



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, May 27, 2014 at 7 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) [7:15]

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

A. Licenses

a)

B. Appointments

There are two vacancies on the Energy Committee: One regular member to fill the remainder of Edmund Doyle's term ending 6/30/15 and one alternate member to fill the remainder of Isaac Sargent's term ending 6/30/15. Both candidates have applied for the regular member position. There is also one regular member whose term is expiring on June 30, 2014 (Under item C. Reappointments a) below: Lilli Green.)

- a) Lawrence Franke – Energy Committee alternate member applying for the vacant regular member position, currently filling the remainder of Edmund Doyle's term ending 6/30/15.
- b) Jeffrey Tash – Energy Committee to a regular member or filling the remainder of Edmund Doyle's term ending 6/30/15.

C. Reappointments

- a) Lilli Green – Energy Committee [three year term, ends 6/30/17]
- b) Susan Nielsen, Martha Wilson – Citizens Economic Development Committee [one year term, ends 6/30/15]
- c) Patrick Winslow – Comprehensive Wastewater Management Planning Committee [three year term, ends 6/30/17]
- d) Virginia Page – Conservation Commission [three year term, ends 6/30/17]
- e) Robert Dubeau, Bruce Hurter, Judy Taylor – Local Housing Partnership [one year term, ends 6/30/15]
- f) Thomas Slack – Open Space Committee [one year term, ends 6/30/15]
- g) Ruth Bishop – Registrar of Voters [three year term, ends 3/31/17]

D. Use of Town Property

- a) Applications received from Zena Bibler and Katie Baer Schetlick to use the following Town properties for the Fleet Moves Dance Festival: (1) Town Hall lawn, Wellfleet Harbor and Uncle Tim's Bridge for various on-site performances, arranged through the Police Chief, throughout the week of July 6-12, 2014 (Mon-Fri). (2) White Crest parking lots and White Crest Beach on Friday, July 7, 2014 from 4:30 a.m. to 6:30 a.m. for a dawn performance. There will be a cast of 10-20 performers. No food and beverages served. Small-scale, hand-held lighting and sound equipment may be used. *Applicants ask that the Use of Town Property fee be waived since this is a free community event put on by volunteer artists.*
- b) Application received from Eric Gustafson to use Chipman's Cove and Gull Pond for Windsurfing lessons; Long Pond, Gull Pond, Chipman's Cove and Paine Hollow for Standup Paddling lessons; the Gut and Duck Harbor for Kitesurfing lessons from May – October, 2014. [Processing fee: \$20. Use of Town Property fee: TBD. \$350 charged for surf lessons at Whitecrest only.]
- c) Application received from Rebecca Swett to play amplified harp music in front of Town Hall June 29 – July 13 and possibly Labor Day weekend. Processing fee and Use of town property fee TBD.

IV. Business

- A. Introduction of John Brawley, SPAT's Shellfishing & Aquaculture Specialist

- B. Use of Town Property Policy and Fee Review
- C. Review of status of Mayo Creek restoration [Morrissey] (TENTATIVE – check with Hillary on committee status)
- D. Review of draft job descriptions for clerk, treasurer and collector and planning for the current clerk/treasurer retirement [TA]
- E. Herring River Restoration Project – Chequesett Neck Road Dike conceptual plan review [TA]
- F. Herring River Restoration Project – draft MOU III [TA]

V. Town Administrator's Report

VI. Future Concerns

VII. Correspondence and Vacancy Report

VIII. Minutes []

IX. Adjournment



TOWN OF WELFLEET
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 Lawrence Franke Date 5/7/2014

Mailing Address PO Box 134
370 Gull Pond Road

Phone (Home) 0 (cell) 978 6211052

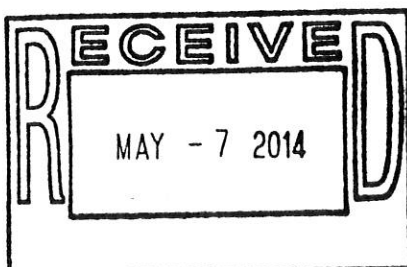
E-mail Franke LJ@msn.com

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: 20yr project management in commercial & institutional
construction, 4yr Clerk of Works on school projects, school & library
building committee experience

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

Mass Construction Supervisor's licence

☐ Committees/Boards of Interest: 1) Energy Committee - regular member (currently an alternate)
2) _____
3) _____





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 4/22/14

Mailing Address PO Box 56

Wellfleet MA 02667

Phone (Home) 508-349-9798 (cell) 617-319-4750

E-mail jefftash@comcast.net

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Member of Cable Advisory Board, Wellfleet Community Forum, Friends

of CCNS, CCNS Volunteer Interpretive Program, CCNS Seal Education Team, Webmaster for
Wellfleet Affordable Housing, Webmaster for WNRTA, Wellfleet Open U. History Lecturer

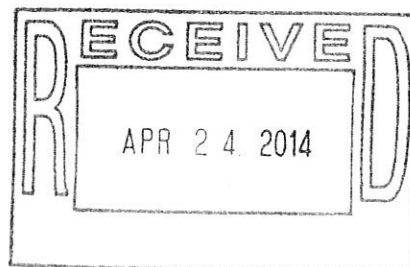
☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

MS in Computer Science, MA in Cognitive Psychology

☐ Committees/Boards of Interest: 1) CCNS Advisory Commission

2) _____

3) _____



TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Zena Bibler and Katie Schetlick Affiliation or Group Fleet Moves Dance Festival

Telephone Number 203-246-7061 Mailing Address 424 Prospect Place, Apt 2B

Brooklyn, NY 11238

Town Property to be used (include specific area) White Crest Parking Lot, White Crest Beach, Uncle Tim's Bridge, Town Hall Lawn, Wellfleet Harbor, Long Pond, Mayo Beach

Date(s) and hours of use: White Crest Beach areas will be used on July 7th from 4:30AM-6:30AM for a special site-specific performance at dawn. Downtown areas will be used for site-specific performances that will take place throughout the week of July 6th – 12th (to be arranged with Chief of Police).

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.

The above events are part of the larger program of *Fleet Moves Dance Festival*, a week-long dance and movement festival that serves the Wellfleet community. Outdoor events will not be ticketed. We imagine each performance to attract about 40 audience members, plus a cast of 10-20 performers and helpers. No food/beverage service involved. Parking arrangements deemed not necessary, as performances will take place near public parking lots, and audience will travel by foot on each performance walk. We plan to attract most of our audience from people already in town who see the event happening and join the walk (another reason why we expect a minimal impact on parking). Small-scale lighting and sound equipment may be used, but will be hand-held and not invasive to either town or beach environment.

**Fleet Moves Dance Festival respectfully requests that the fee for "use of town property" be waved as this is an event offered free of charge to the community and involves the participation of artists who are volunteering their time and talent to create innovative cultural programming in Wellfleet.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Date: _____



Processing Fee: _____


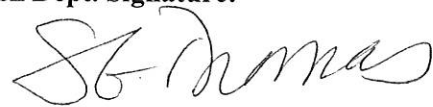
Fee: _____

(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:
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Police Dept. Signature:  5/2/2014 Comments/Conditions: will coordinate events with Zoea Bibler, same as previous years.	Fire Dept. Signature:  5/7/2014 Comments/Conditions: OK
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DPW Signature:  Comments/Conditions: OK 5/8/14	Beach Dept. Signature:  Comments/Conditions: OK - Must be done by 8am
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Shellfish Constable Signature: Comments/Conditions:	Harbormaster Signature: Comments/Conditions:
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Recreation Dept. Signature: Comments/Conditions:	Other:  H&R
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**TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

Applicant Eric Gustafson Affiliation or Group Fun Seekers
Telephone Number 508-349-1429 Mailing Address P.O. Box 1143
Wellfleet, MA 02667
Town Property to be used (include specific area) See Attached

Date(s) and hours of use: May - Oct

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.

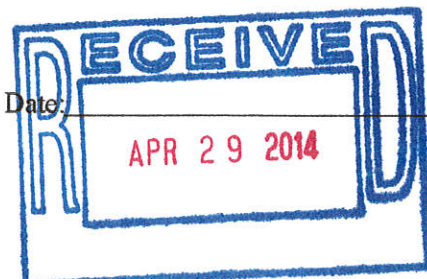
Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Signatures of the Board



Date: _____

Processing Fee: _____

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:

Comments/Conditions:

OK.

Fire Dept. Signature:

Comments/Conditions:

OK 5-7-2014

DPW Signature:

Comments/Conditions

OK

Beach Dept. Signature:

Comments/Conditions:

All participant vehicles must have valid Beach Stickers from 9-5 up to 9/1

Shellfish Constable Signature:

Comments/Conditions:

Harbormaster Signature:

Comments/Conditions:

Activity should be kept out of and away from channels

Recreation Dept. Signature:

Comments/Conditions:

Other:

Current rule restricts surfing lessons to Whitecourt only

Fee 350, insurance, beach stickers for parking, stay out of harbor channel

HST

REC'D MAY 14 2014

Town property to be used:

Stand up paddling- Long Pond, Gull Pond, Chipmans Cove, Paine Hollow

We pick the location based on wind, ability and to give clients variety. The Chipmans cove tour starts from Indian Neck or Old Pier rd based on wind and tide. We try to use the ponds early before they get busy. This instruction/tour is 1-8 clients. These tours run 1-2 hours. Parking is based on where clients are staying. Wellfleet residents have stickers, others are parked at Dunkin Donuts or at the middle school.

Windsurf- Chipman Cove, Gull Pond

We pick location on wind direction and time of day. The Chipmans Cove lessons starts from Indian Neck or Old Pier rd based on wind and tide. Gull Pond would be used when its not busy. Infrequently, shoulder season or early/late in the day. Parking is the same as above. These lessons run @3hours and are 1-4 clients.

Kitesurfing- Gut, Duck Harbor

The Gut is used when plover regulations allow. Parking is at Great Island or resident sticker parking. These lessons are 3 hours and are 1-2 clients.

