Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, January 13, 2015 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.

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

II. Public Hearing(s) [7:05]

A. Transfer shellfish grant license #85A and 85A-A from Kristine Barrio to Kristine Barrio and William Barrio

B. Application from Jason Lance Weisman for a 1.75 acre shellfish grant in Old Wharf Point, South Wellfleet

C. Request from RLJC, Inc., dba JB's Pizza Bar and Grill for a change of Manager from Michael P. Cuddy to Jaqueline M. Pelotte

D. Request from IT IL DO BBQ Inc., dba Marconi Beach Restaurant to change from Seasonal to an Annual Liquor License

III. Licenses/Appointments/Reappointments/Use of Town Property

A. Licenses

Common Victualler: Blackfish Variety, Boathouse Fish Market, Bookstore & Restaurant, Ceraldi, Cumberland Farms, Finely JP's, Harbor Stage Company, Hatch's Fish Market, JB's Pizza Bar & Grill, Lighthouse Restaurant, Mac's Seafood Takeout, Mac's Shack, Marconi Beach Restaurant, Maurice's Campground, PB Boulangerie Bistro, Pearl Restaurant, PJ's Family Restaurant, South Wellfleet General Store, Sunbird, Wellfleet Beachcomber, Wellfleet Donuts, Wellfleet Marketplace, Wellfleet Motel & Lodge, Wellfleet Town Pizza, The Wicked Oyster

Weekday Entertainment: Bookstore & Restaurant, Finely JP's, Harbor Stage Company, Lighthouse Restaurant, PB Boulangerie Bistro, Pearl Restaurant, Wellfleet Beachcomber, The Wicked Oyster

Sunday Entertainment: Bookstore & Restaurant, PB Boulangerie Bistro, Wellfleet Beachcomber, The Wicked Oyster

AA: Southfleet Motor Inn

Class II: Vintage Auto, Wellfleet Village Mobil

B. Appointments

a) Sarah Pechukas Slivka to Housing Authority [*fill unexpired term ending ATM 2015*]
b) Jeff Tash from Energy Committee Alternate to Energy Committee regular member [*fill unexpired term ending 6/30/15*]
c) Board of Health applications on file: Moe Barocas and Richard Wulsin [*fill unexpired terms to 6/30/15 and 6/30/16*]

C. Use of Town Property

a) Request from Steven Hughes to use Bakers Filed August 17-21, 2015 for a soccer camp. [$20 application fee paid; event fee TBD]
b) Request from Chris Ebert & Barbara Anderson to use the driveway between Town Hall and Abiyoyo on Saturday, May 23, 2015, 6:00 am–2:00 PM for Wellfleet Gardeners annual plant sale. Nonprofit organization; no application fee.

IV. Business

- **A.** Review of BOS goals
- **B.** Continued review and discussion of FY 2016 budgets & 2015 ATM article list [TA].
- **C.** Green Community funding application [TA, Energy Committee]
- **D.** Electricity purchases for FY 2016 and beyond [TA]
- **E.** Authorization for biannual OPEB study [TA]
- **F.** Parasailing complaint [Correspondence]
- **G.** Proposed letter in support of proposed changes to NSTAR spraying regulations [TA]
- **H.** Request of Wellfleet Harbor Actors Theater for letter in support of request for relief from USDA loan. [TA]
- **I.** Distribution of forms for evaluating the Town Administrator.

V. Town Administrator's Report

VI. Future Concerns

- **A.** 2014 BOS Annual Town Report

VII. Correspondence and Vacancy Report

VIII. Minutes - December 9 & 16, 2014

IX. Executive session

- **A.** To conduct a collective bargaining session. [TA]
- **B.** To discuss strategy with respect to collective bargaining [TA]

X. Adjournment.

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, January 13, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the following:

- To transfer shellfish grant licenses # 85A and 85A-A from Kristine Barrio to Kristine Barrio and William Barrio.

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

WELLFLEET BOARD OF SELECTMEN

Application for Transfer of Shellfish Grant License

RECEIVED
OCT 10 2014
BY:

Date: 10/10/14

To: Board of Selectmen
300 Main Street
Wellfleet, MA 02667

I/We hereby request transfer of Shellfish Grant License # 85A 85AA from Kristine Barrio To William Barrio & Kristine Barrio

Said grant license is located at Indian Neck, in Wellfleet, MA and consisting of 3 acres, as shown on a plan prepared by Town of Wellfleet and dated 11/5/2012.

Kristine Barrio
Signature(s)

William Barrio
Name(s)

30 Oyster Lane
Mailing Address

Wellfleet MA 02667

1-508-349-1071
Telephone

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, January 13, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the following:

- Application received December 17, 2014 from Jason Lance Weisman for a 1.75 acre shellfish grant in Old Wharf Point, South Wellfleet.

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

WELLFLEET BOARD OF SELECTMEN

APPLICATION FOR SHELLFISH GRANT LICENSE

Date 12/17/14

This request is being made under Chapter 130 Sections 57 & 59

Name JASON LANCE WEISMAN

Address (M) P.O. BOX #75 S. WELLFLEET, MA 02663

(R) 81 WAY 100 S. WELLFLEET, MA 02663

Telephone 774-722-4699

Approximate location of proposed grant license area:

SOUTH WELLFLEET, BLACKFISH CREEK, OLD WHARF ROAD, CCB 14, LOAGY BAY

Desired size of proposed grant license area:

APPROXIMATELY 1.75 ACRES

GENERAL INFORMATION

Previous shellfishing experience:

EVERYDAY SHELLFISH 2007 TO PRESENT/OTHER SHELLFISHING GRANTS JAMES O'CONNELL BRENT VALLEE MIKE DEVASTO & KATIE MURPHY

How long have you had a shellfish permit (commercial/non-commercial)?

FOUR YEARS

How long have you lived in Wellfleet?

SIX YEARS

Comments: SEE ATTACHED

Signature of Applicant

Shellfish Constable

RECEIVED

DEC 17 2014

Dear Selectmen and the Town of Wellfleet,

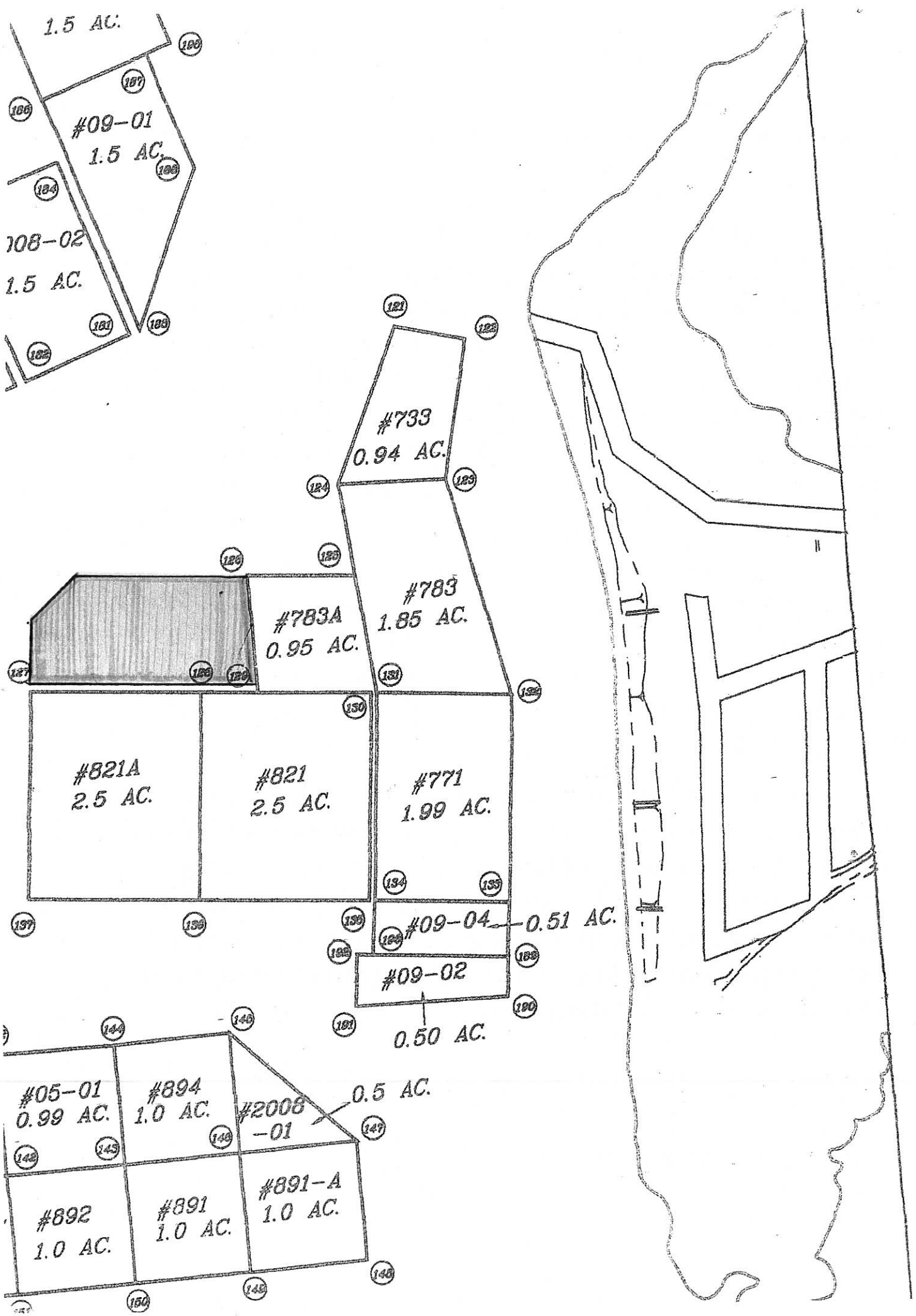
It is a privilege to present this request. I, Jason Lance Weisman, moved to the outer cape about eight years ago. A year later I met Evan and Berta Bruinooge. I began planting, growing and digging clams for their business in Loagy Bay, South Wellfleet. I have learned and continue to learn much from them about aquaculture and shellfishing here in Wellfleet. With my introduction to other shellfishermen here in town and their practices, I have begun to compare and contrast methodologies that apply to the individual and location of one's practice.

