEE	
➤ Basic Training Course For Police Officers 53 rd Municipal Police Officers Class	July 2011-December 2011
MUNICIPAL POLICE TRAINING COMMITTEE	
➤ Police Traffic Radar Operator	December, 2011
MUNICIPAL POLICE TRAINING COMMITTEE / FBI	
➤ Officer Safety and Street Survival	April, 2012
INSTITUTE OF POLICE TECHNOLOGY AND MANAGEMENT	
➤ At-Scene Traffic Crash/ Traffic Homicide Investigation	February, 2013
➤ Collision Reconstruction Course 1	
INSTITUTE OF POLICE TECHNOLOGY AND MANAGEMENT	
➤ Advanced Traffic Crash Investigation	March, 2013
➤ Collision Reconstruction Course 2	
INSTITUTE OF POLICE TECHNOLOGY AND MANAGEMENT	
➤ Traffic Crash Reconstruction	April, 2013
➤ Collision Reconstruction Course 3	
TASER TRAINING ACADEMY	
➤ Electrical Weapon Taser X2	June, 2013
NORTHEAST DIAGRAMMING SERVICES	
➤ CrashZone Basic and Intermediate Diagramming	December, 2013
NORTHEAST DIAGRAMMING SERVICES	
➤ CadZone advanced Course	March, 2014
NATIONAL CHILD PASSENGER SAFETY	
➤ Certified Child Safety Seat Technician	April, 2014
MUNICIPAL POLICE INSTITUTE	
➤ Firearms legal	May, 2014
➤ MIRCS Operator/ Firearms processing officer	
CAPE COD REGIONAL LAW ENFORCEMENT COUNCIL	
➤ Time, Distance and avoidance	December, 2015
➤ Collision Reconstruction course	

VIRGINIA CENTER FOR POLICING INNOVATION

- Community Policing Defined

January, 2015

INSTITUTE OF POLICE TECHNOLOGY AND MANAGEMENT

- Pedestrian / Bicycle Crash Investigation
- Collision Reconstruction Course

May, 2015

MUNICIPAL POLICE INSTITUTE

- Field Training Officer Program

September, 2016



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

III

APPOINTMENTS/REAPPOINTMENTS

REQUESTED BY:	Dian K. Reynolds
DESIRED ACTION:	Promote a Full-Time Police Officer to a Sergeant
PROPOSED MOTION:	I move to appoint Dian K. Reynolds to the Council on Aging Board with a term ending on June 30, 2020.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



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 DIAN K. REYNOLDS Date 9/9/17

Mailing Address P.O. Box 1982
WELLFLEET, MA 02661

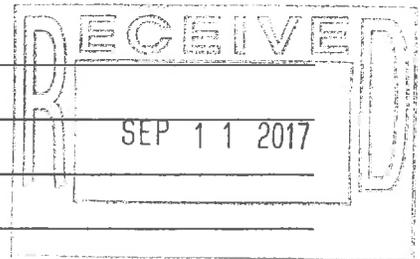
Phone (Home) 774-383-3932 (cell) NA

E-mail Dianreynolds@comcast.net

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

Board Friends of Wellfleet Library
President Board SR. CENTER 2012
Masters: Gerontology Prov. College

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



Committees/Boards of Interest: 1) FROSTER COA
2) FOWI
3) _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

IV

BUSINESS

REQUESTED BY:	Michael Flanagan, Harbormaster
DESIRED ACTION:	Approve a marina slip transfer request.
PROPOSED MOTION:	I move to Approve the request of Edwin C Berrio Jr. and Lisbeth Berrio to transfer slip #D-16 to Benjamin Pickard beginning with the 2017 season.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET MARINA
300 MAIN STREET
WELLFLEET, MASSACHUSETTS 02667
508-349-0320



email: marina@wellfleet-ma.gov
web page: www.wellfleet-ma.gov

Wellfleet Board of Selectmen
300 Main St
Wellfleet, MA 02667
August 31, 2017

Dear Board,

On February 9, 2017, I received a request from Buddy Berrio to transfer his slip D-16 to Benjamin Pickard of Wellfleet. Mr. Berrio has been a commercial fisherman out of Wellfleet Harbor for many years, and has decided to retire. Citing Marina Rules and Regulation IV. Fees and Leases Section G 1, Buddy Hopes to continue the tradition of maintaining some slips at our Marina for commercial use.