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

Applicant Rebecca Swett

Affiliation or Group Harpist

Telephone Number 978 486 3378

Mailing Address 60 New Estate Road

Littleton, MA 01460

Town Property to be used (include specific area) Playing a small Harp in front of the Town Hall

Date(s) and hours of use: Between June 29 - July 13 and possibly memorial day and Labor Day
Not certain of how many days - probably around 5 or 6 weekends

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

I would like to play my small Harp with a small amplifier (small amplifier can be omitted if necessary)

Action by the Board of Selectmen:

Approved

Approved with the following condition(s):

Disapproved for following reason(s):



Processing Fee: _____

Fee: _____

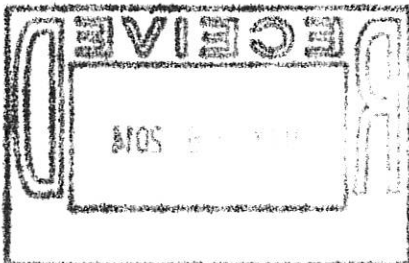
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings Signature: <i>462 5-13-14</i> Comments/Conditions: <i>OK</i> Permits/Inspections needed:
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Police Dept. Signature: <i>[Signature] 5/8/2014</i> Comments/Conditions: <i>OK</i>	Fire Dept. Signature: <i>[Signature] 5/12/14</i> Comments/Conditions: <i>OK</i>
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DPW Signature: <i>Paul [Signature] 5/20/14</i> Comments/Conditions: <i>OK</i>	Beach Dept. Signature: Comments/Conditions:
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Shellfish Constable Signature: Comments/Conditions:	Harbormaster Signature: Comments/Conditions:
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Recreation Dept. Signature: Comments/Conditions:	Town Administrator: Comments:  <i>OK but artist should demonstrate that she holds an earned performance right</i>
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TOWN OF WELFLEET

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

To: Board of Selectmen
From: Harry Terkanian, Town Administrator
Subject: Use of Town Property Guidelines
Date: June 10, 2013, Revised May 21, 2014

Existing Regulatory Framework:

1. The current Board policy on use of Town property provides as follows:

BOARD OF SELECTMEN	Revised: April 19, 1994
Policy on Use of Town Property	Reaffirmed: February 17, 1998
Original Date: November 22, 1989	Reaffirmed: January 16, 2001
	1989-1 Reaffirmed: March 9, 2004
	1989-2 Revised: March 23, 2010

The Board of Selectmen shall permit use of Town property by individuals or groups for only those activities which are not detrimental to public safety and convenience and which are completely in accordance with all relevant laws and regulations. Insurance coverage and potential liability exposure will be considerations whenever the use of Town property is requested. From time to time such fees as may be appropriate and established by the Board of Selectmen may be applied.

In accordance with the General Bylaws of the town and the policy above, the Board may permit the temporary placement of signs on Town Property. The Board may do this through one-time placement permission, permission for sign placement on a regularly scheduled basis by an individual or group, or through delegation of permission to the appropriate Department Head.

2. Relevant General By-Law provisions are Section 19 (Alcohol on Town Property) and Section 26 (Noise) of Article VII:

Section 19. It shall be unlawful for any person to consume alcoholic beverages on public highways or in public parking places, including vehicles thereon, including all Town owned property, within the Town of Wellfleet. However, the Board of Selectmen may make exceptions to this bylaw in the case of special events and are authorized to issue special permits to private vendors to serve beer and wine exclusively in accordance with general law, and bylaws governing the issuance of temporary liquor licenses.

Section 26. It shall be unlawful for any person or persons occupying, having the charge of, or being present in or about any building, structure, premises, shelter, mobile or stationary vehicle, boat, or any conveyance, or any part thereof, in the

Town, from 10:00 p.m. until 8:00 a.m., at any time to cause, suffer, allow, or countenance any unnecessarily loud, excessive or unusual noise, including any such noise in the operation of any radio, phonograph or other mechanical or electronic sound-making device or instrument, or reproducing device or instrument, or in the playing of any band, orchestra, musician or group of musicians, or in the use of any device to amplify the aforesaid; or the making of loud outcries, exclamations or other loud boisterous noise, or loud or boisterous singing by any person or persons or the use of any device to amplify the aforesaid noise, where such noise is plainly audible at a distance of one hundred and fifty (150) feet from the building, structure premises, shelter, mobile or stationary vehicle, boat, or any conveyance, or any part thereof in which and/or from which it is produced. The fact that the noise is plainly audible at said distance of one hundred and fifty (150) feet shall constitute prima facie evidence of a violation of this bylaw. Except as authorized by the Board of Selectmen, any person or persons shall be deemed in violation of this bylaw who shall make, aid and abet, or cause, suffer, allow, or countenance the making of such noise, and shall be subject to punishment by fine.

3. Business Licenses are governed by General Bylaws, Article X, Section 6 which provides in part:

Any person or entity operating a business as hereinafter defined shall register with the Board of Selectmen and, if required to do so, shall obtain a "General Business License" prior to commencing said business. For the purposes of this section, a business shall be defined as the selling of commodities or services of any kind to the general public. Business shall not include any business otherwise licensed by the Board of Selectmen pursuant to applicable provisions of the General Laws of the Commonwealth of Massachusetts.

4. The Board has also taken the following votes on use of Town property:

At their meeting of April 10, 2012, the Wellfleet Board of Selectmen voted to approve the following Use of Town Property fees:

<i>Application fee</i>	<i>\$20.00</i>
Weddings/Family Functions/Private Events closed to the public	\$100.00 per day
Festivals/Functions/Events open to the public	\$100.00 per parcel
	* (\$500.00 maximum)
Professional Filming fee	\$100.00 per day
Surf Lessons (at White Crest only)	\$350.00 per season

Fees must be paid by certified check, money order or cash seven (7) days prior to event.

Events exempt from fees:

Town sponsored events, fundraisers for the Town, not-for-profit events and political gatherings or protests, provided that application is made to the Board of Selectmen at a Public Meeting at least 30 calendar days prior to the event.

*Copy of Assessor's map must be included with the application with all areas of the proposed use highlighted.

Discussion:

Requests for use of Town property are as varied as the imagination. Requests range from small events, with perhaps the smallest being a fire permit for a fire on the beach to the very large, with Oysterfest being the largest. Events can be public fund raisers, festivals and the like or can be private with weddings being the most common.

Issues arising in connection with use of Town property can include the following:

- Will the event create a risk of liability to the Town of Wellfleet?
- Will alcoholic beverages be served?
- Will there be music or other potential noise issues?
- Will the event use public property for a private or commercial as opposed to public or charitable purpose?
- Will the use be of such a size as to exclude the public from the resource entirely?
- Will services be requested of the Town or deemed necessary by the Town (EMS, traffic and crowd control, DPW, etc.)?
- How can the Town insure that obligations placed on the event sponsor (noise control, cleanup, temporary sanitary facilities, etc.) will be met?
- How can we insure that event sponsors know what will be expected of them (and of us by them) in advance?

Addressing these, and any other issues, is a mixed policy/administrative question.

Possible Actions:

1. Policy Based:

- a. **Use Fees.** The current fee schedule (above) appears to be reasonable in most cases, but the Board is free to modify it as conditions warrant. There are some events which as a result of size or scope are difficult to categorize. Also a distinction could be made in fees for not for profits between fund raisers for which a fee might be imposed and informational events for which no fee may be appropriate.
- b. **Use Fees Where Commercial Vendors Are Present.** There are a number of events where organizations, both not for profit and for profit, act as umbrella organizations, assigning space to other independent vendors. In the past these vendors have not been required to obtain business licenses, but have been required to obtain any applicable health (such as food service permits) and building (such as tent permits) approvals. One possible way to account for the scope of these events is to require that event fee include a component in lieu of the business license that other merchants are required to obtain from the Town. The annual business license fee is currently \$50.00. Consideration given to the number of event days and the time of year one time event a lower fee may be appropriate. Such a fee could be imposed for events whether or not the umbrella organization is a not for profit. Imposing such a fee would require amending the business license fee schedule which requires a public hearing.

- c. Application Fee. Retain the current \$20.00 processing fee. It's a reasonable fee to partially cover the cost of shepherding the application around to Town departments. If there are circumstances where it should be waived, such as requests by charitable organizations, the circumstances should be set forth in a vote by the Board so that administrative staff can reliably determine when the fee can be waived.
 - d. Alcohol. Alcohol on Town property is currently prohibited unless made the subject of an exception by the Board. Alcohol is a tremendous liability exposure. I do not recommend waiving this prohibition except in the case of well organized, insured public events. Liquor liability insurance should be required and, if required by the Police Department, appropriate event sponsor paid private police details.
 - e. Music. Any events which include live or recorded music should be required to demonstrate that they hold the requisite performance rights and should be required to indemnify the town against claims arising out of a failure to license performance rights.
 - f. Exclusive use of a facility. I recommend that where possible use of Town property for private functions be limited to only that portion of the property necessary for the use. The Town's public areas should be primarily for the benefit of the public and private use should be restricted to preserve the usage rights of the public. Consideration should be given to denying requests which would make a property such as a beach unavailable to the public during the summer season or a public building inaccessible during business hours.
 - g. Determine whether security deposits should be required in the case of events which might result in costs to the Town (portable toilet rental, DPW cleanup, fire and police details, etc.)
2. Administrative:
- a. Enhance the information on the Town's web site and the instructions on the use of Town property form to educate applicants about the Town's expectations. Issues such as noise, cleanup, cost of Town services, filing deadlines, etc. should be available (in progress.)
 - b. Enforce a 30 days in advance requirement. With Board meetings two weeks apart and considering the time required to circulate the request form to affected department heads, this is not an unreasonable lead time. While we make every effort to accommodate those who file late, there should be no expectation that a use request will take priority over other Town business.
 - c. Collect the \$20.00 application fee with the application (except from organizations exempted in advance by Board policy, if any.)
 - d. Revise the use application to allow for specific statement of Town resources requested by the applicant or ordered by the Board as a condition of approval (in progress.)
 - e. Revise the application to provide for a final review by the Town Administrator for compliance with policy and recommendation of any conditions to be imposed.

- f. All use fees to be paid (cash or bank funds) in advance of issuing an approval document to the applicant. [Treasurer recommends fees \$50 or less be paid in cash, all others and deposits by bank check.]
- g. All approved requests to be circulated to affected departments (in progress.)
- h. If a deposit is required, insure that it is collected before the approval is released to the applicant.
- i. Require a certificate of insurance naming the Town of Wellfleet as a named insured for all events for which liability is a concern. Events such as races, catered events, commercial enterprises are some of the events which would have an insurance requirement. Weddings which are not catered and water stops for road races are two examples of events which might not require insurance.

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant _____ Affiliation or Group _____

Telephone Number _____ Mailing Address _____

Town Property to be used (include specific area) _____

Date(s) and hours of use: _____

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.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Signatures of the Board

Date: _____

Processing Fee: _____

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: Comments/Conditions:	Fire Dept. Signature: Comments/Conditions:
DPW Signature: Comments/Conditions	Beach Dept. Signature: Comments/Conditions:
Shellfish Constable Signature: Comments/Conditions:	Harbormaster Signature: Comments/Conditions:
Recreation Dept. Signature: Comments/Conditions:	Other:

Mayo Creek Project Status

Mayo Creek was diked off from the harbor in 1909. Since that time, it has become a poorly functioning fresh water marsh. Data shows that Mayo Creek is the source of some of the most degraded water entering Wellfleet Harbor – high in nitrogen (N) and fecal coliform.

