

***Wellfleet Selectboard
Hybrid Meeting
Zoom/715 Old King's Highway
Tuesday September 13, 2022; 7pm
Meeting Minutes***

Members Present: Ryan Curley, Chair; Michael DeVasto, Vice Chair; Kathleen Bacon, Barbara Carboni, John Wolf

Others Present: Rich Waldo, Town Administrator; Rebekah Eldridge, Executive Assistant; Michael Hurley, Police Chief; Della Spring, applicant for use of town property; Deirdre Oringer, applicant for use of town property; Emily Kelly-Joseph, applicant for use of town property; Francis Conroy, applicant for treasurer on Cultural Council; Dennis O'Connell; Rich Pauley, Fire Chief; Jay Norton, DPW Director;

Chair Hurley Called the meeting to order at 7:02pm

I. *Announcements, Open Session and Public Comments*

Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chair Curley asked the audience if there were any;

Bacon thanked town staff for all their hard work and dedication for the special town meeting.

II. *Consent Agenda*

- A. Proclamation for September to be suicide awareness month ~ Wellfleet Selectboard
- B. Dennis O'Connell; Coast Sweep, beach/landing cleanup, ~ October 10, 2022; 8:30am-12:00pm.
- C. Authorize the town administrator to sign and execute Green Communities Grant Application
- D. Accept donation of 5 IMAC computers from local residents to be distributed to library and Community Center for media service use
- E. Application from The Community Preservation Act for the Lower Cape Cod Development Corporation; board to sign
- F. Della Spring ~ Tuesday's and Thursdays from June 27, 2023 – August 31, 2023, from 8:30am – 9:45am~ Mayo Beach behind the Basketball Courts
- G. Deirdre Oringer ~ Sandy Strip at Mayo Beach ~ for small market ~ June 29, 2023, - August 31, 2023, 7am – 4pm.
- H. Emily Kelly-Joseph, Newcomb Hollow Beach, Wedding Ceremony ~ October 9, 2022; 2pm – 5:30pm.
- I. T-Mobile Hometown Grant Support Letter ~ Chair Curley
- J. Francis J. Conroy ~ to be appointed to the Wellfleet Cultural Council

**Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve all items on the consent agenda as Drafted
Roll Call Vote: 5-0**

III. Licenses

- A. One Day Beer and Wine ~ Wellfleet SPAT ~ October 15 & 16th, 2022 ~
10:00am – 4:00pm**

**Chair Curley Moved; Board Member Wolf Seconded; and it was voted to approve the 2-day liquor license to be issued to Wellfleet SPAT for October 15, 2022; and October 16, 2022; for a fee of \$100
Roll Call Vote: 4-0-1 (DeVasto Abstained)**

- B. General Business License ~ Acadia Healthcare Comprehensive Treatment Center Mobile Clinic ~ 2700 State Highway, Wellfleet
Chair Curley spoke to the necessity of this mobile unit and expressed his support for the unit.**

**Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve Acadia Healthcare's Comprehensive Treatment Center Mobile Clinic to be stationed at 2700 State Highway, Wellfleet for the hours listed in the application.
Roll Call Vote: 5-0**

IV. Business

- A. Authorize the town administrator to sign and execute Power's and Sullivan contract for auditing services**

**Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to authorize the town administrator to sign and execute the one year contract with Power's and Sullivan.
Roll Call Vote: 5-0**

- B. Financial Policies – Chair Curley**

The board discussed the draft policies that Chair Curley put together. Chair Curley spoke of where he obtained some information, stating town of Brewster, UMASS Boston. The board discussed these policies and the changes that needed to be made. Chair Curley stated that the board should go through each section.

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the balance budget of the financial policies.

Roll Call Vote: 5-0

The board moved on to local receipts. There was discussion of reducing the percentage rate from 100% to 80%.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve the local receipts percentage rate be changed from 100% to 80%

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Wolf Seconded; and it was voted to approve the submission of budget and budget policy as printed

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the Revenue and expenditure forecast part of the financial policy as submitted at this meeting.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve the Policy on New revenue sources as drafted

Roll Call Vote: 5-0

Chair Curley moved on to the next policy, which was the appropriation close out, Administrator Waldo spoke about having the language be five-years not two. Giving the department heads time to get things done and situated.