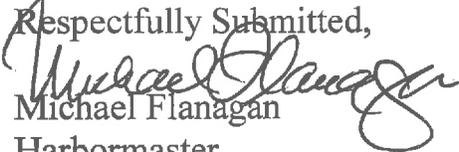
This regulation has been in place for many years to ensure that our commercial fisheries stay alive in Wellfleet.

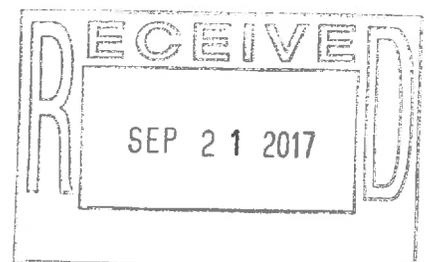
I have taken this request to the Marina Advisory Committee who overwhelmingly accepted this proposal.

I have known Ben Pickard for many years and find him to be a courteous and hardworking young man whom I am sure will continue the fishing legacy of Wellfleet, which is the intention of this regulation.

I hope you will agree and approve the request of Buddy Berrio to transfer Slip D-16 to Benjamin Pickard.

Thank you.

Respectfully Submitted,

Michael Flanagan
Harbormaster



To: Michael Flanagan, Harbormaster

Date: February 9, 2017

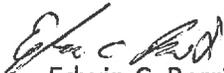
Subject: Slip # D16

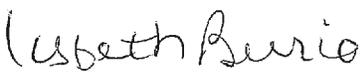
We, Edwin C Berrio Jr. and Lisbeth Berrio, wish to transfer slip # D16 to Benjamin Pickard of Wellfleet, beginning with the 2017 season.

Ben is a Wellfleet native with a Wellfleet commercial shellfish permit and is a lessee on his uncle's shellfish grant.

Thank you for your consideration.

Sincerely,


Edwin C. Berrio, Jr.


Lisbeth Berrio



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

IV

BUSINESS

REQUESTED BY:	Kathleen Bacon
DESIRED ACTION:	Discuss a Town-owned lot at Commercial Street and Bank St.
PROPOSED MOTION:	TBD
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

IV

BUSINESS

REQUESTED BY:	BOS & TA
DESIRED ACTION:	Approve the 2019 Budget Policy
PROPOSED MOTION:	I move to approve the FY 2019 Budget Policy as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2019**

It shall be the policy of the Town of Wellfleet that this Budget Policy articulates the Town's priorities and goals and provides an overview of the issues to be addressed during the Town of Wellfleet's budget process. This policy is adopted pursuant to Town Charter section 7-2-1 and Board of Selectmen's Policy 2013-02, Budget and Fiscal Management Policy.

BUDGET COMPLIANCE: The Budget will be estimated in accordance with all applicable laws.

BUDGET COMPONENTS: The Budget shall be composed of the General Fund Operating Budget, the Marina Enterprise Fund Budget, the Water System Enterprise Fund Budget, the Capital Budget, the ten-year Capital Improvement Plan and any budget Articles proposed for the Annual Town Meeting Warrant. The Capital Budget shall consist of capital requests to be funded from available funds including the tax levy; capital requests to be funded by borrowing shall be set forth in separate articles. The Budget should include financial results for the previous year and the current year to date. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

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

CAPITAL BUDGET: The Capital Budget is important because regular replacement of worn out or obsolete equipment and prompt maintenance of facilities are important steps to avoid larger future expenditures which can result from delayed replacement or maintenance. The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will include all capital projects and items with an overall expenditure of at least \$5,000 and a life expectancy of greater than one year. Replacement of vehicles will be reviewed in accordance with the Board of Selectmen's Vehicle Rollover Policy.