Thus, three Town committees – Natural Resources Advisory Board, Comprehensive Waste-water Planning Committee and the Conservation Committee – have all recommended restoration of the Mayo Creek marsh to its original salt marsh habitat. There are many potential benefits to the Town from this restoration:

- Improved capacity of the marsh for de-nitrification (reducing N flow into the central harbor)
- Reduction in coliform bacteria in the creek (reducing the risk to shell-fishing)
- Reduction in mosquito breeding capacity
- Improved flushing (and possibly) scouring of the north marina channel
- Improved drainage after significant rain events (important to abutters)
- Restoration of a high productivity ecosystem, with greater wildlife and native plant diversity.

In the past 100 years, many abutters have built into the former flood plain. In the context of the restoration, they have raised a number of concerns: about drinking water, low-lying septics, mosquitos, ground water levels and flooding of private lands. Over the past years, we have gradually built up a useful technical basis for understanding these issues as specific to Mayo Creek.

- Wells & septics: With the help of the Water Resources Group at Cape Cod Commission and the County Health Department, we have analyzed issues related to drinking water wells and septics: the evidence shows that these would not be impacted by restoration. (Also, many abutters now have Town water supplied.)
- Flooding: The consulting firm Woods Hole Group has prepared a hydrological study which suggested that 20 acres of marsh, including all the creek bed, could be restored without flooding any structure or garden. Drainage, especially after a rain event, would be improved. This restoration could be achieved simply by removing the current “duckbill” at the creek outlet. A field verification of the model predictions is in planning.
- Ground water: While we believe that no adverse increase in ground water levels - on gardens or septics - would occur during restoration, confirming test data is needed to determine whether actual property impacts are consistent with those predicted by the model.
- Mosquitos will be reduced by flood plain flushing and return of predators (mostly fish)

The significant benefits to the Town and abutters suggest the appointment of a focused Mayo Creek Restoration Committee to finalize pre-restoration testing and prepare a specific restoration plan for Board consideration. Part of that testing would involve a temporary removal of the “duckbill”, to verify the hydrological modeling, determine ground water changes and observe any effects on the marina north channel.

A most important part of the committee’s work will be to engage abutters and residents to explain the project benefits and address concerns they may have. These concerns will need to be reflected in the final plan submitted for approval.

DRAFT

MAYO CREEK RESTORATION COMMITTEE

An ad hoc Mayo Creek Restoration Committee is established for the following purposes:

- To make a case for the benefits to the Town of the restoration of the Mayo Creek salt marshes;
- To plan, permit and execute necessary tests and verifications in support of restoration planning;
- To engage with the public and abutters to address benefits and concerns;
- To prepare and submit a restoration plan for Board of Selectmen approval ;
- To fund the restoration planning without use of Town funds;

The committee shall have a life of three years. There shall be five members, of three years terms each. The members are appointed by the Board of Selectmen upon a recommendation from the Comprehensive Waste-Water Planning Committee, Natural Resources Advisory Board, Conservation Committee, Shellfish Advisory Board and Marina Advisory Board. Administrative liaison will be provided by the Town Conservation Agent.

ALTERNATIVE:

Assign to Conservation Commission for planning before charging a committee?

Position Title: Town Clerk

Statement of Duties

The Town Clerk performs highly responsible administrative and supervisory functions in connection with the maintenance of official municipal records, the issuing of various licenses and official Town documents, management of the Town census, and the direction of election activities. The Town Clerk exercises independent judgment and initiative in the planning, administration and execution of the services of the Clerk's office, in the interpretation and application of laws, regulations and procedures.

Supervision

The Town Clerk is appointed by the Board of Selectmen. The Town Clerk reports to and works under the general supervision of the Town Administrator. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Clerk has access to some confidential information obtained during performance of regular position responsibilities.

The Town Clerk exercises supervisory responsibility over all election employees and such other part and full time employees as may be assigned to the Town Clerk office.

Judgment

The Town Clerk has access, and must exercise discretion regarding, confidential and sensitive information. Errors could result in significant confusion and delay, result in improper disclosure of confidential information, could have legal and financial repercussions, and/or cause adverse public relations. The Town Clerk must be completely honest, reliable, discrete and have good judgment.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The Town Clerk has relationships with co-workers and the general public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or state agencies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by

Town Clerk Office
Town Clerk

back checking and slowdowns in the processing of the work, and financial ramifications to employees, vendors, and the municipality.

Duties of the job present minimal potential for injury. Risk exposure is similar to that found in typical office settings.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

- Plans, directs and supervises the work of the Town Clerk's Office, including preparation, monitoring and oversight of department operating budget
- Responsible for all Town Clerk functions established by Massachusetts General Laws, or as may be required by federal and local law, policies and procedures
- Supervises personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records)
- Serves as Custodian of all Town records for which no other custodian is defined; has custody of books, reports, records and laws received from the Commonwealth; certifies public records
- Serves as Chief Election Officer for the Town, with full responsibility for the complete administration of fair and impartial federal, state, and local elections, including but not limited to maintenance of accurate voter registration lists, absentee ballots, maintenance and accuracy of election systems and equipment, and campaign finance law administration
- Serves as *ex officio* member and clerk of the Board of Registrars
- Serves as Custodian of Vital Records
- Attends all Annual and Special Town Meetings; records all votes and other action taken at town meetings; assists Town Moderator in the preparation and conduct of town meetings; records and certifies all appropriations; responsible for transmitting Town Meeting adoption of bylaws to the Attorney General's Office for approval, Town Meeting acceptance of provisions of the Massachusetts General Laws and Special Acts to the Secretary of State, and authorizations for borrowing to the Department of Revenue
- Administers the Annual Town Census
- Issues a variety of state and local licenses, permits and certificates; collects fees as necessary
- Serves as Keeper of Official Seal of the Town; administers oaths to elected and appointed officials and employees; complies with Massachusetts General Laws' requirements relative to the Conflict of Interest and Open Meeting Laws

Town Clerk Office
Town Clerk

- Receives, posts, and/or files all notices and minutes of meetings of all town boards and committees, as appropriate; handles public notice filings; records and files applications, maps, and decisions of the Planning Board; records and maintains files on preliminary and definitive subdivision plans; records and files all decisions of the Zoning Board of Appeals and appeals of such decisions
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs similar or related work as required or assigned

Recommended Minimum Qualifications

Education and Experience

This position requires a bachelor's degree and at least five (5) years of experience as a Town Clerk or Assistant Town Clerk. Preference is a certification as a Certified Massachusetts Town Clerk. Such certification shall be required within three (3) years. The required education is to be supplemented with specialized training associated with the position of Town Clerk

The position requires the ability to be bonded and remain bonded during the entire tenure in the position.

The position requires that the individual have a commission as a notary public or obtain such within one (1) calendar year.

Knowledge, Ability and Skill (Minimum)

Knowledge: The Town Clerk position requires a thorough knowledge of applicable state, local and federal statutes and regulations related to the duties and responsibilities of a Town Clerk's office. These include a working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law. The Town Clerk position requires a working knowledge of office procedures and practices.

Abilities The Town Clerk must have the ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. The position requires considerable ability to communicate effectively in written and oral form. The Town Clerk position requires the ability to establish and maintain complex record keeping systems. The Town Clerk must have good organizational skills, be detail oriented, and take independent initiative. The Town Clerk must be able to plan work ahead of time, handle multiple tasks, prioritize effectively and meet strict deadlines. The Town Clerk must be able to work effectively in high pressure situations, as necessary.

Skill: The Town Clerk will have proficient technology skills working with laptops/pcs as well as Microsoft Office products (Word, Excel, and Access). In addition experience working with specialized Town Clerk software. Proficient skill in operating computers and applicable word processing and spread sheet statistical applications. Excellent customer service skills are required.

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There is often the lifting of objects such as vital record books or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

The Town Clerk is required to periodically work outside of normal business hours, such as to attend the Annual or Special Town Meetings and oversight of federal, state, and local elections. Attendance at Board of Selectmen or other Town Committee meetings may be required or requested from time to time when they relate to the Town Clerk's Office or the needs of the Town.

FLSA

This position is exempt under the Fair Labor Standards Act.

Position Title: Town Treasurer

Statement of Duties

The Town Treasurer performs highly responsible administrative and supervisory functions involving the receipt, expenditure and custody of municipal funds, the timely investment of funds and the borrowing of money, and with respect to the custody of tax title properties, within guidelines established by statute and professional standards.

Supervision

The Town Treasurer is appointed by the Board of Selectmen. The Town Treasurer reports to and works under the direct supervision of the Town Administrator or designee. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Treasurer is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

The Town Treasurer has access to some confidential information obtained during performance of regular position responsibilities.

Employee exercises supervisory responsibilities as assigned.

Judgment

The Treasurer exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. The Treasurer has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in legal repercussions, loss of funds, excessive costs, major financial losses from unauthorized expenditures, deterioration of the Town's financial position, and/or adverse public relations.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The Treasurer's relationships with co-workers and the general public include frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as

vendors, banks and/or state agencies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

- Performs all functions required by Massachusetts General Laws and as required by local law, policies and procedures
 - Plans, directs and supervises the work of the Treasurer's Office, including preparation and administration of department budget
 - Maintains custody of all municipal funds and has the responsibility for the deposit and disbursement of these monies
 - Oversees the investment of all funds; maintains constant vigilance of the Town's investments, cash position including cash flow projections; evaluates various investment or borrowing options; consults with bankers and advisors regarding investment strategies and timing
 - Maintains custody of securities of Town and trust funds; accounts for income from investments and fund portfolios
 - Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the town
-
- Responsible for the issuance of municipal debt and ongoing debt management; works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance
- Receives deposits from all sources having to do with Town business; reconciles statements and makes deposits; transfers funds; pays bills
 - Supervises the preparation of and issues town payroll
 - Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.
 - Administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the town including cafeteria plans
 - Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
 - Assists in the preparation of annual financial reports, capital improvement program and annual budget.
 - Advises the Town Administrator on budget-related matters; provides advice on request from other Town officials

- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs all functions relating to payroll processing including preparing departmental payroll for submission to the contract payroll service, preparing bi-weekly reports balancing payroll and withholding information. Assists employees with payroll changes and assists new employees with required paperwork including group health insurance coverage and retirement membership/benefits.
- Performs similar or related work as required or assigned

Recommended Minimum Qualifications

Education and Experience

This position requires a Bachelor's Degree in accounting and additional specialized training in municipal finance. A minimum of three (3) years of experience in a municipal or public sector accounting office or five (5) years of experience in an accounting office or a combination thereof is required. Experience with municipal accounting book-keeping, and knowledge of Massachusetts General Laws including Chapter 32 is preferred. The candidate must have the ability to be bonded and stay bonded during the entire time as Treasurer.