I find growing shellfish exciting! Being able to craft and develop one's method for growing shellfish allowed me to visualize a community. I have met and worked beside individuals passionate about learning from and contributing to their environment. Shellfishing has presented itself to me as a simple yet extremely challenging life that I find to be the soul of this town.

I also believe this is a family town. I met my lovely wife Elisabeth here in Wellfleet and we have been happily married for over five years. Our first date was digging and counting clams on the Bruinooge grant which we still frequent today. We have recently added our new son, Leif Haze, to the family venture. It is an honor to contribute to the identity of Wellfleet raising our family here and participate within the ebb and flow of this shellfishing town.

Sincerely,

Jason Lance Weisman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Wellfleet Shellfish Department

300 Main Street, Wellfleet, Massachusetts 02667

December 30, 2014

To: Board of Selectmen
Re: Recommendations
From: Andrew Koch Shellfish Constable

Application received December 17, 2014 from Jason Lance Weisman for a 1.75 acre shellfish grant in Old Wharf Point, South Wellfleet.

- Jason Lance Weisman meets all Town minimum requirements and I recommend that he gets 1.75 acre shellfish grant in Old Wharf Point, South Wellfleet

Application received to transfer shellfish grant licenses # 85A and 85A-A from Kristine Barrio to Kristine Barrio and William Barrio.

- Kristine Barrio and William Barrio meet all the town's minimum requirements and should have shellfish grant licenses # 85A and 85A-A transferred from Kristine Barrio to Kristine Barrio and William Barrio

Respectfully Submitted,

Andrew Koch
Shellfish Constable

Phone (508) 349-0325 Fax (508) 349-0305

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 January 13, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the request from RLJC, Inc. dba JB's Pizza Bar and Grill for a change of Manager from Michael P. Cuddy to Jacqueline M. Pelotte, Petition for Transfer of Stock, New Shareholders and New Officers/Directors.

WELLFLEET BOARD OF SELECTMEN

Nancy C. Correia

Attorney at Law
24 Eagle Ledge Road
Meredith, NH 03253

Telephone (508) 487-4839

Facsimile: 508-682-0897
E-Mail: nancyccorreia@gmail.com

December 2, 2014

Wellfleet Board of Selectmen
300 Main Street
Wellfleet, MA 02667

ATTENTION: LICENSING

Dear Sir/Madam;

Enclosed please find the following for filing:
Petition for Change of Manager
Petition for Transfer if Stock and New Shareholders
Petition for New Officers/Directors
Check in the amount of $800.00 for the ABCC fees

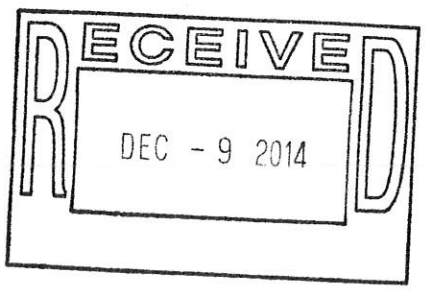
Please schedule this matter for a hearing at the earliest possible date and forward to me by email the notice and the abutters list for the certified mail. It is my understanding that you place the newspaper ad but please correct me if I am wrong.

Thank you for your attention to this matter and please feel free to call me if you have any questions or require anything further.

Very truly yours,

Nancy C. Correia

enc.



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 January 13, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the request received December 1, 2014 from IT IL DO BBQ Inc, dba Marconi Beach Restaurant to change from a Seasonal License to an Annual License.

WELLFLEET BOARD OF SELECTMEN

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town: Wellfleet

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) ITILDO BBQ INC.

B. Business Name (if different) : Marconi Beach Restaurant

C. Manager of Record: Russell A. Swart

D. ABCC License Number (for existing licenses only) : 134800009

E.Address of Licensed Premises: 545 Route 6 City/Town: Wellfleet State: Ma Zip: 02667

F. Business Phone: 15083496025

G. Cell Phone: 13212661020

H. Email: ITILDOBBQ@ME.COM

I. Website:

J.Mailing address (If different from E.): P.O. Box 1741 City/Town: Wellfleet State: MA Zip: 02667

2. TRANSACTION:

- ☐ New License
- ☐ New Officer/Director
- ☐ Transfer of Stock
- ☐ Issuance of Stock
- ☐ Pledge of Stock
- ☐ Transfer of License
- ☐ New Stockholder
- ☐ Management/Operating Agreement
- ☐ Pledge of License

The following transactions must be processed as new licenses:

- ☒ Seasonal to Annual
- ☐ (6) Day to (7)-Day License
- ☐ Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- ☒ §12 Restaurant
- ☐ §12 Hotel
- ☐ §12 Club
- ☐ §12 Veterans Club
- ☐ §12 General On-Premises
- ☐ §12 Tavern (No Sundays)
- ☐ §15 Package Store

4. LICENSE CATEGORY:

- ☒ All Alcoholic Beverages
- ☐ Wine & Malt Beverages Only
- ☐ Wine or Malt Only
- ☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- ☒ Annual
- ☐ Seasonal

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 Sarah Peacock Slivka Date 12.11.14

  Mailing Address Box 1492
  Wellfleet, 02667

  Phone (Home) _____ (cell) 508-360-5105

  E-mail sarah@sweetbriar-realty.com

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

  real estate professional in Wellfleet since 1995 ☺

- 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) Wellfleet Housing Authority
  2) _____
  3) _____

RECEIVED
DEC 11 2014

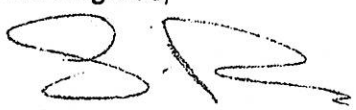
Elaine McIlroy
Wellfleet Housing Authority
c/o Selectman's Office
300 Main Street
Wellfleet, MA 02667
December 11, 2014

Dear Elaine,

Thank you so much for considering my appointment to the Wellfleet Housing Authority. I really would love to serve. As a year round resident of Wellfleet since 1992, a mother raising a family here and a real estate agent and broker since 1995 I am deeply aware professionally and personally of the challenges facing our Town in finding and providing affordable options for year round housing and would love to be involved in a formal way. I do think my experience in the housing industry could be useful to the Board.

Thank you so much for your consideration and look forward to hearing from you.

Warm regards,



Sarah Pechukas Slivka

Wellfleet Housing Authority
Town Hall - 300 Main Street
Wellfleet, MA 02667
508-349-0349
wha@wellfleet-ma.gov

December 3, 2014

Board of Selectmen
300 Main Street
Wellfleet, MA 02667

Dear Board of Selectmen,

The Wellfleet Housing Authority has accepted, with regret, the resignation of Mary Fontenarosa from the Wellfleet Housing Authority. She has been a valuable member of the WHA and gave many hours volunteering with the most recent Habitat build in Wellfleet.

We ask that Sarah Pechukas be appointed to serve in Mary's place until the Town Elections in May. Sarah is interested in working on housing issues and has attended our recent meetings. She would be a great asset to the WHA. It is very important to have a full working group. We highly recommend she be appointed to the WHA to fill the vacant position until the next election.

Sincerely,

Elaine McIlroy

Elaine McIlroy
Chairman, Wellfleet Housing Authority
elaine.mcilroy@wellfleet-ma.gov
Cell: 617-947-1269

From: Mary Fontenarosa [mailto:realestate@capecod.net]
To: 'Elaine McIlroy' [mailto:elaine.mcilroy@wellfleet-ma.gov], 'judy taylor' [mailto:parrisjt@hotmail.com], Gary Sorkin [mailto:gary.sorkin21@gmail.com], moonmolly3@gmail.com
Sent: Mon, 12 May 2014 18:43:39 -0500
Subject: Wellfleet Housing Authority Members

Dear Housing Authority Members,

I am sorry to inform you that my work obliges me to step down on the Wellfleet Housing Authority Committee today. It was a great pleasure and a privilege to be part of your membership. I hope you understand that I have many other obligations at least for the foreseeable future. It's been wonderful working with all of you and for our community.

Best wishes to all of you,

Mary Fontenarosa

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 Jeff Tash Date 12/8/14

  Mailing Address P.O. Box 56, Wellfleet MA 02667

  64 Chequessett Bluff Road, Wellfleet MA 02667

  Phone (Home) 508-349-9798 Phone (Business) _____

  e-mail: jefftash@comcast.net

- Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Alternate Member of Wellfleet Energy Committee, Member of Cable Advisory Board, V.P of Friends of the Cape Cod National Seashore, V.P. of Wellfleet Community Forum, and Webmaster of WELLFLEETian.com

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

- Committees/Boards of Interest: 1) Alternative Energy Cmte.

  2) _____

  3) _____

****

TOWN OF WELLFLEET BOARDS & COMMITTEES

335 Main St. Committee
Beach Study Committee
Cable Advisory Committee
Coastal & Pond Access Cmte.
Conservation Commission
*Finance Committee
Herring River Restoration Project
Local Comprehensive Plan Implementation Committee
Local Comprehensive Planning Committee
Natural Resources Advisory Brd.
Planning Board
Shellfish Advisory Committee
Wastewater Planning Committee

Alternative Energy Cmte.
Building & Needs Assessment
Charter Review Cmte.
Commission on Disabilities
Council on Aging
Board of Health
Historical Commission
Open Space Committee
Recreation Committee
*Social/Human Services Cmte.
Zoning Board of Appeal

Board of Assessors
*Bylaw Committee
Citizens Economic Committee
Community Preservation Cmte.
Cultural Council
Health Care Campus Committee
Historical Review Board
Local Housing Partnership
Marina Advisory Committee
Personnel Board
Recycling Commission
Board of Water Commissioners

* *Appointed by Moderator*

RECEIVED
DEC 10 2014

6/08

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 MOE BAROCAS Date 12/29/14

Mailing Address 166 HERRING RIVER RD.
WELLFLEET MA 02667

Phone (Home) 508-349-0560 (cell) 914-715-8015

E-mail MOEBAROCAS@GMAIL.COM

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

SERVED ON THE BOARD OF WATER COMM.