Certain capital budget items may be funded by borrowing. When presenting any capital item whose funding source is borrowing to town meeting voters the warrant shall include the projected debt service cost in the first year and the total projected debt service costs (principal and interest) for the entire borrowing term.

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

¹ See Town Charter section 7-5.
Budget Policy FY 2019.doc

may be required. (The FY 2019 Capital Improvement Plan has been previously approved and can be found on the town web site.

The Town Administrator will review and revise the approved FY 2019 Capital Improvement Plan with Department Heads during the fall budget planning process.

After completion of the 2017 Annual Town Meeting and in accordance with Charter section 7-5 the Town Administrator shall begin the process of updating the FY 2018 Capital Improvement Plan for FY 2019.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 3, 2017. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 1, 2017.

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2018 costs. Required salary adjustments will be proposed in a separate article or articles.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET

APPROVALS: The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by February 28, 2018.

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

Requests for new or expanded programs or services or substantial increases in ongoing expenditures, programs and services shall be detailed on the FY 2019 Additional Budget Request form (attached) and included with the proposed budget.

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town

Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

BUDGET TIMETABLE: Due dates and deadlines are specified in the “Fiscal 2019 Budget and 2018 Annual Town Meeting and Annual Town Election Schedule” to be adopted by the Board.

**THE BOARD OF SELECTMEN ADOPTS THE FOLLOWING FISCAL
MANAGEMENT GOALS FOR FISCAL YEAR 2019:**

(changes from prior year are **BOLD**)

- **To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.**
 1. **To limit the overall increase in the budgets recommended for the Wellfleet Elementary School and the Nauset Regional School District to 2.5% or less while acknowledging the actual Town of Wellfleet assessment for the Nauset Regional School District and the Cape Cod Regional Technical High School may be above or below that amount due to variances in student enrollment numbers.**
 2. **To limit the increase in the unclassified accounts budget to 8% or less while acknowledging that the increase in health insurance and the retirement assessment is not controlled by the Town of Wellfleet.**
 3. **To limit the Fiscal 2019 operating budget for expenditures other than education and unclassified accounts to 2.5% or less.**
- **The Selectmen’s Budget and Financial Management Policy specifies annual capital expenditures (exclusive of items financed by borrowing) of between three and seven percent of the operating budget. The Fiscal 2019 capital budget, based on the same set of operating budget assumptions, should therefore be between \$534,500 and \$1,247,000.**
- Not to authorize any new significant program without an identified financing source to pay for said program.
- Not to authorize any new full-time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- Any open positions will be evaluated and if needed, replaced with part-time or full-time employees as appropriate for the position.
- The maximum utilization of funds from all revenue sources to fund programs.
- Whenever possible and reasonable staff will cultivate productivity improvements that could lead to realized savings.
- Whenever possible and reasonable staff will investigate regional opportunities that could lead to realized savings.
- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.

- **The town will continue to provide for an annual Other Post-Employment Benefits (“OPEB”) contribution.**
- **To gradually increase the Stabilization Fund to approximate 5.0% of the annual operating budget. The Fund balance as of July 31, 2017, was approximately \$758,200. Based on policy goals the fund balance should be \$889,000. A transfer of \$75,000 annually for the next two or three years will be required for this goal to be reached.**
- **To maintain the Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle. The estimated appropriation required to meet this goal for FY 2019 is \$88,000.**
- **To maintain a free cash balance equal to approximately 4.5% of the operating budget. The estimated free cash balance required to meet this goal for FY 2019 is \$800,100.**

Projected adoption in Fall 2017

210 Police Department FY 2019 Additional Budget Request

Additional Amount Requested

\$

Budget Line Number

Line # Account Description:

One Time Only or Ongoing Expense?

Description of Program, Product or Service

Cost/Benefit Analysis



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

V

TOWN ADMINISTRATOR'S REPORT



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: Dan Hoort, Town Administrator
Subject: Town Administrator's Report
Date: September 22, 2017

This report is for the period September 9 through September 22, 2017.

1. General

- Staff meeting to discuss Cahoon Hollow situation
- Scheduled meeting with possible electronic vehicle charging station grant provider.