Knowledge, Ability and Skill

- **Knowledge:** Thorough knowledge of the principles and practices of financial management, the Massachusetts General Laws related to treasury functions, and other applicable state and federal laws related to municipal finance and taxation
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Familiarity with investment vehicles, banking products and operations; knowledge of the investment market
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public
- Ability to prepare accurate financial reports and records
- Ability to communicate effectively in written and oral form; aptitude with numbers
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Thorough knowledge of computer applications for financial management; proficiency in typing, word processing, spreadsheet, presentation and database software (such as MS Word and Excel).
- Honesty, reliability, discretion, and good judgment essential

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

This is an office-based job in a dynamic municipal office. While performing the duties of the Town Treasurer, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office.

FLSA status

This position is exempt under the Fair Labor Standards Act.

Position Title: Town Treasurer/Collector

Statement of Duties

The Town Treasurer/Collector performs highly responsible administrative and supervisory functions involving the receipt, expenditure and custody of municipal funds, the timely investment of funds and the borrowing of money, and with respect to the custody of tax title properties, within guidelines established by statute and professional standards.

Supervision

The Town Treasurer/Collector is appointed by the Board of Selectmen. The Town Treasurer/Collector reports to and works under the direct supervision of the Town Administrator or designee. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Treasurer/Collector is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Town Accountant provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

The Town Treasurer/Collector has access to some confidential information obtained during performance of regular position responsibilities.

Employee may exercise supervisory responsibilities as directed.

Judgment

The Treasurer/Collector exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. The Treasurer/Collector has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in legal repercussions, loss of funds, excessive costs, major financial losses from unauthorized expenditures, deterioration of the Town's financial position, and/or adverse public relations.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The Treasurer/Collector has relationships with co-workers and the general public that include frequent explanation, discussion or interpretation of practices, procedures, regulations or

guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or state agencies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. The Treasurer/Collector may furnish news media with routine information such as departmental procedures.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

- Performs all functions required by Massachusetts General Laws and as required by local law, policies and procedures.
- Plans, directs and supervises the work of billing and receipt of all town monies, the investment of the same, and all dispersal of town funds.
- Maintains custody of all municipal funds and has the responsibility for the deposit and disbursement of these monies
- Oversees the investment of all funds; maintains constant vigilance of the Town's investments, cash position including cash flow projections; evaluates various investment or borrowing options; consults with bankers and advisors regarding investment strategies and timing
- Maintains custody of securities of Town and trust funds; accounts for income from investments and fund portfolios
- Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the town
Responsible for the issuance of municipal debt and ongoing debt management; works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance
- Receives deposits from all sources having to do with Town business; reconciles statements and makes deposits; transfers funds; pays bills
- Supervises the preparation of and issues town payroll
- Performs all functions relating to payroll processing including preparing departmental payroll for submission to the contract payroll service, preparing bi-weekly reports balancing payroll and withholding information. Assists employees with payroll changes and assists new employees with required paperwork including group health insurance coverage and retirement membership/benefits.
- Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.

- Administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the town including cafeteria plans
- Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
- Assists in the preparation of annual financial reports, capital improvement program and annual budget as directed by the Town Accountant.
- Bills and collects all real estate, personal property and excise taxes, betterments, and other charges added to and committed as taxes
- Directs the collection of delinquent accounts; issues municipal lien certificates; responds to inquiries from taxpayers, attorneys, financial institutions
- Custodian of tax title properties; responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs similar or related work as required or assigned

Recommended Minimum Qualifications

Education and Experience

This position requires a Bachelor's Degree in accounting and additional specialized training in municipal finance. A minimum of three (3) years of experience in a municipal or public sector accounting office or five (5) years of experience in an accounting office or a combination thereof is required. Experience with municipal accounting book-keeping, and knowledge of Massachusetts General Laws including Chapter 32 is preferred. The position requires the ability to be bonded and remain bonded during the entire tenure in the position.

Knowledge, Ability and Skill

- **Knowledge:** Thorough knowledge of the principles and practices of financial management, the Massachusetts General Laws related to treasury functions, and other applicable state and federal laws related to municipal finance and taxation
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Familiarity with investment vehicles, banking products and operations; knowledge of the investment market
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public
- Ability to prepare accurate financial reports and records
- Ability to communicate effectively in written and oral form; aptitude with numbers
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines

- Ability to plan and effectively manage Department budget
- Thorough knowledge of computer applications for financial management; proficiency in typing, word processing, spreadsheet, presentation and database software (such as MS Word and Excel).
- Honesty, reliability, discretion, and good judgment essential

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

This is an office-based job in a dynamic municipal office. While performing the duties of the Town Treasurer/Collector, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office.

FLSA status

This position is exempt under the Fair Labor Standards Act.

**MOU III Revised Draft
Herring River Restoration Project
May 20, 2014**

This Memorandum of Understanding is effective upon signature by and among the National Park Service (NPS), a bureau of the United States Department of the Interior, acting through the Superintendent of the Cape Cod National Seashore and the Towns of Wellfleet and Truro, municipal corporations located in Barnstable County, Massachusetts, acting through their Boards of Selectmen. The purpose of this Memorandum of Understanding is:

- 1) To ratify the detailed restoration plan set forth in the Final Environmental Impact Statement/Report (FEIS/EIR) for the restoration of the Herring River estuary, completed by the Herring River Restoration Committee pursuant to a previous (November 2007) Memorandum of Understanding (referred to as MOU II) between NPS and the Towns of Wellfleet and Truro;
- 2) To enable additional planning, engineering, funding, construction and implementation of the agreed-upon restoration plan, using an Adaptive Management Plan, as set forth in the FEIS/EIR.
- 3) To set forth the structure and responsibilities of an intergovernmental team to direct the Restoration Project.
- 4) To generally describe the responsibilities of an independent management organization which the parties will seek to manage the restoration process.

WITNESSETH

WHEREAS, the National Park Service (hereinafter NPS) administers and manages the Cape Cod National Seashore (hereinafter CCNS), located partially within the Towns of Wellfleet and Truro (hereinafter "the Towns") and including more than 800 acres within the Herring River floodplain; and whereas CCNS is legally authorized by U.S.C. Sections 1-3, 459b-459b-8 as a unit of the National Park System to enter into memoranda of understanding;

WHEREAS, the Town of Wellfleet maintains ownership of the Chequessett Neck Road (CNR) Dike, which currently controls tidal flow to the Herring River system, and the Town includes lands and waters within the Herring River estuary that may be affected by the restoration of tidal flow through the Dike;

WHEREAS, the Town of Truro includes lands and waters within the Herring River estuary that may be affected by the restoration of tidal flow through the Chequessett Neck Road Dike;

WHEREAS, High Toss Road, which crosses the Herring River floodplain, is located within Cape Cod National Seashore and is owned by the National Park Service, while the Town of Wellfleet holds rights for public access across it and maintains the road;

WHEREAS, the Town of Wellfleet and CCNS, pursuant to a (August 2005) MOU (referred to as MOU I) worked together to determine that restoration of the natural functions to the Herring River estuary is feasible and desirable, and to complete a Conceptual Restoration Plan, which was accepted by both the Towns of Wellfleet and Truro and CCNS pursuant to a second MOU (MOU II) executed in November 2007.

WHEREAS, pursuant to MOU II, the Towns and CCNS agreed that it was imperative that a Detailed Restoration Plan (DRP) be developed with continued public involvement and, when completed, the DRP represent the full consensus of the three primary entities; and whereas, the Towns and the CCNS agreed that alternatives analysis and public involvement approaches of the Massachusetts Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA) would provide a mechanism for accomplishing these objectives;

WHEREAS, pursuant to MOU II, the Towns and the CCNS organized an interdisciplinary team, the Herring River Restoration Committee (hereinafter HRRC) to develop a detailed and comprehensive plan for restoration of the estuary and directed the Committee to:

- a. Review the Herring River Conceptual Restoration Plan (CRP) accepted under MOU II.
- b. Review all scientific and engineering reports in support of the CRP;
- c. Develop a Detailed Restoration Plan (DRP) that addresses environmental and social concerns through an integrated MEPA/NEPA process of alternatives analysis and public involvement;
- d. Develop a Detailed Restoration Plan that is suitable for local, state and federal permitting requirements of procedures;
- e. Seek funding sources;
- f. Inform the public on a regular basis through public meetings, reports or other forms of outreach, in addition to the public process required by MEPA and NEPA;
- g. Produce a third MOU for the Towns' and CCNS's approval, agreeing to collaborate on project implementation per the Detailed Restoration Plan;
- h. Deliver products of the MEPA/NEPA process;

WHEREAS, the HRRC has developed a DRP that addresses environmental and social concerns through an integrated MEPA/NEPA process of alternatives analysis and public involvement procedures as set forth in the Final Environmental Impact Statement/Report;

WHEREAS, the parties have determined that it is in the public interest to enter into this Memorandum of Understanding setting forth a cooperative arrangement between the parties for the next phase of the Herring River Restoration Project including additional

planning, engineering, funding, construction and implementation of the agreed-upon Detailed Restoration Plan, using an Adaptive Management Plan, as set forth in the FEIS/EIR, this phase to be known as the implementation phase;

WHEREAS, the implementation phase will continue for many years, but at some point in time management responsibilities for tidal control infrastructure will be greatly reduced, and the estuarine system will be self-sustaining, this phase to be known as the long-range phase;

NOW THEREFORE, in consideration of the foregoing, the Towns and the CCNS agree as follows:

1. The Town of Wellfleet, the Town of Truro and CCNS hereby accept the Detailed Restoration Plan, including the Preferred Alternative D as set forth in the Final Environmental Impact Statement/Report, attached to this MOU.
2. The Town of Wellfleet, the Town of Truro and CCNS agree to cooperate on implementation of the Detailed Restoration Plan, as set forth below. Representatives of the Town of Wellfleet, the Town of Truro and CCNS will form an intergovernmental team to direct the Restoration Project as follows:
 - a. Meet quarterly or as needed as the Herring River Executive Council (HREC) to oversee project implementation activities, establish and provide policy direction, monitor progress and ensure compliance with established town and CCNS policies and legal regulations.
 - b. Continue the role of the Herring River Restoration Committee (HRRC) established in MOU II as an interdisciplinary management team with representation from the Towns of Wellfleet and Truro, the Cape Cod National Seashore, Commonwealth of MA Division of Ecological Restoration (DER), U.S. Fish and Wildlife Service (USFWS), U.S. Natural Resources Conservation Service (NRCS) and the National Oceanic and Atmospheric Administration (NOAA). The HRRC will:
 - 1) Make project management and funding recommendations to the Herring River Executive Council (HREC);
 - 2) Direct and oversee approved elements of the Restoration Project;
 - 3) Provide planning, engineering, technical, operational and scientific oversight for the Project.
 - c. Work with a regulatory oversight group as established through permitting documents.
 - d. Establish local working committees or task groups as needed such as a stakeholder committee and science committee.