- 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) BOARD OF HEALTH
2)
3)

RECEIVED
DEC 29 2014

TOWN OF WELLFLEET BOARDS & COMMITTEES

Bike and Walkways Committee
Board of Assessors
Board of Health
Board of Water Commissioners
Building & Needs Assessment
*Bylaw Committee
Cable Advisory Committee
Cape Cod Commission
Cape Cod National Seashore Advisory Commission
Cape Cod National Seashore Collaborative
Charter Review Committee
Citizens Economic Development Committee
Commission on Disabilities
Community Preservation Committee
Conservation Commission
Council on Aging
Cultural Council
Energy Committee
*Finance Committee
Health Care Campus Committee
Historical Commission
Historical Review Board
Herring River Restoration Project
Local Comprehensive Plan Implementation Committee
Local Housing Partnership
Marina Advisory Committee
Natural Resources Advisory Board
Open Space Committee
Pay as you Throw Committee
Personnel Board
Planning Board
Recreation Committee
Recycling Committee
Shellfish Advisory Committee
*Social/Human Services Committee
Wastewater Planning Committee
Zoning Board of Appeals

* *Appointed by Moderator*

02/24/2012

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

Wilson

☐ Name Richard L Wilsin Date 10/24/14

Mailing Address P O Box 3055
Wellfleet MA 02667

Phone (Home) 508-349-5001 (cell) 508-221-5261

E-mail RWilsin@wilsinmurphy.com
rwilsin@wilsinmurphy.com

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

☐ 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) Board of Health

2) _____

3) _____

RECEIVED
OCT 24 2014

TOWN OF WELLFLEET BOARDS & COMMITTEES

Bike and Walkways Committee
Board of Assessors
Board of Health
Board of Water Commissioners
Building & Needs Assessment
*Bylaw Committee
Cable Advisory Committee
Cape Cod Commission
Cape Cod National Seashore Advisory Commission
Cape Cod National Seashore Collaborative
Charter Review Committee
Citizens Economic Development Committee
Commission on Disabilities
Community Preservation Committee
Conservation Commission
Council on Aging
Cultural Council
Energy Committee
*Finance Committee
Health Care Campus Committee
Historical Commission
Historical Review Board
Herring River Restoration Project
Local Comprehensive Plan Implementation Committee
Local Housing Partnership
Marina Advisory Committee
Natural Resources Advisory Board
Open Space Committee
Pay as you Throw Committee
Personnel Board
Planning Board
Recreation Committee
Recycling Committee
Shellfish Advisory Committee
*Social/Human Services Committee
Wastewater Planning Committee
Zoning Board of Appeals

** Appointed by Moderator*

02/24/2012

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant STEVEN HUGHES Affiliation or Group CHALLENGER SPORTS

Telephone Number 401-391-1950 Mailing Address 94 94 A JEFFERSON BLVD

Email address shughes@challengersports.com WARWICK, RI 02888

Town Property to be used (include specific area) Bakers Field

Date(s) and hours of use: August 17th - 21st, 2015

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

Soccer Camp. Fee's will be charged.

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

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: RECEIVED OCT 31 2014

Processing Fee: 20.00 Paid SMH

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: Comments/Conditions: Permits/Inspections needed:	**Inspector of Buildings Signature:** Comments/Conditions: Permits/Inspections needed:
Police Dept. Signature: 11/4/14 Comments/Conditions: OK	**Fire Dept. Signature:** Comments/Conditions:
DPW Signature: Paul [signature] 11/14/14 Comments/Conditions OK	**Beach Dept. Signature:** Comments/Conditions:
Shellfish Constable Signature: Comments/Conditions:	**Harbormaster Signature:** Comments/Conditions:
Recreation Dept. Signature: Comments/Conditions:	**Town Administrator:** Comments/Conditions: 2/11/2014 BOS $20 Process, $5.00 fee Ins coverage

REC'D NOV 13 2014

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Chris Ebert + Barbara Anderson Wellfleet Gardeners

Affiliation or Group Wellfleet Gardeners

Telephone Number 508-237-7120

Mailing Address 85 Pole Dike Rd Wellfleet MA 02667

Email address ebert6189@hotmail.com

Town Property to be used (include specific area) Driveway between Town Hall and Abiyoyo

Date(s) and hours of use: Saturday May 23, 2015 6 AM to 2 PM

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

Members of the Wellfleet Gardeners hold an annual Plant Sale made of club members divisions. About 50 members will handle the Sale. Proceeds go to Garden Plant Programs at Wellfleet library. We maintain Wellfleet islands + library garden.

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

none

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____

_____ Disapproved for following reason(s): _____

_____

RECEIVED
DEC 11 2014

Date: _____

Processing Fee: _____

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: X Comments/Conditions: Permits/Inspections needed:	**Inspector of Buildings Signature:** DES Comments/Conditions: 12.24.14 Permits/Inspections needed:
Police Dept. Signature: Comments/Conditions: OK	**Fire Dept. Signature:** Comments/Conditions: ok 12/10/14
DPW Signature: Comments/Conditions OK 12/19/14	**Beach Dept. Signature:** Comments/Conditions: X
Shellfish Constable Signature: Comments/Conditions: X	**Harbormaster Signature:** Comments/Conditions: X
Recreation Dept. Signature: Comments/Conditions: X	**Town Administrator:** H.S.C. Th. Comments/Conditions: OK 1/5/15

REC'D DEC 19 2014

TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

FINAL BOARD OF SELECTMEN GOALS 2014-2015

No goals appeared on all 5 Selectmen's list. All goals appeared on at least 1 list.

The following goals appeared on 4 lists:

1. Create universal pre-school program for Wellfleet residents for 2015-16 school year
2. Move ahead with dredging plans: complete engineering and permitting; present plan with price tag and time line to TM

The following goal appeared on 3 lists:

3. Create plan for harbormaster and shellfish constable shacks

The following goals appeared on 2 lists:

4. Include as budget item funding for post-employment benefits.
5. Keep overall increase in 2016 operating budget to 21/2% max
6. Create and pursue list of options to raise new revenue: consider short-term rental tax & summer parking at Marina
7. Each Department Head review fees and suggest feasible increases

The following goals appeared on 1 list:

8. Work with DPW & Water Commissioners to create plan whereby Town can install water mains.
9. Finalize plans for new police station with price tag and timeline
10. Finalize disposition re Mayo Creek
11. Implement plan for former COA building
12. Maintain current level of services without hiring additional full-time employees
13. Bring back July 4th fireworks

7/26/14

TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR

SUBJECT: 2015 ANNUAL TOWN MEETING ARTICLES

DATE: 1/9/2015

CC:

The following list includes all of the potential articles of which I am aware as of January 9, 2015.

I. Budget Articles
- A. FY 2016 Operating Budget
- B. FY 2015 Year End Transfers
- C. FY 2016 Capital Budget
- D. FY 2016 Marina Enterprise Fund Budget
- E. FY 2016 Water Enterprise Budget

II. Financial Articles
- A. Appropriation to fund first year of WEA Unit A CBA
- B. Appropriation to fund first year of WEA Unit B CBA
- C. Appropriation to fund first year of WEA Unit C CBA
- D. OPEB appropriation
- E. Stabilization Fund appropriation
- F. Waterways Stabilization fund appropriation
- G. Funding for an additional police officer
- H. Funding for universal pre school voucher program.
- I. Funding support for Outer Cape Health (Houk)?
- J. CPA Article(s)
  1) Housing Now "Buy Down" Program
  2) Historic Properties File B
  3) Habitat for Humanity Old Kings' Highway Affordable Ownership Project
  4) Annual House Keeping Article
- K. Borrowing articles for capital projects (equipment, police station design, etc.)
- L. Home rule petition for rooms tax legislation

III. General Bylaw Articles
- A. Dog license bylaw

IV. Zoning Bylaws
- A. New Signs Bylaw
- B. Amendments to Service Trade Bylaw
- C. Amendments to Home Occupation Bylaw

D. New Home Industry Bylaw
E. Amendment to Floodplain District Zoning Regulations

V. Real and Personal Property Articles
A. Disposition of town property – Paine Hollow Road to the Housing Authority
B. Modification of deed restriction on Gull Pond Road property to permit rentals
C. Disposition of town property - Pleasant Point bulkhead ?
D. Disposition of town property – Brehmer request
E. Disposition of town property – Reslier request
F. Authorization to dispose of surplus town vehicles and other surplus property (Marina crane, possibly others).

VI. Petitioned articles
A. None at present

VII. Miscellaneous Articles
A. Dissolve dormant committees (Local Comprehensive Plan Implementation Committee ATM 2008 & Charter Review Committee ATM 2004)

VIII. Closing Articles
A. Hear reports of the Selectmen, Town Officers and all other Committees and act thereon
B. Any other business that may legally come before the meeting. (Moderator appointments, etc.)

Town of Wellfleet

Certification of Application

I, _____ am authorized to execute said Application on behalf of the Town of Wellfleet, the applying municipality and verify that the information in the Green Communities Grant Application is true.

_____
Signature of Chief Executive Officer

_____
Title of Chief Executive Officer

_____
Date

TOWN OF WELLFLEET

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MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR

SUBJECT: MUNICIPAL ELECTRICITY PURCHASES

DATE: 1/9/2015

CC: ENERGY COMMITTEE, BRIAN CARLSON

Last year Wellfleet purchased electricity through the Cape Light Compact by means of a RFP in which many Cape Cod towns, school districts and fire districts participated. Through that process the group was able to purchase electricity under a one year agreement without additional charges such as fuel surcharges, law change pass through, etc. The current supplier is Nextera Energy Services. The current rate is fractionally over 10 ¢/Kwh through the end of the current fiscal year. By comparison, today's CLC commercial rate and NStar's commercial rate are both slightly over 14¢/Kwh. Based on uncertainty about future pricing, the group decision at that time was to commit to a one year purchase only.