2. Fiscal Matters

- Prepared preliminary draft of FY 2019 budget and 2018 ATM schedule.
- Prepared preliminary draft of FY 2019 budget policy.

3. Meetings

- September 11 – Attended September 11 ceremony
- September 12 – Viewed demonstration of new VADAR accounting software
- September 12 – Board of Selectmen meeting
- September 13 – Meeting to discuss Rec. building renovations
- September 15 – Attended meeting with Barnstable County dredging services
- September 15 – Attended meeting with Open Cape Fiber Optics
- September 18 – Attended meeting with Army Corp. of Engineers to discuss dredging project.
- September 20 – Attended meeting with Cape Cod National Seashore representatives to discuss possible land swap and procedure accomplishing the land exchange
- September 20 – Met with Community Development Partnership intern to discuss his work on economic vitality on the Outer Cape

4. Complaints.

- None

5. Miscellaneous.

- Planning for a late October or early November economic vitality summit with business community and interested Wellfleet residents.

6. Personnel Matters:

- Accepting applications for the Asst. to Town Administrator/BOS Secretary position.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

VII

CORRESPONDENCE AND VACANCY REPORT

CORRESPONDENCE TO THE BOARD OF SELECTMEN
Friday, September 22, 2017

Letters (emails):

9/11	GEI Bourne Consulting and Engineering	Draft Maintenance Dredging Plan GEI #1607951
9/18	Sheila Lyons	Town's Tax Rate
9/21	Arlene Kirsch	Resignation from Finance Committee

Federal/State/Local:

9/12	Housing Assistance Corporation	HACbeat – September issue
9/13	Town of Yarmouth	Sharing Housing workshop on 10/20 & 10/21 9:3- am – 3:30 pm at Yarmouth COA
9/15	Cape Cod Assembly of Delegates	Notice of meeting on 9/20 at 4:00 pm Barnstable County Complex
9/15	Cape Cod Assembly of Delegates	Notice of Ad Hoc meeting on 9/20 at 5:30 pm Barnstable County Complex

Board & Committee Meeting Minutes:

9/14	Housing Authority	Meeting minutes of August 10, 2017
9/20	ZBA	Meeting minutes of July 6, 2017
9/20	ZBA	Meeting minutes of July 20, 2017
9/20	ConsComm	Meeting minutes of June 21, 2017
9/20	ConsComm	Meeting minutes of July 5, 2017
9/20	ConsComm	Meeting minutes of July 19, 2017
9/20	ConsComm	Meeting minutes of August 2, 2017
9/20	CPC	Meeting minutes of July 26, 2017

Applications:

9/11	Dian K. Reynolds	COA Application
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Internal Memos:

9/14	ATA Brian Carlson	Update on Eversource Power Outages
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Legal:

9/18	KP Law	Letter to the auditors Powers & Sullivan -- re financial audit and material obligations
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Date: September 22, 2017
To: Board of Selectmen
From: Jeanne Maclauchlan
Re: Vacancies on Town Boards

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

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

Council on Aging Committee (at least 11 Members)

Vacant Position	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years (complete term)

Requesting Appointment: **One application on file**

Cultural Council (no more than 15 members)

Vacant Positions	Appointing Authority	Length of Term
2 positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Energy Committee (11 members total)

Vacant Positions	Appointing Authority	Length of Term
1 BOS Rep	Board of Selectmen	3 years

Finance Committee (9 members, 2 alternate)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Town Moderator	3 years
2 Alternate Positions		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

Personnel Board (4 members + TA + FinCom Rep)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	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 to complete term

Requesting Appointment: No applications on file

Recycling Committee (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 Alternate Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: September 26, 2017

VIII

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of meeting minutes
PROPOSED MOTION:	I move to approve the minutes of September 12, 2017 as printed/as amended.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



DRAFT

**Wellfleet Board of Selectmen
Minutes of September 12, 2017
Wellfleet Senior Center**

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

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

Announcements, Open Session and Public Comment

- Murphy announced that he will not be present for the September 26th Selectmen's meeting.
- Jeff Lay shared issue with the South Wellfleet General Store charging for parking and operating as a commercial parking lot. Hoort advised him to call Town Hall and talk to the Principal Clerk to get his questions about this matter answered.