3. Through separate contracts for services and/or Cooperative Agreements, the Towns and the CCNS may engage the services of an independent management organization to undertake the responsibilities and perform the functions outlined below, in coordination with HRRC:

- a. Provide and manage professional level technical and administrative staff necessary for the completion of all project elements;
- b. Compete for, receive, and administer necessary project funding from state, federal, and private sector sources;
- c. Prepare and submit permit applications, ensure compliance with all permit conditions, noticing requirements, and other environmental compliance obligations;
- d. Prepare and advertise bid solicitation packages, manage and oversee competitive bidding processes, select and manage contractors, oversee construction activities, pay invoices, and comply with funder and contractor stipulations;
- e. Enter into, execute and enforce agreements with affected landowners;
- f. Conduct operations and maintenance of public infrastructure in cooperation with the towns and CCNS as appropriate;
- g. Implement the adaptive management plan under the technical direction of HRRC;
- h. Perform public outreach and education activities.

4. The Town of Wellfleet, the Town of Truro and CCNS generally agree that the owners of the underlying land should own the components of the new project infrastructure during the implementation phase and for the long-term, as follows:

- a. Chequessett Neck Road (CNR) Bridge: *The Town of Wellfleet should continue to own the CNR dike/bridge.*
- b. Chequessett Neck Road Tide Gates: *The Town of Wellfleet should own the new CNR tide gates.*
- c. Mill Creek Dike: *CCNS should own the new Mill Creek dike.*
- d. Mill Creek Tide Gates: *CCNS should own the new Mill Creek tide gates.*
- e. High Toss Road: *High Toss Road is within the NPS boundary and under federal ownership, with the Town of Wellfleet holding rights for public access. The parties agree in principle that the High Toss Road causeway should be removed, subject to final town approval. After the road is removed, CCNS and the Town agree to work together toward maintaining safe pedestrian access over the Herring River and the abandoned right-of-way. If the road remains in place, the Town of Wellfleet should continue to maintain it.*

f. High Toss culvert: *CCNS should own any new culvert at High Toss Road. Should the road be removed, no culvert would be needed.*

g. Pole Dike Road: *The Town of Wellfleet should continue to own Pole Dike Road. The Herring River Restoration Project should fund the raising of the road.*

h. Pole Dike culvert/tide gate: *If a tide gate is installed at Pole Dike Road, the Town of Wellfleet should own the new tide gate. If only a new culvert is installed, the Town should own it.*

i. Old County Road/culverts: *The Town of Wellfleet should continue to own Old County Road and its culverts. The Herring River Restoration Project should fund the raising of the road and installation of new culverts.*

j. Bound Brook Road/culverts: *The Town of Wellfleet should continue to own Bound Brook Road and its culverts. The Herring River Restoration Project should fund the raising of the road and installation of new culverts.*

5. The owners (i.e. the Towns and/or CCNS) of the Restoration Project tide control infrastructure may wish to engage the services of an independent management organization to construct, operate and maintain this infrastructure (such as bridges, dikes, tide gates and culverts) during the implementation phase. Long-term, operation and maintenance responsibilities should be the responsibility of the owner of each element of Project infrastructure.

6. Funding

a. This Memorandum of Understanding and the obligations of the NPS hereunder shall be subject to the availability of funding and staffing, and nothing contained herein shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress or administratively allocated for the purpose of this Agreement for the fiscal year, or to involve the NPS in any contract or other obligation for the further expenditure of money in excess of such appropriations or allocations.

b. This Memorandum of Understanding and the obligations of the Towns hereunder shall be subject to the availability of funding and staff, and nothing herein shall be construed as binding the Towns to expend in any one fiscal year any sums in excess of those appropriated by Town Meeting and made administratively available for the purpose of this Agreement for the fiscal year.

c. Each party shall bear its own costs associated with its participation in this Memorandum of Understanding without reimbursement.

d. This Memorandum of Understanding and the obligations of the NPS hereunder are subject to the laws, regulations and policies governing the NPS and CCNS whether now in force or hereafter enacted or promulgated.

e. This Memorandum of Understanding and the obligations of the Towns hereunder are subject to the laws, regulations, Town Meeting votes and policies governing the Towns, whether now in force or hereafter enacted or promulgated.

7. This Memorandum of Understanding may be amended by a unanimous vote of all of the participating parties. It shall remain in effect until superseded by a further MOU or inter-municipal agreement(s) to implement its purposes.

IN WITNESS WHEREOF, the parties have cause this instrument to be executed by their respective duly authorized representatives on the day and year indicated.

Workshop Session with Wellfleet Town Officials regarding the Chequessett Neck Road (CNR) Bridge and Tide Gate Design: During the morning session, members of the Herring River Restoration Committee (HRRC), representatives of Friends of Herring River (FHR) and the engineering firm of Fuss & O'Neill (F&O) held a workshop with key Wellfleet town officials to review the draft 25% design plans for the proposed Chequessett Neck Road bridge and tide gates. Fuss & O'Neill is under contract with FHR to develop the 25% design plans by the end of June 2014. These plans will be submitted to the MA Department of Transportation (DOT) for review.

Nils Wiberg of Fuss & O'Neill gave an overview presentation of the bridge design and led the group in a discussion of different design elements and considerations including:

- Storm water management
- Pedestrian safety barriers
- Gate operator alternatives
- Gate frames and stem heights
- Removable gate panel considerations
- Guardrails
- Walkway surface materials
- Handrail alternatives
- Overhead utility alternatives
- Temporary bypass bridge design
- Construction staging areas
- Boating safety
- Fish Passage Consultations
- Cultural Resource Investigations

While not all these elements need to be decided upon at the 25% design stage, HRRC and FHR are seeking town guidance on these design elements so that any needed changes can be incorporated prior to submission to MA DOT. The town officials had a number of questions about the design. The following is a summary of the discussion:

Storm water management: Wellfleet officials asked if the storm water design for the bridge could accommodate the runoff from the adjacent road surfaces. Nils Wiberg explained that the system would be sized to handle the surface water catchment area. Mark Vincent noted that it might make sense to intercept some of the runoff before it reaches the bridge by installing catch basins on Chequessett Neck Road.

Pedestrian safety barriers: Town officials preferred to use low-maintenance materials for these barriers (poured concrete rather than timber barriers). Harry Terkanian suggested that if possible, the crosswalks should be aligned with the openings in the pedestrian barriers. This might require reconfiguration of the parking spaces.

Gate operators: Town officials generally preferred the portable generator option for gate operators, noting that bringing 3-phase power to the site would be very expensive. While the town owns a portable generator, another would be needed for this purpose.

Guardrails: Town officials suggested that steel-backed timber guardrails be used along the entire embankment.

Bypass bridge design: Town officials were generally supportive of a one-way bypass with traffic signals. They noted that it would be better to have pavement sensors to trigger the signal changes.

Overhead utilities: Town officials were supportive of putting the utility lines underground (i.e. in conduit under the bridge deck). Mark Vincent also expressed interest in learning how much it would cost to bury the lines along the roadway before they reach the bridge.

Construction staging areas: The group discussed several options for staging areas. Town officials said that they would like to make a site visit to evaluate the alternative locations. One possibility would be to combine the traffic island and adjacent CCNS parking area along Griffin Island Road.

Boating safety: Town officials suggested that safety booms and signage would be needed to prevent small boats from trying to go through the CNR bridge. Harry Terkanian suggested that there should be a restricted zone on either side of the bridge, and that there should be provisions for portaging around it.

Gate frames and stem heights: The group agreed that it would preferable to have stem covers to protect the gate stems and provide a consistent height and appearance. The group did not favor flags or sail masts, but rather said to keep it as simple as possible.

Walkway surface materials: Town officials expressed a preference for simple, smooth surfaces in order to minimize maintenance costs.

Handrails: Town officials expressed a preference for stainless steel handrails, again to minimize maintenance costs.

Members of the Board of Selectmen wanted to consult the rest of the Board about these design recommendations. *The group agreed that the Selectmen would discuss this at its May 27, 2014 and provide any further comments to the HRRC following that meeting.*

John Morrissey asked if Fuss & O'Neill could make a public presentation on the proposed bridge design sometime during the summer. The group discussed possible venues for such a presentation, including the Friends of Herring River Annual Meeting on August 19, 2014.



Herring River Restoration Project

Chequessett Neck Road Bridge 25% Design

Project Handout Package
Herring River Restoration Committee
Friends of Herring River

May 15, 2014

Progress Meeting Handout Package

Meeting Goals

- Update the HRRC, Town and other project stakeholders on current Chequessett Neck Road bridge structure design, being prepared for 25% MassDOT review.
- Discuss the following design issues with the Town, answer questions and get feedback its preferences to be addressed in the design. Information regarding these issues is provided with this handout. Underlined items must be determined for this submission to MassDOT, other items can be determined in the next design phase.
 - Storm water management
 - Pedestrian safety barrier
 - Gate operator alternatives
 - Gate frame and stem heights
 - Removable gate panel considerations
 - Roadway guardrails
- Discuss boater safety issues and considerations
- Discuss the status of fish passage consultations and cultural resources investigations
 - Walkway surface materials
 - Handrail alternatives
 - Overhead utility considerations
 - Temporary bypass bridge design
 - Construction staging areas