On December 18th I attended a meeting at the CLC to discuss another possible group electricity purchase. As has been reported in a number of news articles, there is a shortage in natural gas in the Northeast US caused by limited pipeline capacity. Almost all new electric generation capacity in New England is powered by natural gas. Competition for natural gas increases in the winter with heating demand and decreases in the summer, resulting in seasonal price swings based on demand. The capacity issue is expected to take several years to resolve.

Alternatives available to the Town include: (1) negotiating a purchase directly with a supplier (difficult due to the Town's lack of technical expertise in the energy market and its limited buying power); (2) purchase through the CLC's commercial program (rates are adjusted twice annually with no limit on changes); or (3) a group purchase through CLC or some other aggregator. While there are other aggregators, commercial ones charge a fee for services. We could also adopt a hybrid approach, purchasing some power using one method and the remainder using another. The CLC is willing to issue a new RFP seeking fixed pricing on one, two or three year contracts. Because the RFP responses are based on a specific amount of power, if the Town elects to participate, the decision by the group to accept or reject a proposal, including the choice of term, must be a group decision. If we are unwilling to participate on these terms, we should not participate at all.

I do believe that the CLC RFP process is the best way available to the Town to purchase electricity at competitive rates, but want to be sure that the Board is willing to approve of the commitment inherent in a decision to participate and would request an authorizing vote if the Board desires to proceed with a purchase through the CLC.

LETTER OF COMMITMENT
TO PARTICIPATE IN THE GASB 45
ACTUARIAL SERVICES PROJECT

The _____ (Town or Governmental Unit) hereby agrees to participate in the actuarial services project to be performed by the Segal Company through the Barnstable County Retirement Association. Work performed under this project will be in accordance with the proposal of the Segal Company and the Barnstable County transmittal letter dated January 6, 2015.

The undersigned acknowledges that the final cost to the governmental unit will be finalized at a later date and will be based upon the total number of governmental units participating in the project. An agreement specifying the price and final terms will be provided by the County at that time.

By:_____ Date:_____

Authorized Representative

Joanne Nelson

From: Bob Lawton
Sent: Tuesday, December 09, 2014 11:05 AM
To: Joanne Nelson; Tricia Rogers
Subject: FW: GASB45LIST2013 (2).xls
Attachments: GASB45LIST2013 (2).xls

For your information.
Bob

From: Riley, Kathleen [mailto:kriley@segalco.com]
Sent: Saturday, December 06, 2014 5:19 PM
To: Bob Lawton
Cc: Mark Zielinski; Naser, Camille; Rhodes, Daniel J.; Taborn, David; Saalbach, Gretchen A.
Subject: GASB45LIST2013 (2).xls

Bob,

Here is the list of the 33 units that participated in the 2012 OPEB valuation. I believe the first sheet is the contact information for the folks that Mark contacted and the second sheet is the person we contacted about data.

In addition, we completed a valuation for North Sagamore Water after the initial valuation was completed. The e-mail for the contact person was tjohnson@townofsandwich.net.

The fee for the 2012 valuation was $61,000 including North Sagamore Water. In addition, units that requested department breakouts were charged a supplemental fee of $500. 8 units requested breakouts.

We would like to propose a fee of $72,500 for the 34 units, plus $500 for each unit that requests a department breakout. The increase is due to the fact that we need to individually determine whether a blended discount rate or full funding discount rate can be used by the units that have established and are funding qualified trusts and that there are likely to be several different blended rates.

Please let me know if you have any questions or need additional information.

Kathy

Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary
Segal
116 Huntington Avenue | Boston, MA 02116
T 617.424.7336 | F 617.424.7390 | M 617.872.1541
kriley@segalco.com
Assistant: Gretchen Saalbach 617.424.7352 gsaalbach@segalco.com

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THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE

BARNSTABLE COUNTY RETIREMENT ASSOCIATION
750 Attucks Lane
Hyannis, MA 02601
(508) 775-1110

January 6, 2015

Harry Terkanian
Town Administrator
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

Re: Actuarial Services for GASB 45

Dear Mr. Terkanian:

Barnstable County and the Barnstable County Retirement Association are pleased to offer actuarial services for the calculation of liabilities associated with Other Post Employment Benefits (OPEB) as required by the Government Accounting Standards Board Statement 45 (GASB 45). I have attached a copy of the service proposal submitted by The Segal Company, the Retirement Association's actuary, for your review.

As you are aware, GASB 45 requires public entities to calculate the liabilities associated with post employment benefits (other than pension). For most of us, this means health insurance, but may also include dental coverage and basic life insurance costs. This analysis will be available for your FY2015 audit.

This proposal provides comprehensive services in the calculation of liabilities under GASB 45. The data will be obtained (for the most part) through the Cape Cod Municipal Health Group. As the project is being done collectively, the price proposal is very favorable.

The cost will be a flat fee, the same for all participating units and will depend on the number participating. The total cost is $72,500 with a proposed additional per unit fee of $500 for those units requesting a breakout of results by department. I anticipate approximately 30 units will participate, so you may expect the cost to be less than $2,500, although I will calculate the actual cost after receiving all of the commitment letters. Segal is performing this service through the Retirement Association, so the agreement with your unit will be with the Retirement Association.

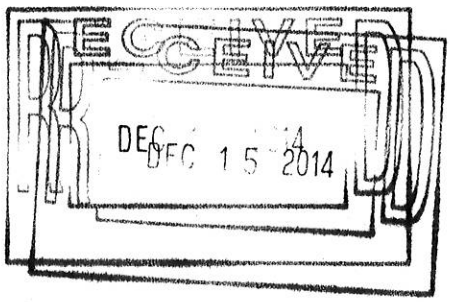
If your unit is interested in participating, please sign and date the attached Letter of Commitment and return to me before January 23, 2015.

Thank you for your interest, and I look forward to hearing from you.

Sincerely,

E. Mark Zielinski
Chairman
Barnstable County Retirement Association

Attachments



HST
12/15/14

December 10, 2014

To: Wellfleet Board of Selectman

We are privileged to have been coming to Wellfleet since 1972 and to own property in the National Seashore for the last 15 years. Everyone is privileged to enjoy the Wellfleet Beaches and the majesty of the Dunes because of the creation of the National Seashore. Wellfleet and the National Seashore have always been proactive in protecting this natural resource.

When we purchased our home on Ocean View Drive, we were well aware that our time in the National Seashore was limited due to erosion, as well as the damage from the nor'easters. What we were not aware of is the damage done to the dune and bluff high above with the rising sea levels due to climate change and global warming.

We came home Friday December 5th to find that a para sailor had landed on the face of the dune and was attempting to re-launch. When confronted he seemed unconcerned that he was causing irreparable damage to the dune face; shrugged and said "this sometimes happens". His lack of knowledge or concern for the very fragile wild environment that he had invaded is extremely concerning. He proceeded carrying his heavy sail, to tromp across the dune face 20 feet below the top causing sand to begin cascading to the beach below. He had intended to climb up the dune to re-launch. He then gathered his equipment and ran down the dune face to the beach below. We also found footprints leading from our deck to the top of the dune--indicating that another para sailor had re-launched from our property probably after falling. This occurred before we returned home. Over the years we have observed many "crashes" into the dunes. This issue finally needs to be addressed.

We understand that parasailing and hang-gliding are fun, expensive and probably exhilarating sports. Most practitioners of these activities are respectful and enjoy their flights; but there is the minority who can do significant environmental damage either because of disregard for the wilderness or incompetence. In addition, everyone should be educated on how fragile the dunes are to even mild erosion.

Para sailing is **not** permitted by the National Seashore at any of their beach access points. Para sailing **is** permitted by the town of Wellfleet from White

Crest Beach to Cahoon Hollow Beach, from October 1 till April 1. This needs to be re-evaluated by the town and the National Seashore. That time frame allowed is 24 weeks. When we contacted Suzanne Thomas, the beach administrator to report the damage to the dune, we were told that no-one had ever complained before. This is partly due to the fact that there are only 6 houses along the stretch of Ocean View Dr that is north of White Crest and we are the only building that is continuously occupied until mid December. From December until the end of March there is no-one with eyes-on the dune. And partly due to fear of reprisal if one complains.

There is a Mantra of the National Park Service and of all those who enjoy wilderness areas---"Leave nothing but footprints". Unfortunately this does not apply to the great dunes of the Atlantic coast. Each footprint on the dune face from a 200 pound individual with 40 pounds of sail and gear causes irreparable loosing of sand and destabilization of the underlying structural integrity.

We ask that the Town of Wellfleet reconsider whether allowing the use of White Crest beach access for these sports should continue in light of their potential for harm to the dunes added to the changes being brought about by climate change and global warming. If these sports are to continue then please consider whether some oversight in terms of education about the fragile environment and a minimal level of expertise or competence in the sport be required.

Thank you for your time.

Jim and Agnes Cornell
720 Ocean View Drive
Wellfleet, MA 02667

784 Flint Place
Paramus, NJ 07652

201-841-5196 cell

cc:
The Wellfleet Conservation Commission

Hillary Rosenberg Lemos, Health and Conservation agent

Suzanne Grout Thomas, Beach Administrator

George Price, Superintendent of The Cape Cod National Seashore

Harry Sarkis Terkanian, Wellfleet Town Administrator

TOWN OF WELLFLEET

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January 13, 2015

Commissioner Gregory C. Watson
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, MA 02114

Re: Recommended Changes to Herbicide Application Regulations

Dear Commissioner Watson:

At its January 13, 2015 meeting the Board of Selectmen of the Town of Wellfleet received and reviewed the changes to the Commonwealth's Herbicide Application Regulations proposed by the Board of Selectmen of the Town of Harwich. The Wellfleet Board of Selectmen voted at that meeting to support the proposed changes.
As I am sure that you are aware, herbicide application within the NSTAR right of way has been a matter of concern for the Town of Wellfleet and its residents. Wellfleet has only a limited public water supply. The municipal wells are proximate to the transmission right of way, as are numerous private water wells. In the past the Wellfleet Board has written to bring those concerns to the Department's attention. We endorse the changes proposed by the Town of Harwich as a step in the right direction and urge your favorable consideration of the proposal.