Board Member DeVasto moved; Chair Curley Seconded, and it was voted to change and insert the amended language stating the appropriation shall be closed out if not drawn down within two-years or fully spent within five years unless there is written justification provided by the parties responsible.

Roll Call Vote: 5-0

Chair Curley Moved, Board Member DeVasto seconded; and it was voted to approve the appropriation close out policy

Roll Call Vote: 5-0

Board Member DeVasto, Chair Curley Seconded; and it was voted to add the language "Unless other funding sources are identified" (1st paragraph)

Roll Call Vote: 5-0

The board discussed the human resources policy stating that they would like to pass this and may have to address some things in this policy if it isn't passed at the town election.

Chair Curley Moved, Board Member Wolf Seconded; and it was voted to approve the human resources policy as drafted

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to approve the comprehensive five-year personnel planning policy as drafted.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve the personnel policies and labor contracts as drafted

Roll Call Vote: 5-0

Chair Curley Moved, Board Member DeVasto Seconded, and it was voted to approve the position control and vacancies as drafted

Roll Call Vote: 5-0

The board moved on to the housing policy and discussed what this policy meant and if it needed to go to town meeting.

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the housing policy as drafted.

Roll Call Vote 5-0

The board discussed the enterprise fund policy and some changes that needed to be made. Chair Curley explained that the marina is on a three-year fee increase and this year will be a 5% increase and next year will be a 7% increase.

It was discussed that Wellfleet Marina is the only marina on the cape that is funded by an enterprise fund. The water enterprise is working on changing their fee structure so there will be more revenue brought in.

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the enterprise fund policy as drafted.

Roll Call Vote: 5-0

The board moved on to the reserve funds and fund balance policy, there was discussion on the different reserve funds. Waldo spoke about the funds being certified and what the town would do with the funds, using them for capital projects that have been delayed. Bacon questioned over lay surplus; Chair Curley explained what that meant and explained that the town has had that in the past, it is controlled by the Board of Assessors with an annual update provided to the Selectboard.

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve the free cash policy.

Roll Call Vote: 5-0

The board continued with Stabilization Funds. Discussing

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to approve the General Stabilization Fund Policy as drafted.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve the Capital Stabilization Fund Policy as drafted.

Roll Call Vote: 5-0

The finance committee reserve fund was the next policy the board discussed.

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the Finance Reserve Fund Policy as drafted.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded and it was voted to approve the overlay surplus policy

Roll Call Vote: 5-0

Chair Curley Stated that he received feedback from the Fire Chief and wanted to get his language into this policy before the board voted on it.

NO Action was taken on the ambulance fund

The board continued with the capital planning. Waldo spoke about some changes he would like to make in the future.

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the capital planning policy.

Roll Call Vote: 5-0

Capital Improvement plan has been extended to 10-year plan verses a 5-year plan, Chair Curley explained that it was voted to changed to 10 years in 2021.

Chair Curley Moved Board Member DeVasto Seconded and it was voted to amend the qualifying expense to \$25,000.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Seconded, and it was voted to approve the Capital Improvement Policy

Roll Call Vote: 5-0

The Board discussed the vehicle replacement policy, and the board agreed with it. Waldo spoke about the department heads should be in charge of their own vehicles and have consultation with the DPW. Police and Fire inspect their own vehicles stating that the DPW doesn't deal with their vehicles at all.

Chair Curley Moved, Board Member DeVasto Seconded, and it was voted to amend the wording policy to read second sentence where it says the "DPW", change to read the "DPW and or the Department heads shall make annual evaluations.

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Seconded, and it was voted to approve the vehicle policy as amended.

Roll Call Vote: 5-0

Carboni questioned the capital improvement and debt management policy for educational purposes.

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to approve the Capital Improvement Financing Policy.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded, and it was voted to approve the Debt Management Policy.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded, and it was voted to approve the Grant Administration policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the Grant Impact on Operating Budget Policy.