Public Hearing: Tax Classification Hearing for FY 2018

Town Assessor Nancy Vail had provided a memo¹ with the meeting materials for the Board of Selectmen explaining all possible options for setting the tax rate. The memo also had the recommendation of the Board of Assessors to retain the single tax rate and to make the Residential Factor the numeral 1 for Fiscal Year 2018.

MOTION 218-048: Reinhart moved and Wilson seconded to make the Residential Factor the numeral 1 for Fiscal Year 2018. The motion passed 5-0.

Vail explained the available Option One which is the residential exemption. The Board of Assessors does not recommend this option. David Shackman asked Vail to explain the residential exemption option in details. Hoort also clarified how the residential exemption works as a tax reduction for domiciled residents. Shackman was against the proposal for residential exemption due to its unfairness. Hoort explained that the residential exemption would not differentiate in terms of income or property value, but it would target residents and nonresidents and would encourage owners to have a residential status in Town. Heated discussion ensued. May Ruth Sidel also disagreed with considering the residential tax exemption. Jay Ketchum wanted a better understanding if there is a proposal to change the tax classification. Hoort explained that this is a requirement by the Department of Revenue to consider all options in setting the tax rate each fiscal year, and the Board is considering each option as is required by the DOR. Ketchum also opposed the residential exemption. Charlie Kessler also disagreed with the residential tax exemption and made three arguments to the Selectmen against considering this option. He presented an alternative to raise revenue without an impact to the tax rate such as assessing short term rental tax, increasing fees and looking into new revenue sources. John Cumbler favored the residential tax exemption, and said that most towns in Massachusetts have a residential tax exemption. According to him many of the nonresident homeowners already are reaping its benefits, but are opposing it in Wellfleet. Betty Olney opposed the option for a residential tax exemption, because it would aggravate the nonresident homeowners and it will divide the community. Brent Harrold wanted to better understand the resistance of the second homeowners, many of who are already benefitting from this exemption in their home towns, and was in favor of considering this option with the goal to help Wellfleet's local people in need. David Holstrom did not favor the proposed option, but felt that it is a step in the right direction. He said that this should be revisited when more information and numbers are available. John Morrissey explained the benefits of the residential tax exemption to the below average assessed properties. Morrissey opined that something should be done. Laura Fisher opposed this proposal and was bothered by the separation of the community. Kathleen Bacon

DRAFT

avored the residential tax exemption in order to make Wellfleet a sustainable community. Bacon said that this exemption would be a control mechanism in a resort community to allow elderly to stay and young families to settle in. Reinhart asked the nonresidents present to raise hands if they already had a residential tax exemption at their primary residence. Only one individual raised their hand. Reinhart said that she would not vote for this. She encouraged everyone who wishes to donate to the Wellfleet Taxation Aid fund to help the disabled and elderly residents to pay their taxes. Houk reminded everyone that the Board of Assessors do not recommend this, and disclosed that he also would not support this now, and was never in favor of it before. Wilson also did not favor this option of residential tax exemption. She said that if people lived in Wellfleet for 184 days a year they should be considered domiciled residents. She felt that more information was needed about the income of the nonresidents before discussing this option. Murphy did not find this tax rate option fair, and said that this review was needed for the Board's information. He felt that raising fees and other revenue options should be a first option before considering the residential tax exemption. He suggested having this topic as an agenda item after the budget season is over to discuss this matter in details.

MOTION 218-049: Houk moved and Reinhart seconded to not recommend the residential tax exemption as recommended by the Board of Assessors. Brent Harold urged the Board to reconsider. The motion passed 4-1 (Bacon).

Vail informed the Selectmen about Options Two - "Open Space Exemption" and Option Three "Small Business Exemption", and said that those options were not recommended by the Board of Assessors, and no action was needed.

The public hearing was closed at 8:00 pm.