Respectfully,

Paul Pilcher, Chairman
Wellfleet Board of Selectmen

CC: Senator Dan Wolf
Representative Sarah Peake
Harwich Board of Selectmen

TOWN OF WELLFLEET

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Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

January 14, 2015

Mr. Jeffry George, Executive and Artistic Director
Wellfleet Harbor Actors Theater
2357 Route 6
PO Box 797
Wellfleet, MA 02667

Dear Mr. George:

As a member of the Board of Selectmen of the Town of Wellfleet, Massachusetts, I write today in support of your efforts in continuing to contribute to the local economy.

This letter is intended to be used by you in an effort to relieve an important institution in our community, Wellfleet Harbor Actors Theater, from the continuing burden of payments on a loan for rural development received from the US Department of Agriculture. The Department of Agriculture has received and continues to receive every day the primary benefit intended by the loan, significant support to the economy of Cape Cod and beyond. In that way, the loan, which has been much appreciated and well used to complete the construction of the theater, has been an unqualified success. The amount of the loan was less than one-third of the total cost, the balance being raised from individual contributions. To my understanding they are only seeking momentary relief from payments on this loan during a period fundraising where the goal is to reduce that loan to a manageable amount. We encourage you and the Department of Agriculture to reach an understanding that will make this possible.

Cape Cod and, in particular our town of Wellfleet, is not just a summer vacation spot with beautiful beaches. It has rich offerings in the arts and sciences to all who visit and to all who live here year round. The arts contribute mightily to its ability to sustain itself which is not easy in today's economy.

Wellfleet Harbor Actors Theater, familiarly known as WHAT, a 200 seat, state of the art production facility for great live professional theater, music, and community activities is a mainstay of our community. It involves adults, children, residents, seasonal visitors, in the Lower Cape and far beyond. It functions year 'round together with our entire population ranging from pre-schoolers to retirees. Opportunities abound for seasoned members of Actors Equity, local community players, aspiring theater technicians and arts

administrators from across the country as interns, aspiring actors and musicians from our local schools. Their partnership efforts with neighboring non-profits bring additional programming highlighting topical issues that raises awareness with the intent of enhancing the quality of life on Cape Cod.

Our regional economy benefits substantially by WHAT's presence and viability. We know that WHAT employs nearly 100 seasonal and non-seasonal artists and technicians and we are thankful that those employment opportunities open a doorway for those considering spending their life on Cape Cod.

We know that there is a dedicated, fully qualified and enthusiastic professional staff that has created, with many, many volunteers a wonderfully important part of Wellfleet and we ask that the US Department of Agriculture help to continue to make that possible.

Sincerely,

John Morrissey

Cc: Wellfleet Board of Selectmen

BOARD OF SELECTMEN

TOWN ADMINISTRATOR PERFORMANCE EVALUATION

I. PURPOSE

The Board of Selectmen of the Town of Wellfleet shall conduct a performance evaluation of the Town Administrator in a manner defined in the Town Administrator's contract or as determined by the Board.

II. FORMS

The performance evaluation forms to be utilized are as attached. The individual performance evaluation documents of the Selectmen are considered work products/personal documents and shall not be publicly released. The only document to be released will be the overview document compiling the scores and comments developed by the Chairman.

III. PROCEDURE

The following timeline shall be utilized.

Reflective on the Prior Calendar Year (2014)	
1. A date shall be determined on which the final review shall be made public by the Board. The document shall be released at a meeting of the Board of Selectmen.	2/24/15
2. 30 days prior to the public release date, each Board member shall be given a copy of the performance review form.	1/13/15
3. 10-30 days prior to the public release date, each Board member shall meet individually with the Town Administrator to discuss each aspect of the performance review. After the meeting, each Selectman shall fill out the performance review document.	1/14/15 - 2/9/15
4. No later than 8 days prior to the public release date, each Board member shall turn in their completed forms to the Chairman of the Board. The Chairman shall compile the scores and develop an overview for public release.	2/16/15
5. 4 days prior to the public release date, the Chairman shall provide a copy of the public document to the Town Administrator and the other Selectmen for their review.	2/19/15
6. The overview shall be released with a prepared statement from the Chairman at the selected meeting of the Board of Selectmen.	2/24/15

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/O space.

Rating Scale (1-4)

Improvement Needed	(1)	The Administrator's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Satisfactory/Acceptable	(2)	The Administrator's work performance consistently meets the standards of the position.
Strong Performance	(3)	The Administrator's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Excellent/Highly Commendable	(4)	The Administrator's work performance is consistently excellent when compared to the standards of the job.
Not Observed	(N/O)	This rating is used when the reviewer has not directly observed the actions of the Administrator. It will not be counted in the compilation of scores.

1. Personal/Professional	1	2	3	4	N/O
a. Is able to resolve difficult problems, manage conflict and work effectively under pressure	☐	☐	☐	☐	☐
b. Is fully knowledgeable and committed to the field of local government management	☐	☐	☐	☐	☐
c. Acts in a fair and equitable manner	☐	☐	☐	☐	☐
d. Is creative, with the ability to reach for effective and inventive solutions	☐	☐	☐	☐	☐
e. Is a person of integrity and honesty	☐	☐	☐	☐	☐
Comments:					

2. Board Support/Relations	1	2	3	4	N/O
a. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust	☐	☐	☐	☐	☐
b. Provides quality analysis of policy issues and proposals	☐	☐	☐	☐	☐
c. Interprets, supports and implements Board decisions	☐	☐	☐	☐	☐
d. Keeps Board members informed of issues and activities in Town government and in the community	☐	☐	☐	☐	☐
e. Provides support material and other necessary information to Board members as requested	☐	☐	☐	☐	☐
f. Responds to requests for action from the majority of the Board	☐	☐	☐	☐	☐
g. Listens and understands Selectmen concerns	☐	☐	☐	☐	☐
h. Works with Chairman to establish agenda that addresses issues in a timely manner	☐	☐	☐	☐	☐
i. Works with the Board to annually evaluate, develop and implement goals	☐	☐	☐	☐	☐
Comments:					

3. Financial Management	1	2	3	4	N/O
a. Establishes annual budget process and considers needs, goals and priorities as set by the Board	☐	☐	☐	☐	☐
b. Effectively monitors and controls budget expenditures to minimize waste and inefficiency	☐	☐	☐	☐	☐
c. Accurately forecasts and reports the Town's financial condition	☐	☐	☐	☐	☐
d. Presents budget information in a manner that promotes full understanding of the issues and needs	☐	☐	☐	☐	☐
e. Manages the Town's debt program to balance the needs of the Town and the rating agencies	☐	☐	☐	☐	☐
f. Develops and maintains a long-term financial plan and works with the BOS to develop strategies and direction	☐	☐	☐	☐	☐
Comments:					

4. Personnel Management/Organizational Leadership	1	2	3	4	N/O
a. Recruits, selects and retains quality personnel	☐	☐	☐	☐	☐
b. Assures systematic performance evaluation of personnel under the authority of the Town Administrator	☐	☐	☐	☐	☐
c. Establishes high standards of performance for all department heads; recognizes, develops and utilizes their leadership abilities	☐	☐	☐	☐	☐
d. Effectively delegates tasks and assignments	☐	☐	☐	☐	☐
e. Provides leadership in negotiating labor contracts; keeps Board informed of progress	☐	☐	☐	☐	☐

f. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff	☐	☐	☐	☐	☐
g. Develops proposals for cost effective reorganization of Town operations	☐	☐	☐	☐	☐
h. Encourages trust and mutual respect between staff and Board	☐	☐	☐	☐	☐
Comments:					

5. Community Leadership/Public Relations	**1**	**2**	**3**	**4**	**N/O**
a. Provides leadership within community by being visible and approachable; is responsive to citizen complains; responds promptly to top e-mails and calls	☐	☐	☐	☐	☐
b. Maintains good communications with the business community; summer residents advisory committee	☐	☐	☐	☐	☐
c. Maintains effective communication with other communities, municipal organizations, and state agencies to enhance the Town's position	☐	☐	☐	☐	☐
d. Actively participates in professional municipal management associations	☐	☐	☐	☐	☐
e. Projects a positive image in the community	☐	☐	☐	☐	☐
f. Keeps citizens informed of current issues in Town government	☐	☐	☐	☐	☐
g. Communicates the Board's plans, goals and accomplishments to staff, other committees or commissions and the community	☐	☐	☐	☐	☐
Comments:					

6. Town Operations and Infrastructure	**1**	**2**	**3**	**4**	**N/O**
a. Provides effective oversight and coordination of Town programs and services	☐	☐	☐	☐	☐
b. Seeks to enhance municipal services and delivery	☐	☐	☐	☐	☐
c. Promotes use of technology and innovation in service delivery	☐	☐	☐	☐	☐
d. Provides a long-range plan to establish a funding mechanism for capital projects	☐	☐	☐	☐	☐
Comments:					

Suggested TA Goals for 2015:

1.
2.
3.
4.

Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

_____

_____

_____

_____

_____

Date:_____

TOWN ADMINISTRATOR

_____

Date:_____

Compilation of Scores[1]

EVALUATOR:_____

AREA	#1	#2	#3	#4	#5	TOTAL	/5	EQUALS
1 a	___	___	___	___	___	_____	/5	_____
1 b	___	___	___	___	___	_____	/5	_____
1 c	___	___	___	___	___	_____	/5	_____
1 d	___	___	___	___	___	_____	/5	_____
1 e	___	___	___	___	___	_____	/5	_____
2 a	___	___	___	___	___	_____	/5	_____
2 b	___	___	___	___	___	_____	/5	_____
2 c	___	___	___	___	___	_____	/5	_____
2 d	___	___	___	___	___	_____	/5	_____
2 e	___	___	___	___	___	_____	/5	_____
2 f	___	___	___	___	___	_____	/5	_____
2 g	___	___	___	___	___	_____	/5	_____
2 h	___	___	___	___	___	_____	/5	_____
2 i	___	___	___	___	___	_____	/5	_____
3 a	___	___	___	___	___	_____	/5	_____
3 b	___	___	___	___	___	_____	/5	_____
3 c	___	___	___	___	___	_____	/5	_____
3 d	___	___	___	___	___	_____	/5	_____
3 e	___	___	___	___	___	_____	/5	_____
3 f	___	___	___	___	___	_____	/5	_____
4 a	___	___	___	___	___	_____	/5	_____
4 b	___	___	___	___	___	_____	/5	_____
4 c	___	___	___	___	___	_____	/5	_____
4 d	___	___	___	___	___	_____	/5	_____
4 e	___	___	___	___	___	_____	/5	_____
4 f	___	___	___	___	___	_____	/5	_____
4 g	___	___	___	___	___	_____	/5	_____
4 h	___	___	___	___	___	_____	/5	_____
5 a	___	___	___	___	___	_____	/5	_____
5 b	___	___	___	___	___	_____	/5	_____
5 c	___	___	___	___	___	_____	/5	_____
5 d	___	___	___	___	___	_____	/5	_____
5 e	___	___	___	___	___	_____	/5	_____
5 f	___	___	___	___	___	_____	/5	_____
5 g	___	___	___	___	___	_____	/5	_____
6 a	___	___	___	___	___	_____	/5	_____
6 b	___	___	___	___	___	_____	/5	_____
6 c	___	___	___	___	___	_____	/5	_____
6 d	___	___	___	___	___	_____	/5	_____
OVERALL RATING								
	___	___	___	___	___	_____	/5	_____

DATE: _____

[1] Any "N/O" ratings or blanks will <u>not</u> be counted. The remaining reviewers' scores will be averaged/divided for the "equals" score.

Town Administrator 2014 Annual Review

Goals:

- Trust, Transparency & Respect
- Begin rebuilding Wellfleet's capital infrastructure
- Rationalize Wellfleet's procurement process

TA Contract Requirements:

- Participated in Cape Cod Manager's Association, MMA and ICMA.
- Progressed on securing MCPPO designation: (There is an experience requirement for certification which will take time to complete.)

Accomplishments:

Trust & Respect:

- This is and will continue to be a work in progress. Efforts during 2014 were a continuation of the progress made during 2013. I've worked on openness by making myself as accessible as my duties permit including taking phone calls and responding to emails. I have made the effort to communicate with the Town's unions when their members may be impacted by contemplated actions. My subjective impression remains that communication by Town employees to their colleagues and others is continuing to become more open.
- I strive to be clear about my intentions and consistent in how I communicate them to others.

Transparency:

- We have increased the information posted on the Town's web site. This year all budget related documents including the Selectmen's budget message, budget calendar and my initial budgets were all posted in early December. Reports related to potential construction projects are also posted. We continue to post all supporting documents with selectmen's agendas, including detailed TA reports and, where appropriate, TA recommendations.
- A redesign of the Town's web site was completed. Its purpose was to make information easier to find and the streamline the ability of town departments, boards and commissions to post information.
- I continue to write a town administrator's blog which permits direct communication, including feedback opportunities, available to

anyone who would like to read it.

- I have attended meetings of a majority of Wellfleet's boards and commissions this year (approximately 98 after hours meetings.)
- Detailed reports on PAYT including all supporting data have been prepared quarterly and posted to the web site.
- Attended many community events including Wellfleet Forum, Community Associations and Chamber events.
- Delivered a "State of the Town" address to the Wellfleet Community Forum in February and to the Non Resident Taxpayers Association in August.
- I attended approximately 116 "after hours" board and committee meetings and community events.

Infrastructure:

- Work with the designer on the Baker Field restrooms continues. The project has been expanded to include replacement of the recreation building as well.
- Completed the police station needs study. This project is now ready to seek funds for construction design in 2015.
- Engaged designer services for needs study for waterfront buildings (marina, sticker sales, shellfish.) The initial assessment part of the study is complete.
- Completed repair of the Elementary School roof. The project was completed on time and under budget. The project qualified for and we have received financial support from the Massachusetts School Building Authority.
- Expansion of the municipal water system was completed on time and on budget. Within the project budget we were able to slightly increase the size of the project. The project was funded with a $500,000 USDA grant and a $1,000,000 USDA low interest loan.
- Engineer engaged and work begun on Route 6 – Main Street intersection redesign.
- Replaced all high pressure sodium street lights with energy efficient LED lights. Anticipated annual cost savings are approximately $7,000.

Procurement and Other:

- Completed MMA/Suffolk University Graduate Certificate program with honors.
- MCPPO courses listed above.

- Attended Operation Services Division courses on the State procurement system.
- Attended meetings of the Cape Cod Purchasing Managers Association.
- Labor negotiations. Contracts completed with 4 Town unions. Represented the Town's interests in negotiations with the Nauset Education Association. Negotiations begun with 3 Town unions.
- Event planning. Pre event planning meetings for OysterFest. Post event review meetings for OysterFest.
- Participant in county 208 Wastewater process stakeholder meetings and Herring River restoration governance MOU working group.
- Completed the reorganization of beach, recreation and council on aging into a Community Services department.

Priorities:

- The same as my goals, but in the context of responsible budgetary practices to minimize financial demands placed on taxpayers.

Concerns:

- Wellfleet's financial balance sheet is sound and meets the goals of the fiscal management policy adopted in 2013, but there are significant unfunded obligations, including OPEB, retirement benefits and the cost of bringing Town buildings back to first class condition. Finding a way to meet these obligations without weakening the Town's financial condition is a challenge.
- Increases in the cost of delivering Town services exceed permitted tax revenue growth. This disparity is going to continue to widen and will have to be addressed, probably with a combination of service efficiencies, reductions in some services and increases in fee income.
- "Regulation creep." More and more state mandates are taking the form of regulation changes, for which there is no prop 2 ½ obligation to fund.
- "Grant creep." Short term grant funding with long term obligations requiring a Town commitment to continue funding beyond the expiration of grant funding.
- Demographics, Economic Opportunity and Community. The 25 to 50 age group is underrepresented in Wellfleet. This age group is the "economic engine" that drives most communities. In addition to employment challenges, they also face expensive housing choices. I

that the high cost of real estate and our land use policies are the two leading causes of the lack of offseason economic activity in Wellfleet and creative ways need to be found to address this problem.

- State aid. Unrestricted local government aid from the Commonwealth has been declining. Because Wellfleet's per capita equalized valuation is one of the 10 highest in the Commonwealth, it creates a presumption that Wellfleet is wealthy and less in need of state aid. Per capita income tells the opposite story. Wellfleet is one of about one half dozen communities whose state assessments exceed state aid. I don't see this as changing.
- Community engagement. Based on decades of observation, my perception is that Wellfleet residents are more involved in their government than residents in larger towns, a good thing. Unfortunately, in some instances that involvement manifests itself as after the fact criticism rather than as before the fact constructive participation. We need to continue to listen and continue to look for ways to encourage involvement before decisions are made.

TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator's Report
Date: January 9, 2015

This report is for the period December 5, 2014 through January 8, 2015.

1 Fiscal 2016 budget. I am continuing to refine the budget as I develop better estimates for the larger unknowns. Presently the largest unknown items are the Town's share of employee medical insurance and the Nauset Region operating and capital budgets. I met on January 7th with the chair of the Nauset School Committee capital subcommittee. I attended the January 8th regional school committee meeting on January 8th. The Region budget is still fluid, but I do expect a substantial increase in Wellfleet's assessment. Cape Cod Municipal Health Group is expected to set rates on January 28th. Once those items are firmed up work can begin on making budget adjustments.

2 Shellfish Department. Only one response was received to the cultch barge RFP. There was some ambiguity in the technical specs and the price proposal exceeded the available appropriation.

3 Additional Meetings. Cape Cod Commission Regional Policy Plan on December 10th; ATA Carlson has been tasked to represent the Town on this initiative. Cape Cod Managers on December 11th and January 8th. Met with Barnstable County IT on December 11th for a six week review of operations and plans. Attended the initial Planning Board hearing on Habitat for Humanity's application for permits on Old King's Highway on December 17th. Met with Herring River project stakeholders and their counsel at Kopelman & Page in Boston on December 19th. Met with counsel to review pending matters on December 19th. Met on December 22nd with the treasurer and representatives of Rockland Trust for a presentation by Rockland of proposed investment services for the Town.

4 Housing Authority. 2082 State Highway. Met with the Housing Authority on January 8th to evaluate alternatives in light of the failure to receive any responses to the RFP.

5 Personnel Matters:

a. Administrative actions:
   i. Applications for the Herring Warden position have been forwarded to the Health and Conservation Agent for review.
   ii. Applications for the Assistant Health & Conservation Agent position been forwarded to the Health and Conservation agent for review. Interviews are tentatively scheduled for the end of January.
   iii. Job posting and advertising to fill committee secretary/water commission staff position has been done.

b. Current employment vacancies (Charter 5-3-2 (i)):
   i. DPW. The Facilities/Craftsman started work on January 8th..
   ii. Building – Building Inspector is part time.

From: Genevieve Pratt
Sent: Thursday, January 08, 2015 11:52 AM
To: Michaela Miteva
Cc: Mary Beth Rodman
Subject: Re: Art for the 2014 Annual Town Report cover

Mr. Miteva,
I'm attaching WES's submission for the annual report cover, designed by our fifth grade class. The students were very excited about the project from start to finish. In large and small groups, they worked collaboratively to share ideas, concepts and ultimately to create their own map which showcases their favorite town landmarks and wildlife. As a new resident to Wellfleet myself, it was very exciting to witness the amount of pride students take in their town. Let me know if I can be of any further assistance.