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Wolf Seconded, and it was voted to approve the Grant Impacts on Capital Improvement Program Policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the Grant Matching Reserve Fund Policy.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the fees and charges policy.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the use of one-time revenue sources policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded, and it was voted to approve the pension and retirements policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the Other Post-Employment Benefits policy

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Carboni Seconded, and it was voted to approve the risk management program policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Wolf Seconded, and it was voted to approve the annual audit policy

Roll Call Vote: 5-0

Chair Curley stated the next policy is something that the finance committee is in full support of and would like it to be implemented.

Chair Curley Moved; Board Member Bacon Seconded, and it was voted to approve the Monthly Reporting Policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the cash collection policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the Cash Reconciling and receivables policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Wolf Seconded, and it was voted to approve the Cash Flow Forecasting and Budgeting Policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member DeVasto Seconded and it was voted to approve the comprehensive annual report policy

Roll Call Vote: 5-0

Bacon asked the chair to move the next four items in the financial policies as one vote.

Chair Curley Moved; Board Member Bacon Seconded and it was voted to approve the polices on reconciliation

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to approve the Procurement and Purchasing Policy

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Carboni Seconded, and it was voted to approve the Treasurer Investment Policies

Roll Call Vote: 5-0

Chair Curley Voted, Board Member Carboni Seconded, and it was voted to approve the Antifraud Policy

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Wolf Seconded, and it was voted to adopt the Disbursement Policy

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Carboni Seconded, and it was voted to approve the employee reimbursement policy

Roll Call Vote: 5-0

Chair Curley Moved Board Member Carboni Seconded, and it was voted to approve the Financial Management Team Policy

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Bacon Seconded, and it was voted to approve the appendix 1 with definitions.

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Bacon Seconded, and it was voted to approve Appendix 2

Roll Call Vote: 5-0

C. Maurice's Campground (80 State Highway)

Chair Curley stated that this was put on the agenda as a place holder, the town meeting voted to approve the purchase of the campground and it was urged that the public vote at the special town election on September 20th.

Waldo gave an update regarding ARPA funding and questioned if the board wanted to move forward with the application.

An RFP was discussed. Chair Curley stated he couldn't be involved with the RFP process.

V. *New Business*

There was no new business brought to the floor.

VI. *Selectboard Reports*

Bacon reported that she attended a Rights of the Public Access meeting, and they are in need of 3 members with the resignation of the Chair John Riel. She gave an update on their meeting and what they are currently working on.

Carboni spoke about her boards, and she stated she would like to be a liaison to the Historical Commission.

VII. *Town Administrator's Report*

Waldo gave a brief update to the board from his written report. He thanked the forum for their pre town meeting. He acknowledged the transfer station and the grant they are seeking for three roll off trucks through a recycling program.

Wolf questioned the dredging and if there were any updates, Waldo stated he had talked with Senator Keating, he explained that there wouldn't be a fall dredge but is hopeful to have a spring dredging take place. Chair Curley questioned the finances, the finance team and the Principal Clerk position.

VIII. *Topics for Future Discussion*

Bacon questioned the letter that was received from ARC and it was stated that it was sent to town counsel.

IX. *Vacancy Reports*

Please see the Selectboard packet for the full vacancy report.

X. *Minutes*

A. January 25, 2022 – Chair Curley Moved, Board Member Wolf Seconded, and it was voted to approve the minutes as drafted.

Roll Call Vote: 3-0-1 (Bacon and Carboni Abstained due to not being on the board)

*** *A full recording of tonight's meeting can be found on the town's website* ***

B. August 16, 2022 – Chair Curley Moved, Board Carboni Member Seconded and it was voted to approve the minutes as drafted.

Roll Call Vote: 4-0-1 (DeVasto Abstained)

XI. *Adjournment*

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to adjourn

Roll Call Vote: 5-0

Meeting adjourned 9:31pm

Public Documents:

Proclamation for the month of September be Suicide awareness month

Application for use of town property for beach cleanup, Dennis O'Connell

Green Communities Grant application

Thank you letter from Selectboard for donation of IMAC computers

Community Preservation Contract

Application for Use of town property ~ Della Spring

Application for Use of Town Property ~ Deidra Oringer