Use of Town Property: Request to use Mayo Beach for yoga classes during summer 2018

The applicant Della Spring was not present due to out of Town obligations. Bacon suggested postponing this request until the applicant is able to attend a meeting. She felt that the proposed fees for use of Town Properties should be reviewed and a policy should be made for businesses using the beaches. Reinhart and Wilson agreed with Bacon on postponing this and no action was taken on this matter.

Use of Town Property: Request to use Newcomb Hollow or Duck Harbor beach and parking on September 30, 2017 for a wedding ceremony.

Denise Reggaes was present to answer questions about her fiancé's request for a wedding ceremony on September 30, 2017.

MOTION 218-050: Wilson moved and Reinhart seconded to approve the request of James Gilbert to use Newcomb Hollow or Duck Harbor beach and parking on September 30, 2017 from 2 pm to 3:30 pm for a wedding ceremony at those two beaches. The motion passed 5-0.

Use of Town Property: Request to use White Crest parking lot on September 30, 2017 for a 50-mile relay race.

No representative was present, but the Selectmen felt favorably about this request.

MOTION 218-051: Reinhart moved and Wilson seconded to approve the request of Matthew Auger on behalf of Fall 50 Cape Cod to use White Crest parking lot on September 30, 2017 from 5 am to 9 am for a 50-mile relay race with no event fee and conditions as listed on the use form. The motion passed 5-0.

Business: Report of the Historical Society on historic sign markings

Seth Rolbein gave an update on the Historical Society proposal to place historic sign markings reproducing the image of the old scenes. This matter was originally discussed during the BOS meeting on February 9, 2016. He said that the Town of Chatham has started doing this. Rolbein had a sample display of how the historic markings would look. Murphy favored this idea, but was concerned with who would be responsible for the maintenance of the signs. Rolbein said that there is no final version and a cost estimate yet, but confirmed that he would come back with specific locations and cost figures when these are available. Bacon and Reinhart favored this proposal also, but Reinhart was concerned with the cost to the Town. Bacon and Reinhart did not want to see any signage at the sluiceway. Wilson said that she would be comfortable if the Town contributes to the Historical Society, but did not like the way the provided sample photo looked and placing signs for esthetic concerns. She said that people may still see the historic places on the web site of the Historical Society. Houk supported this idea. No action was taken by the Board.

Business: Request of the Recycling Committee for a fall tax bill inset

Kristine Shreves was present to answer questions about the Wellfleet Recycling Committee request for a fall tax bill insert.

MOTION 218-052: Reinhart moved and Wilson seconded to approve the request of the Wellfleet Recycling Committee for a fall tax bill insert as printed, as long as the insert does not increase the cost for mailing of the fall tax bill. The motion passed 5-0.

Business: Discussion of consistent power outages

Ira Wood explained that between July 4 and August 30 there were four outages in Town between West Main Street and Old Chequesset Neck Rd. He said that Eversource should do something to correct this from happening again, and requested assistance from the Board by contacting Eversource. Wilson felt that the request should be in writing. Bacon said that based on information she heard, it might be a matter of transformer malfunction. There was a mutual consensus among the Selectmen to send the requested letter to Eversource. Hoort will get the dates of the outages and the parameters of the area from the Police Department and will work on writing the requested letter to be signed by the Board. The discussion concluded with no other action taken.

Business: Report on Affordable Housing by Assistant Town Administrator

Brian Carlson, Assistant Town Administrator gave a report on affordable housing initiatives taking place in Town. He had explained all affordable housing initiative in details in his memo² to the Board dated September 8, 2017. Reinhart wanted to know the ratio of residents and nonresidents living in the two mobile homes parks. Houk wanted to know the cost of a 3-bedroom affordable rental unit. Carlson did not have the exact numbers, but will find out and report back. Bacon shared her bad experience with renting an affordable accessory dwelling unit that did not have any heat source other than a fireplace. Wilson said that there are Habitat for Humanity units in Town that have not been listed on this memo and requested them on the next report. Carlson confirmed that the Housing Authority will be coming to the Board in November and he will provide the requested information then.