Best Regards,

Genevieve Pratt
Visual Arts Teacher
Wellfleet Elementary School

Town of Wellfleet Committee Vacancies

Date: January 9, 2015
To: Harry Terkanian
From: Jeanne Maclauchlan
Re: Appointments to Town Boards

The following provides the appointing authority with a comprehensive view of vacant positions on each Town Board. Each identifies the amount and type of positions that are vacant, the authority for making the appointment, the length of the term and the number of applications requesting consideration to fill a vacancy.

Barnstable Human Rights Commission (1 Wellfleet Representative)

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

Requesting Appointment: No applications on file.

Bike & Walkways Committee (5 Members)

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

Requesting Appointment: No applications on file.

Board of Health (5 members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	6/30/2015 (to complete term)
1 Position	Board of Selectmen	6/30/2016 (to complete term)

Requesting Appointment: **Two 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
1 Position	Board of Selectmen	

Requesting Appointment: No applications on file.

Commission on Disabilities (up to 7 Members)

Vacant Positions	Appointing Authority	Length of Term
4 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file.

Cultural Council (no more than 22 members)

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

Requesting Appointment: No application on file.

Energy Committee (7 Members, 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	2 years

Requesting Appointment: No applications on file.

Herring Warden (1 Warden, 1 Assistant Warden)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
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	6/2015 (to complete term)

Requesting Appointment: No applications on file.

Housing Authority (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	4 years (to complete term)

Requesting Appointment: **One application on file.**

Personnel Board (4 Community Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	6/30/2015 (to complete term)

Requesting Appointment: No applications on file.

Recycling Committee (Up to 11 Members)

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

Requesting Appointment: No applications on file.

Shellfish Advisory Board (7 Members, 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file.

Wastewater Planning Committee (7 Members)

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

Requesting Appointment: No applications on file.

DRAFT

Wellfleet Board of Selectmen
Minutes of December 9, 2014
Wellfleet Senior Center

Present: Paul Pilcher, Chairman , Dennis Murphy, Berta Bruinooge, John Morrissey and Town Administrator Harry Sarkis Terkanian

Regrets: Jerry Houk

Announcements, Open Session and Public Comment
Pilcher opened the meeting at 7:00 pm. He expressed his gratitude for the get well wishes he received and welcomed the new Assistant Town Administrator Brian Carlson who started on Monday, December 8, 2014.

Town Administrator Harry Terkanian announced:

- On December 3, 2014 Wellfleet received a Green Communities designation thanks to the Energy Committee efforts. As result of the designation the Town is entitled to pursue about $140,000 for energy efficient improvements in grant funds.
- Library Director Elaine McIlroy's retirement notice was received and will be effective as of February 27, 2015. The Library Trustees have extended a job offer, which they believe will be accepted.
- The transition to Open Cape free public wireless internet has completed.

Police Chief Ronald Fisette announced:

- The Wellfleet Police Department Facebook page has reached over 1,000 likes.
- On Wednesday, December 10, 2014 the annual *Shop with a Cop* event will take place and nominated student from Nauset Regional High School will go shopping with a police officer.
- On Saturday, December 13, 2014 Santa will arrive at the Wellfleet Movie Theater and there will be free movie showing compliments of the Wellfleet Police Department.
- A possible new project is being explored - free ride home on New Years Eve from a licensed liquor establishments.

Pilcher opened the Public Hearing(s) at 7:05 pm.

Community Development Strategy Grant hearing
Alice Boyd from Bailey Boyd Associates presented the Community Development Block Grant Program (CDBG) available to low to moderate income families by the Housing and Urban Development HUD) to help with housing rehabilitation and provide childcare subsidies for working parents. The only prerequisite to apply for the grant is for the Town to certify a Community Development Strategy. Boyd went over the FY13 Community Development Strategy[1] provided in the packets and clarified that the document needs to be presented to HUD by the end of the December. The document does not have to be final and can to be updated later. The CDBG grant application submissions are due on February 13, 2015. Terkanian explained that all Boards and Committees chairs have been invited to comment on updating the Community Development Strategy for next

year's update. The Selectmen signed the existing Community Strategy Plan authorizing Bailey Boyd to apply for FY16 CDBG funds.

Permission for the Bombshelter Pub to remain open until 2:00 a.m. on New Year's Eve
Caroline Parlante, owner of the Bombshelter Pub was present to answer questions about her request to have the pub remain open until 2:00 am on New Year's Eve.

Motion 15-122: Murphy moved and Bruinooge seconded to approve the request of Caroline Parlante for the Bombshelter Pub to remain open until 2:00 am on New Year's Eve. The motion passed 4-0.

Amendments to the Traffic Rules and Orders
Police Chief Ronald Fisette presented the verbiage for the proposed traffic rules and orders. Tom Reinhart from the audience spoke about the excessive amount of signs in Town and suggested reducing the number of signs, not placing any new signs. Pilcher gave the background about the "Yield" sign request.

Motion 15-123: Morrissey moved and Bruinooge seconded to accept the proposed Traffic Rules and Regulations changes as printed. The motion passed 4-0.

Pilcher closed the Public Hearing(s) at 7:15 pm

Shellfish Department discussion regarding aquaculture gear issues and open areas for non commercial permit holders
Shellfish Constable Andrew Koch presented the issues the Shellfish Department has been facing in terms of aquaculture gear left on the shellfish sites during the winter and the resulting damages to shellfish beds. Koch said that in the spring he plans to go and take pictures, identify the gear and send certified letters asking the gear owners to remove the equipment. Pilcher wanted to know if there was another way of enforcing gear removal. Koch explained that he had learned his lessons over the years and does not go to court for the $50 fine any more. Murphy had liability issue questions due to the gear left during the winter. Koch responded that he was told the liability is on the individuals, not on the Town. Fred Richard from the audience supported the position of Koch. Jim O'Connell spoke about liability insurance and the need and importance for it. Terkanian explained that the Town maintains general liability Insurance, but this does not protect left gear and forgotten individual's property on the shellfish beds. Bob Wallace from the audience expressed his support to the position of the Shellfish Constable. Bruinooge disclosed that she is a shellfish grant holder and wanted to know if this discussion would involve changes to the Shellfish Rules and Regulations. Koch went over the existing Rules and Regulations and asked for Selectmen's support. Helen Miranda Wilson, Shellfish Advisory Board (SAB) member speaking as an individual said that the SAB may have a new language to specify the equipment in order to try to resolve this issue; she also spoke about the answer Town Counsel gave on liability questions.

Koch moved to the second part of his discussion - open areas for non commercial permit holders. He spoke about the challenges faced by the Shellfish Department in the past. Terkanian called the Selectmen's attention about the requested Operations Plan for the Shellfish Department. In the packet the presented document[2] is a first draft attempting to clarify all questions regarding the Shellfish Department operations. Pilcher and Bruinooge praised Koch and Terkanian about the effort. Bruinooge had questions about the need for additional help in the summer. Koch said that it would be nice to have extra help in the summer. Tom Reinhart supported the idea for additional summer staff.

Koch talked about equipment challenges faced by the Shellfish Department. Barbara Austin had some additions to the Operations Plan in terms of how diverse the Shellfish Constable is in his interactions with various agencies and departments. Morrissey had questions on the number of shellfish permits issued and how this impacts the shellfishing areas. Koch talked about the efforts of the Shellfish Department to reseed and recover the shellfish beds. Morrissey wanted to know if in the future more difficulties are identified how a raise in recreational shellfishing fees would impact the situation. The discussion concluded with no action taken by the Selectmen.

Fiscal 2016 Budget introduction

Pilcher opened a discussion on FY16 Budget needs. He suggested to Selectmen to prepare a list of questions for the upcoming joint meeting with FinCom for the Big 5 Budgets on December 16, 2014. Terkanian presented the first draft of the FY16 Budget[3] and the four memos[4] associated with it. He spoke about the conservative approach of the Department Heads in their budget preparations. His concerns were on the unknown components of the Budget and the difficulty in predicting the revenues for anticipated receipts and new growth. Terkanian said that on the expenditure side there are also many uncertainties in terms of health insurance, retirement benefits and school budget expenses. Over the next several months these uncertainties will become clearer. Terkanian talked about his efforts to maintain the reserve fund and his goal to maintain 10% of the operating budget in reserves. The first draft of the FY16 Budget shows a deficit and the true impact will become clear once the unknown components are identified. Terkanian spoke about the need for subsidy to the Water Department budget and recommended a subsidy of $45,000 to be appropriated for the operations of the Water Department. Terkanian closed his budget presentation by saying that at some point in the future services delivered may have to be revised or other sources of funding the operations will have to be identified. Pilcher spoke about how helpful the budget memos were. Morrissey said that he will not be able to attend the joint meeting with FinCom but will prepare a list of questions for the other Selectmen to ask on his behalf.

Approval of 2015 BOS meeting & Town holiday schedule

Motion 15-124: Morrissey moved and Bruinooge seconded to approve the 2015 BOS meeting schedule[5] as printed. The motion passed 4-0.

Proposed letter to the governor elect in support of solar energy

Motion 15-125: Morrissey moved and Bruinooge seconded to send a letter[6] in support of solar energy to the Governor elect. The motion passed 4-0.

Town Administrator's Report

Terkanian presented his report[7] and added:

1. He is working with the Treasurer to investigate appropriate investment vehicles for the OPEB trust funds.
2. The wetland flagging for the Main St – Route 6 project is complete and the survey work is expected to be complete by December 15, 2014.
3. The Chamber of Commerce sign at the Marina was removed on December 5, 2014 and is safely stored at the Harbormaster's building pending resolution of the issue.
4. The end of November marked the first 12 months of residential PAYT, (the commercial first anniversary will be on January 1, 2015). The 12-month PAYT report will be produced once all statistics are received.

Future Concerns

- Morrissey suggested a revision of Town Fees on January's meeting agenda

Correspondence and Vacancy[8] Report

Morrissey presented the correspondence[9] report dated December 9, 2014.