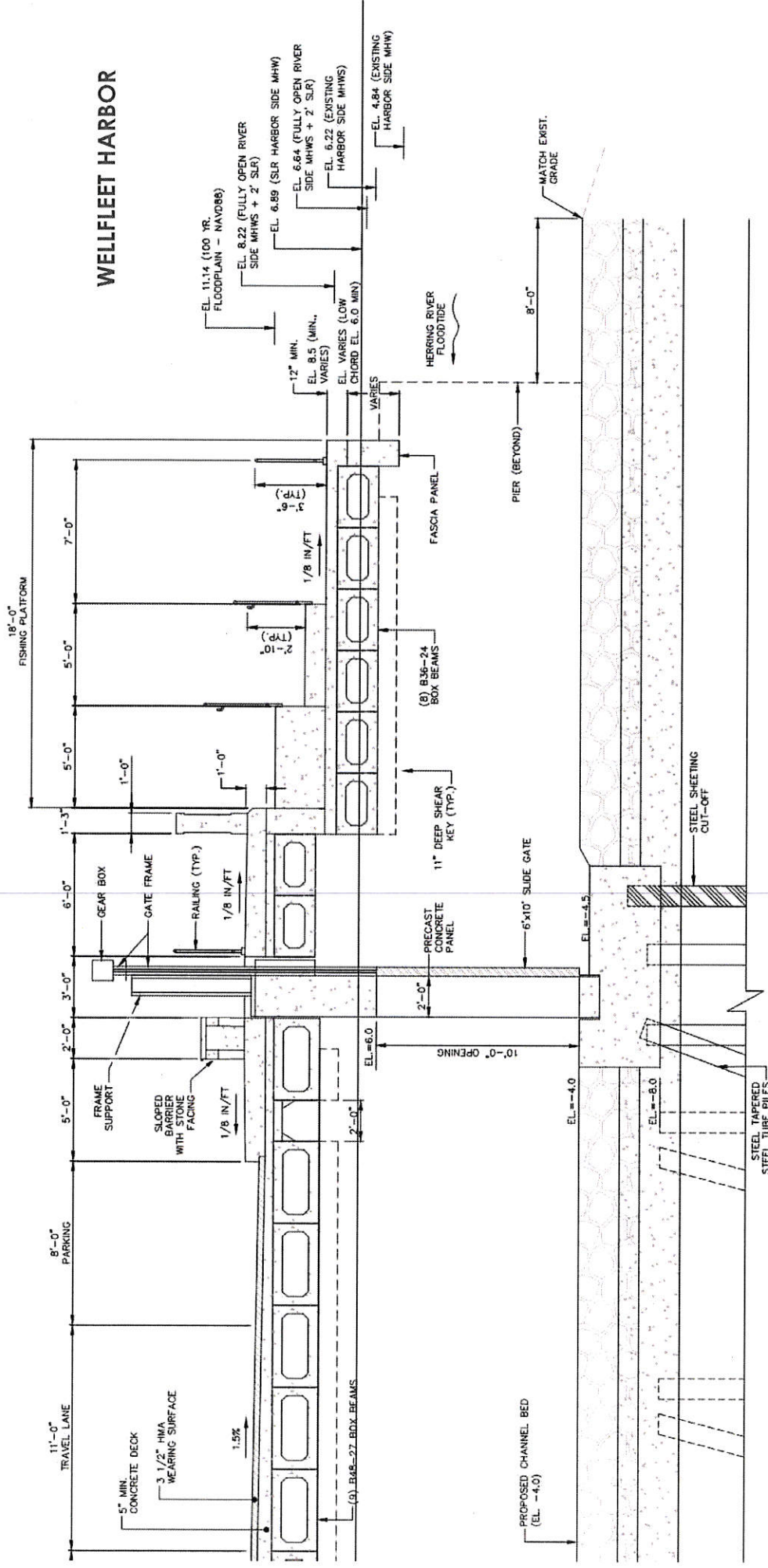
HERRING RIVER

WELLFLEET HARBOR

CONCRETE PARAPET
5'-0" SIDEWALK AND INTEGRAL CURB
11'-0" TRAVEL LANE (TYP.)
LIMIT OF DISTURBANCE (TYP.)
STORMWATER PLANTER BOX CONSISTING OF 2-FOOT OF PLANTING MEDIA ATOP A 12-INCH GRAVEL RESERVOIR WITH UNDERDRAIN SYSTEM (TYP.)
PROPOSED WING WALL (TYP.)
APPROXIMATE LIMITS OF STONE RIPRAP PIER SCOUR PROTECTION
65'-11" SPAN
CURB OPENING WITH PEDESTRIAN GRATING
10" THICK REINFORCED CONCRETE APPROACH SLAB TYP. FOR BOTH APPROACHES
FULL DEPTH BITUMINOUS SAWCUT (TYP.)
SOIL-FILLED STONE ARMOR SLOPE PROTECTION ON EMBANKMENT SLOPES; MATCH INTO EXIST. ARMOR PROTECTION (TYP.)
CONCRETE FLARED TRANSITION (TYP.)
PROPOSED WING WALL (TYP.)
5'-0" SIDEWALK AND INTEGRAL CURB
10'-0" OPERATIONS/PUBLIC ACCESS
BENCH (TYP.) STAIRCASE (TYP.)
17'-0" FISHING PLATFORM DECK EL. 8.5± (TYP.)
5'-FOOT WIDE ACCESSIBLE RAMP (SLOPE 1:12) - TYP.
8'-0" WIDE PARKING LANE (TYP.)
CONCRETE PARAPET
NEW CATCH BASINS AND 12" HDPE DISCHARGE CONDUIT
12" RCP PRECAST CONCRETE CATCH BASIN (TYP.)
APPROXIMATE LIMITS OF SOIL-FILLED STONE RIPRAP EMBANKMENT EDGE AND ABUTMENT PROTECTION (TYP.)
12" RCP FLARED END
COORDINATE WITH UTILITY OWNER TO RELOCATE POLE TEMPORARILY RESET OVERHEAD UTILITIES AS REFLECTED ON THE CONSTRUCTION SEQUENCE AND WATER CONTROL PLAN
STORMWATER PLANTER BOX CONSISTING OF 2-FOOT OF PLANTING MEDIA ATOP A 12-INCH GRAVEL RESERVOIR WITH UNDERDRAIN SYSTEM (TYP.)
CONTINUOUS BARRIER INSTALLED BETWEEN THE GATE HOUSING UNITS AND THE ROADWAY (TO PROTECT GATE HOUSING UNITS FROM VEHICLE IMPACT)

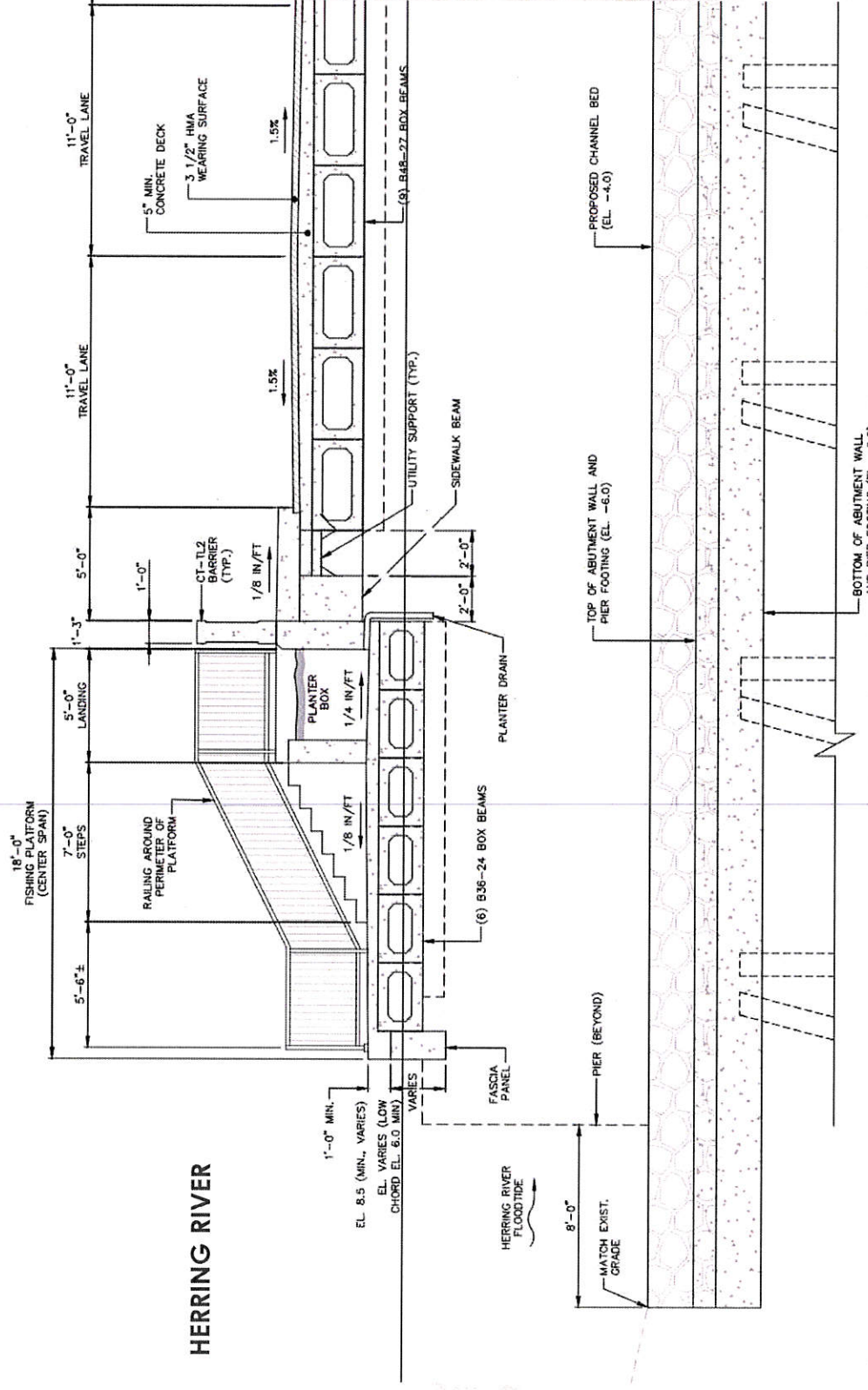
Locations of respective elements to be discussed will be identified on following slides.

DRAFT CHEQUESSETT NECK ROAD BRIDGE CROSS-SECTION



The draft cross-section of the bridge is shown above (Wellfleet Harbor is to the right).
Locations of respective elements to be discussed will be identified on following slides.

DRAFT CHEQUESSETT NECK ROAD BRIDGE CROSS-SECTION



The draft cross-section of the bridge is shown above (Herring River is to the left).