Business: Review of FY 2019 Budget Policy – draft, first reading

Town Administrator Hoort went over the first draft of the proposed FY 2018 Budget Policy. The Board was very impressed with the proposed budget policy for FY2019. No additional comments were offered and no action was taken on the first reading.

Business: Discussion of and possible vote on 2017-2018 Board of Selectmen Goals

Hoort explained that the proposed list of goals was based on the goals submitted by Select Board members

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Bacon and Wilson and on the future concerns discussed by the Board at previous meetings. Murphy said that he would not be submitting a separate list of goals, because he is still sticking to his goals of last year that are not yet achieved. Wilson preferred the previous format of the BOS goals, and wanted to see them in the same format again. Reinhart was happy with the list of goals as presented. Bacon explained that she did not have a goal for a town-wide parking plan, just a specific parking area at the Old Fire Station to be addressed. Hoort said that he had worked with the Building Commissioner and the Police Chief on this request, and that this area is not recognized by the Town as a parking lot. Wilson said that action should be taken, because this is a Town-owned lot regardless of the fact whether it is a parking lot or not. The Board agreed to revisit this during their next meeting. Wilson said that one of her goal was not put properly, and should be listed as “Continue to improve our knowledge of our role as the Shellfish Regulatory Board. Meet the Shellfish Department halfway by knowing State and local laws and regulations”. No action was taken on this matter.

Town Administrator’s Report³

Wilson wanted to know if the landing strip would be discussed with the Cape Cod National Seashore.

Topics for Listing on Future Agendas

- Wilson requested to have the letter from Gull Pond Area Conservation Association (GUPACA) should become an agenda item for Selectmen.
- Wilson requested that Board and Committees should become informed about the Mullin rule for alternate members.
- Wilson noted that Committee and Board minutes are still not up to date.
- Murphy said that the Selectmen should hold a public hearing on the Pete Landon’s noise complaints regarding the Pearl Restaurant.
- Wilson requested more information about the Recreational Marijuana law update article in the Beacon.
- Houk reminded that the Selectmen need to come to a resolution on the old Shellfish Shack. (JH)

Correspondence⁴ and Vacancy Report⁵

Wilson wanted to know more about Mark Borreli’s and John Pertnoy’s study of black mayonnaise; Wilson mentioned a letter by Jacqui Beebe.

Minutes of August 22 and 25, 2017

Wilson offered amendments to the minutes of August 22 and August 25, 2017.

MOTION 218-053: Wilson moved and Reinhart seconded to approve the minutes⁶ of August 22, 2017 as amended by Wilson. The motion passed 5-0.

MOTION 218-054: Wilson moved and Reinhart seconded to approve the minutes⁷ of August 25, 2017 as amended by Wilson. The motion passed 5-0.

Executive Session and Adjournment

MOTION 218-055: Murphy moved to adjourn the public meeting at 9:17 pm and enter in executive session for the following reasons:

1. Pursuant to G.L. c. 30A, §21(a)(3) to discuss strategy with respect to collective bargaining and litigation, because an open meeting may have a detrimental effect on the Town’s bargaining and litigating position, the Board will review and discuss a strategy regarding the grievance of the Wellfleet Communications Union for a health insurance stipend denial to Eileen McCarthy.
2. Cumberland Farms, Inc. v. Dennis Murphy, et al. as the Board of Selectmen, Land Court C.A. No. 17 MISC 000247 (KCL);

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The board will not reconvene in public session after the executive session. The motion passed by a roll call vote where each Murphy, Reinhart, Bacon, Wilson and Houk said “Aye”.

Respectfully submitted,

Michaela Miteva, Executive Assistant

Public Records Materials

¹ Tax Assessor Memo on FY 2019 Tax Classification Hearing Options

² ATA Memo on Affordable Housing Update

³ TA Report of 8/8/17

⁴ Correspondence of 9/8/17

⁵ Vacancy Report of 9/8/17

⁶ Draft minutes of 8/22/17

⁷ Draft minutes of 8/25/17