Minutes

Motion 15-126: Bruinooge moved and Murphy seconded to approve the minutes of November 25, 2014. The motion passed 3-0-1 (Pilcher did not vote).

Adjournment

Motion 15-127: Murphy moved and Bruinooge seconded to adjourn the meeting at 8:12 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

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[1] FY13 Community Development Strategy
[2] Wellfleet Shellfish Department Operations Plan dated December 1, 2014
[3] FY16 Budget Draft 1
[4] TA Memos on FY16 Operating, Marina Enterprise, Water Enterprise and Capital Budgets, dated 12/5/14; TA Memo on FY16 Budget Overview, dated 11/25/14; TA Memo on FY16 Budget Submission dated 12/4/14
[5] 2015 BOS meeting schedule
[6] Letter in support of solar energy to the Governor elect
[7] TA Report of December 5, 2014
[8] Vacancy report dated December 5, 2014
[9] Correspondence report dated December 9, 2014

Wellfleet Board of Selectmen/Finance Committee
Minutes of the Meeting of December 16, 2014
Council on Aging Building, 7:00 p.m.

Present: Selectmen Paul Pilcher, Chairman, Berta Bruinooge, Jerry Houk, Dennis Murphy; Town Administrator Harry Sarkis Terkanian and FinCom members: Stephen Polowczyk, Chairman, Ira Wood, Robert Wallace, Samuel Bradford, Linda Pellegrino, Sylvia Smith, Thomas Reinhart and Elizabeth Sorrell

Regrets: Selectman John Morrissey and FinCom member Janet Loewnstein

Chairperson Paul Pilcher called the meeting to order at 7:00 p.m.

Announcements, Open Session and Public Comment
There were no announcements from the Selectmen or public comment from the audience.
Finance Committee Chairman Steven Polowczyk said that at their last meeting the FinCom members unanimously agreed to support the Police Station restoration project without delays.

Business - FY16 Budget Reviews
Board of Selectmen Chairman Paul Pilcher opened the budget presentations and said that the FinCom and Selectmen should focus on the big picture. Town Administrator Harry Terkanian thanked the Department Heads for their budget preparation efforts and spoke about the upcoming challenges and uncertainties on the revenue side due to possible legislation cuts for State Aide. He explained that New Growth projections were conservatively estimated at 0%. Terkanian said that on the expense side about half of the Operating Budget is beyond the control of the Town due to enforceable costs for the retirement fund, school budgets, health insurance and fringe benefits. These budget numbers will not be available until early March. Terkanian said that the original budget packet of December 5, 2014 and the four memos are explaining these comments in details. He talked about upcoming contract negotiations and the fact that salary raises were not calculated in the presented budget draft, but said that $120,000 are reserved for this purpose. According to Terkanian there are four changes in the budget estimates since December 5, 2014: 1) Chapter 90 funds are spent outside of the operating budget and the revenue estimates should get reduced by about $250,000; 2) Fire Dept $15,000 more; 3) Wellfleet Elementary School budget $89,000 less; 4) Nauset Regional School Budget – Wellfleet enrollment has gone up by 9.2%, bringing the estimated school budget short by about $200,000. Terkanian went over his memo[1] in response of Selectman John Morrissey's questions[2].

Department of Public Works Budget[3]: Mark Vincent, DPW Director presented the proposed FY16 Department of Public Works (DPW) budget and said that the overall budget reflects $3,000 decrease from FY15. Thomas Reinhart had questions about the reduction of electricity cost and wanted to know how this was possible with the raising cost of electricity. Vincent explained that these numbers were estimated based on energy efficiency improvements. Terkanian said that in January there will be a new procurement for electricity costs.

Marina Enterprise Fund[4]: Michael Flanagan, Harbormaster, presented the FY16 Marina Enterprise Fund Budget and spoke about the salary line item increase due to the Teamsters contract and the additional staff. The rest of the budget was kept level funded. Reinhart had a question on possibly raising Marina fees to support the upcoming dredging project expenses. Flanagan did not support the idea of fee increase based on harbor restriction due to lack of dredging. Stephen Polowczyk had a question on possible charges for parking at the Marina. Murphy had a question on LED lights at the Marina. Flanagan confirmed that the Marina electricity cost is down as well.

Police Department Budget[5]: Police Chief Ronald Fisette and Lt. Michael Hurley presented the FY16 Police Department budget request. They talked about overtime being up, but still the lowest on the Cape. Fisette presented the request for 13th Police Officer. Reinhart wanted to know if the Fire/Communication services are with the Barnstable County. Fisette explained that the Sheriff's office is looking into a possible new model and once the model is identified it will be presented to the Town. Terkanian gave details on the Regional Dispatch model, the Barnstable County Sheriff's grant application efforts and the improvements in the organizational structure.

Water Enterprise Fund[6]: Board of Water Commissioners Chair person Justina Carlson and Commissioner Jim Hood presented the proposed FY16 budget. Hood explained that the budget was level funded for most items besides the increase in electricity; EPG line item was removed; debt service has increased due to the Phase II expansion completion; Hood said that the BWC will be looking to update the master plan with capital funds. Hood explained that on the revenue side connection sign-up rates are expected to decrease after the initial enrollment. Elizabeth Sorrell had questions about the cost of the two expansions and the personnel structure. Carlson explained the need for staff person. Pilcher wanted to know about the proposed cushion of $45,000 from the General Fund. Samuel Bradford asked if there were options to make up the revenue imbalance by raising user fees. Hood talked about the revenue challenges of the Water Enterprise Fund. Carlson gave a brief historic overview of the past costs associated with the Municipal Water System prior to being an enterprise fund. DPW Director Mark Vincent reminded that the Water System was as a result of a consent order.

Fire Department Budget[7]: Fire Chief Richard Pauley distributed a memo[8] detailing the Fire Department FY16 budget request. He spoke about overtime funds and their appropriation and opened a discussion. Pilcher wanted to know if hiring an additional person will cut the overtime budget. Pauley explained that the FD is not ready for this move yet, but talked about possible upcoming retirements of three senior employees in the next 2-3 years, therefore he did not recommend an additional full time officer for at lease another year. Terkanian elaborated that the benefits cost for a municipal employee is about 50% of the base salary of the employee based on the Bureau of Labor Statistics. In these terms the overtime is more or less like a wash and according to Terkanian the overtime in this department makes sense. Ira Wood wanted to know how the upcoming retirements will be addressed when the time comes due to the challenging housing situation in Town. Bradford had a question on the overtime cost and why funds were not budgeted. Berta Bruinooge wanted to know how the on-call people are working out. Pauley explained the on-call staff challenges and the process of hiring replacements.

Wellfleet Elementary School and Nauset Regional School District FY16 Budget Discussion
Wellfleet Elementary School (WES) Principal Mary Beth Rodman and School Committee Chair Janis Plaue discussed the preliminary FY16 budget estimates for the Elementary School. Plaue said that the School Committee was really pleased with the preliminary budget. According to Plaue there

might be a few small changes of the budget before it will be voted in January. Rodman elaborated that the proposed budget estimate came under proposition 2 ½ due to staff, supply and utility reductions. Sorrell congratulated the WES for maintaining Level 1 School and asked questions on instructional materials cost. Reinhart had questions on student demographics. Rodman talked about the decrease of the total student population, but increase in special needs students. She explained that in the next five years the number of students will be leveled and then based on census data it will increase again. Nauset Regional School District (NRSD) Superintendent Dr. Richard Hoffmann said that there is no budget of the Central Office available because the budget subcommittee has not met yet, but the proposed budget numbers will be available soon. According to Hoffmann the town of Wellfleet share will be about 12% of the total regional school budget. Christopher Easley, Chair of the NRSD Capital Subcommittee joined Dr. Hoffmann in the discussion of the regional school budget and went over the numbers on the enrollment report. Easley spoke about current revenues and possible new revenue sources. He said that the capital repairs and maintenance budget is expected to go up to 2.5%. Houk wanted to know why Truro was not on the enrollment list. Hoffmann explained that Truro and Provincetown are not part of the budget and students from these towns are attending the Region based on tuition agreement. The first draft of the FY16 budget is expected on January 6, 2015 and the numbers will be available then. Terkanian wanted to know if NRSD had a targeted budget increase number and had concerns about the NRSD March 16, 2015 budget certification due to town meeting warrant print deadlines. Ira Wood wanted to know if Truro and Provincetown will have to join the region. Hoffmann explained that there is no legal mandate for the two towns to join the Region. He explained that the cost per student is the same for all towns, but Truro and Provincetown do not have to pay capital expenses. The current agreement with the two towns was signed in 2014 for five years duration. Robert Wallace wanted to know how Monomoy School District affected school choice enrollment. Hoffmann said that about 10 students were lost due the Monomoy School District. Sorrell wanted to have the Truro and Provincetown revenue numbers. Easley talked about upcoming capital repairs that have to be addressed in FY16 and said that those items could be paid by debt exclusions by the participating Towns. The estimated cost would be in the $1M-$1.2M range. Pilcher requested 10-year capital improvement plan. FinCom members Polowczyk and Sorrell supported this request. Sorrell requested the Habib study together with parallel estimates for renovation and new building costs in order to help understand how much the Town's investment would be.

Adjournment

Motion 15-128: Murphy moved to adjourn the meeting. Bruinooge seconded the motion and it passed 4-0. The meeting was adjourned at 8:59 p.m.

Respectfully submitted,
Michaela Miteva, Executive Assistant

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[1] Harry Terkanian's memo in response to John Morrissey's FY16 Budget Questions
[2] John Morrissey's list of FY16 Budget Questions
[3] DPW Budget Estimates FY 2016
[4] Marina Enterprise Fund Estimates FY 2016
[5] Police Department Budget Estimates FY 2016
[6] Water Enterprise Fund Estimates FY 2016
[7] Fire Department Budget Estimates FY 2016
[8] Fire Chief Richard Pauley's FY16 Budget Memo to BOS and FinCom