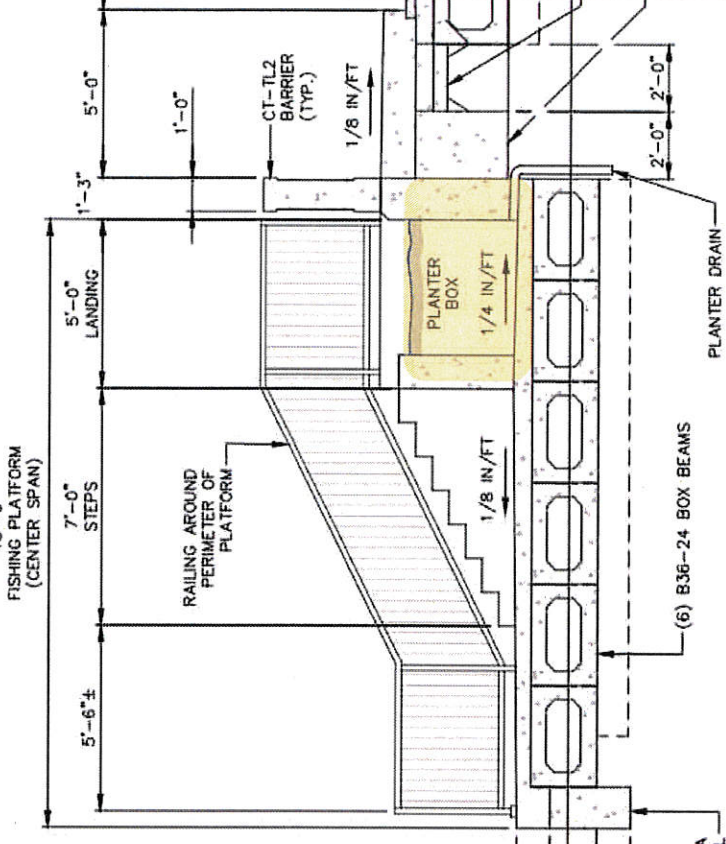
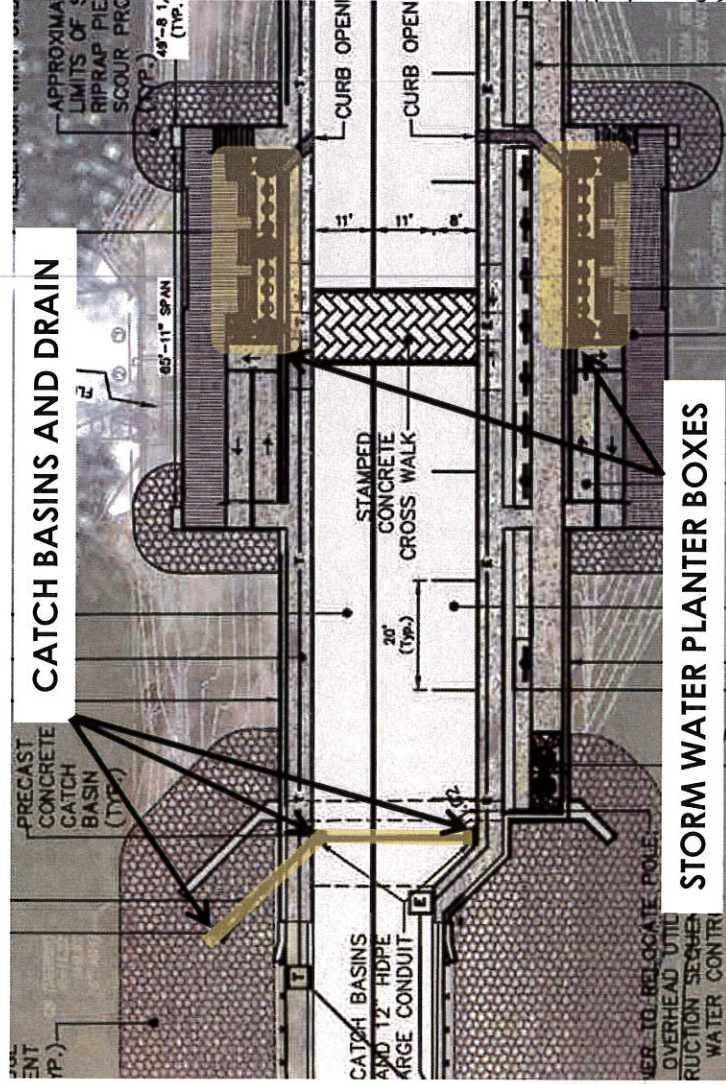
Locations of respective elements to be discussed will be identified on following slides.

Architectural drawing of the Bridge West Elevation. The drawing shows a side view of a bridge structure with various components and dimensions. Key features include:

- Dimensions:**
 - Overall width: 53'-0"
 - Span: 51'-8 1/2" SPAN
 - Clearance: 49'-8 1/2" CLEAR
 - Abutment and Wingwall Footing: 49'-8 1/2"
 - Gate Panel: 9'-5", 4 SOLID PANELS @ 10'-0 1/8"
 - Gate Panel: 9'-5", 7 GATE PANEL @ 9'-5"
 - Gate Panel: 9'-5", 1 GATE PANEL @ 9'-5", 4 SOLID PANELS @ 10'-0 1/8"
- Components:**
 - PIER
 - BRGS
 - GATE OPERATOR (TYP.)
 - GATE FRAME (TYP.)
 - GATE STEM AND COVER (TYP.)
 - CAST-IN-PLACE ABUTMENT WALL (TYP.)
 - SLIDE-FLAP GATE
 - SLIDE GATE (TYP.)
 - PIER TAPERED STEEL TUBE PILES (TYP.)
 - PANEL FOOTING
 - ABUTMENT AND WINGWALL FOOTING
- Scale:** SCALE: 1/8" = 1'-0"

BRIDGE WEST ELEVATION
SCALE: SCALE: 1/8" = 1'-0"

STORM WATER MANAGEMENT

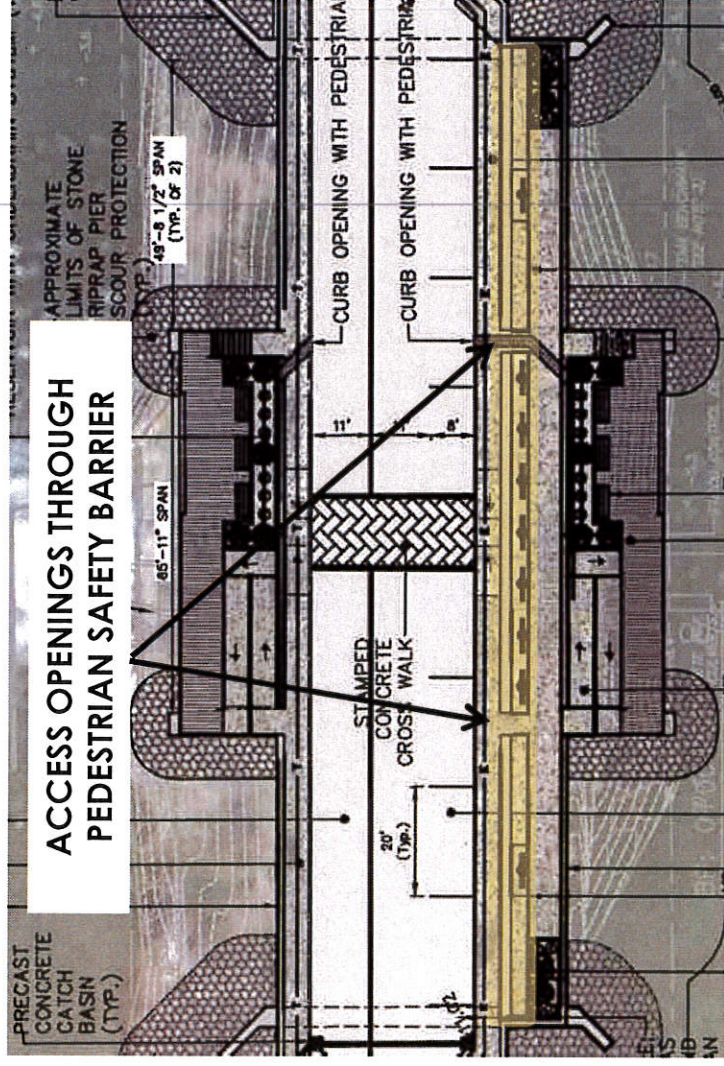


Two catch basins with sumps and hooded outlets will replace two existing catch basins at the north end of the bridge. These structures will be connected; energy dissipation will be provided at the discharge.

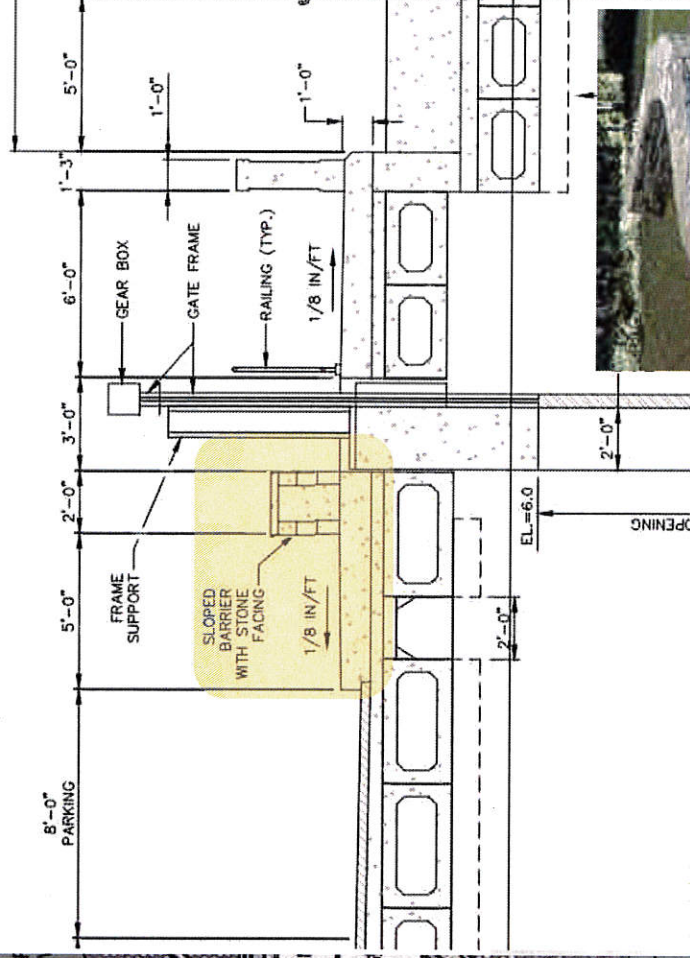
A storm water treatment planter box will be located on each platform. A portion of storm water runoff from the bridge deck will be directed to these structures, where water will be filtered by the planting bed before being discharged through drain outlets. Additional planting boxes can be located on the bridge deck. Native plants will be selected for the planting boxes.

The Town's concurrence/feedback on this approach is requested.

PEDESTRIAN SAFETY BARRIER



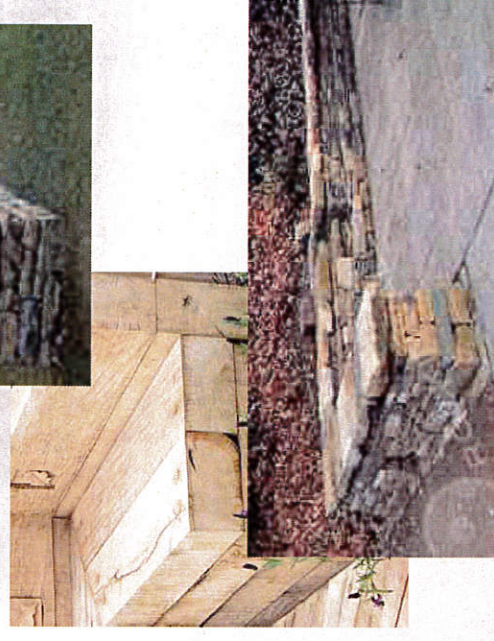
ACCESS OPENINGS THROUGH
PEDESTRIAN SAFETY BARRIER



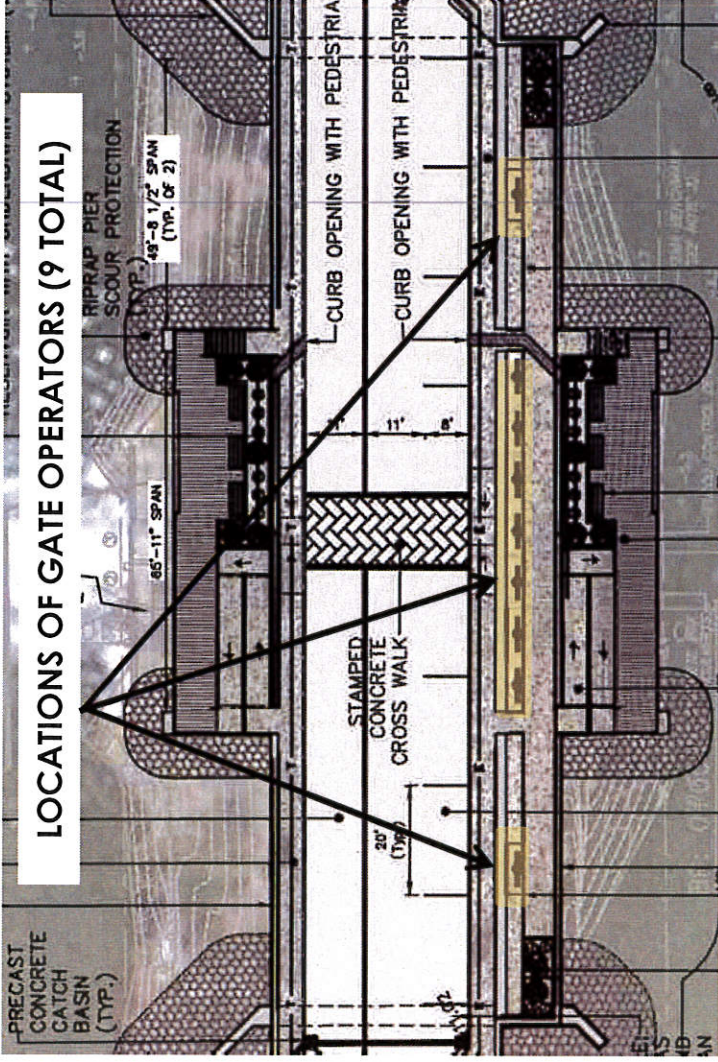
MassDOT requires a safety barrier between the parking lane and the outer walkway area on the bridge deck.

This structure will be consist of a reinforced concrete interior, and could be provided with an architectural exterior surface such as stained concrete formlining (appearing as stone masonry or another pattern), a timber beam/plank covering, or an authentic stone veneer.

The Town's preference/feedback for the barrier's exterior facing/treatment is requested.

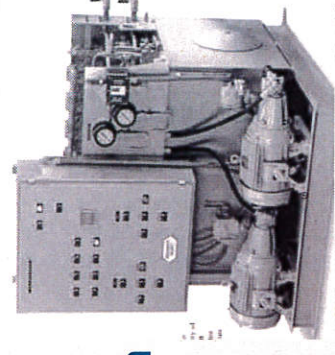
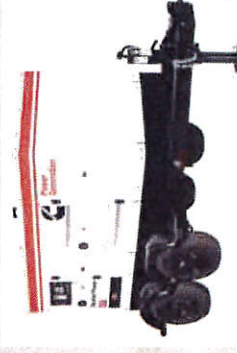
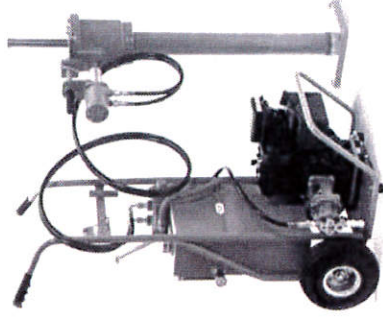


GATE OPERATOR ALTERNATIVES



Powered Operator Alternatives

- Gas Powered Portable Hydraulic Operator
 - Lower Cost (~\$10k)
 - Connects to Pressurized Hydraulic Lines at Each Gate
- Portable Generator & Central Control Station
 - Higher Cost (\$30k-\$50k)
 - Can Power Hydraulic or Electric Operators
 - Can Operate Multiple Gates Simultaneously
- Permanent 3-Phase Power Service & Central Control Station
 - High Cost to Bring 3-Phase Power to Site (\$300k-\$400k)

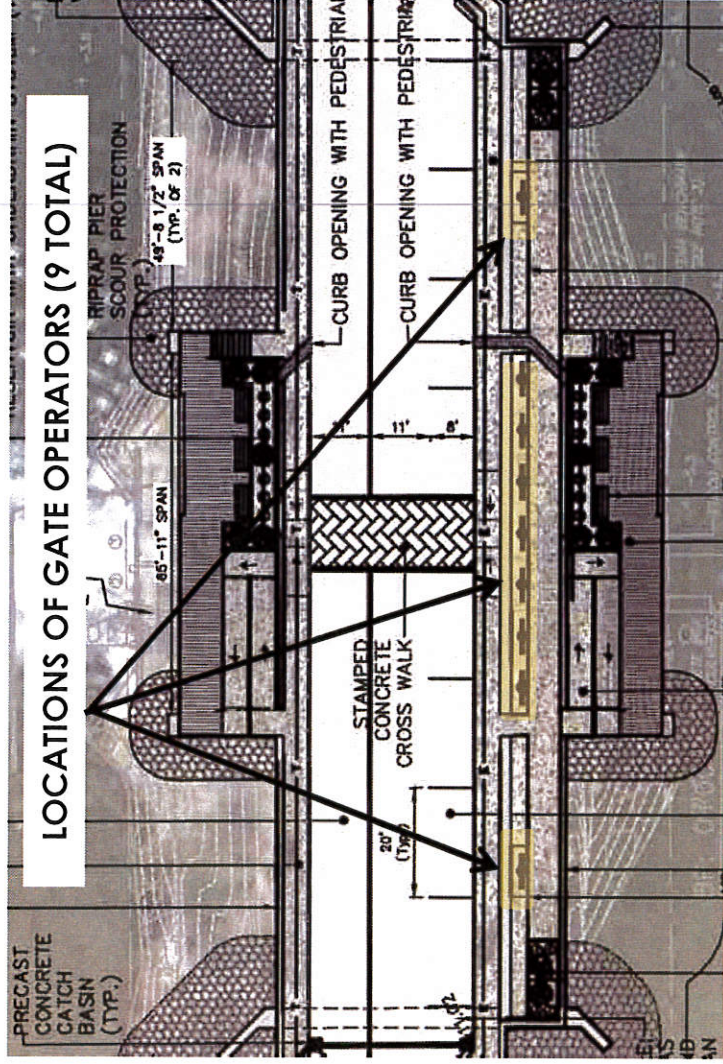


The project has evaluated gate alternatives and has determined that powered operators are necessary due to the time and labor required to open gates manually: 3 hrs to manually open or close a gate vs. 30 minutes with a powered operator.

Gates are recommended to be cycled open/closed semi-annually for maintenance.

The Town's preference/feedback on the preferred type of operator systems is requested.

GATE FRAME AND STEM HEIGHTS



NAUTICAL FLAGS OPTION



SAIL MASTS OPTION



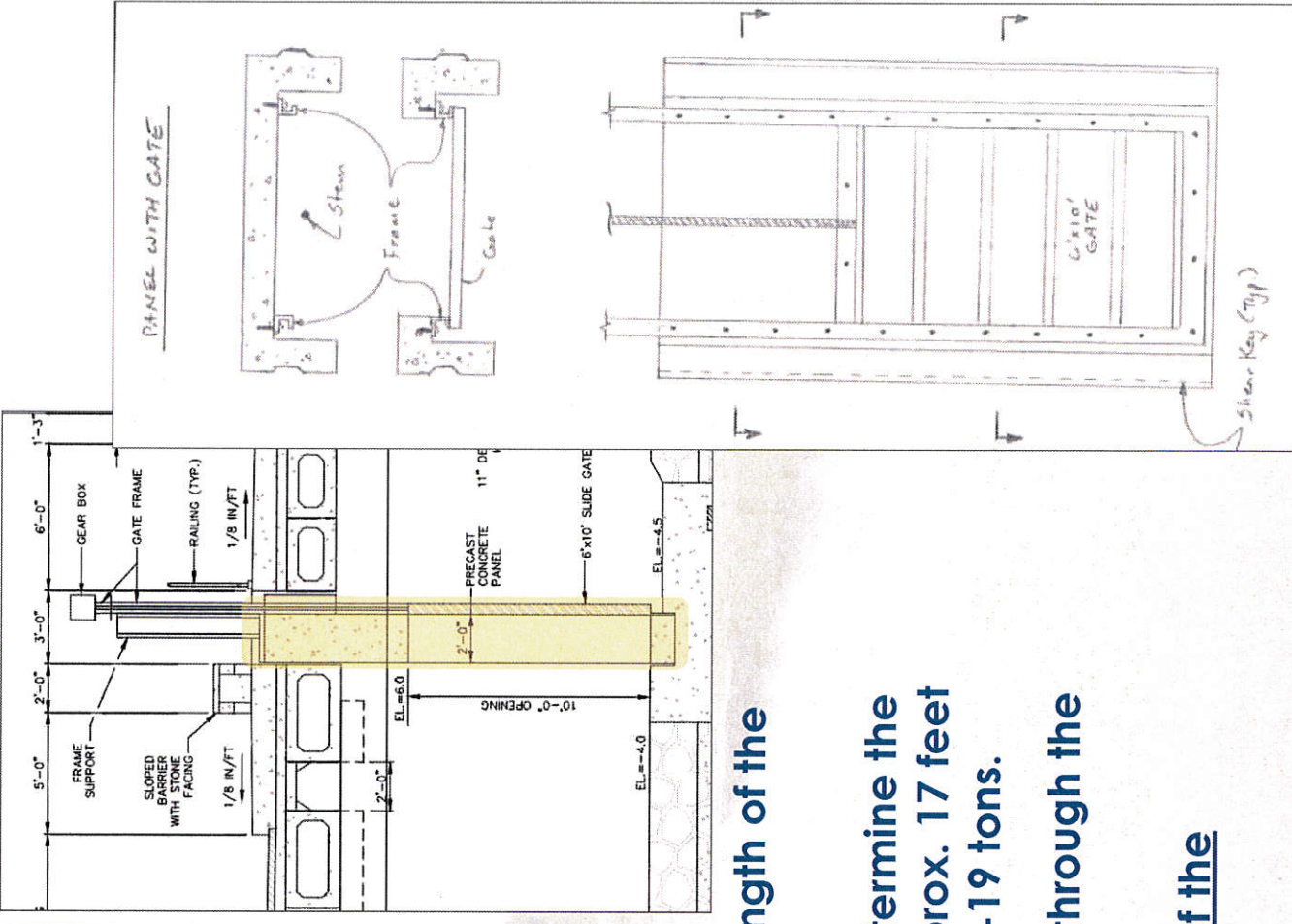
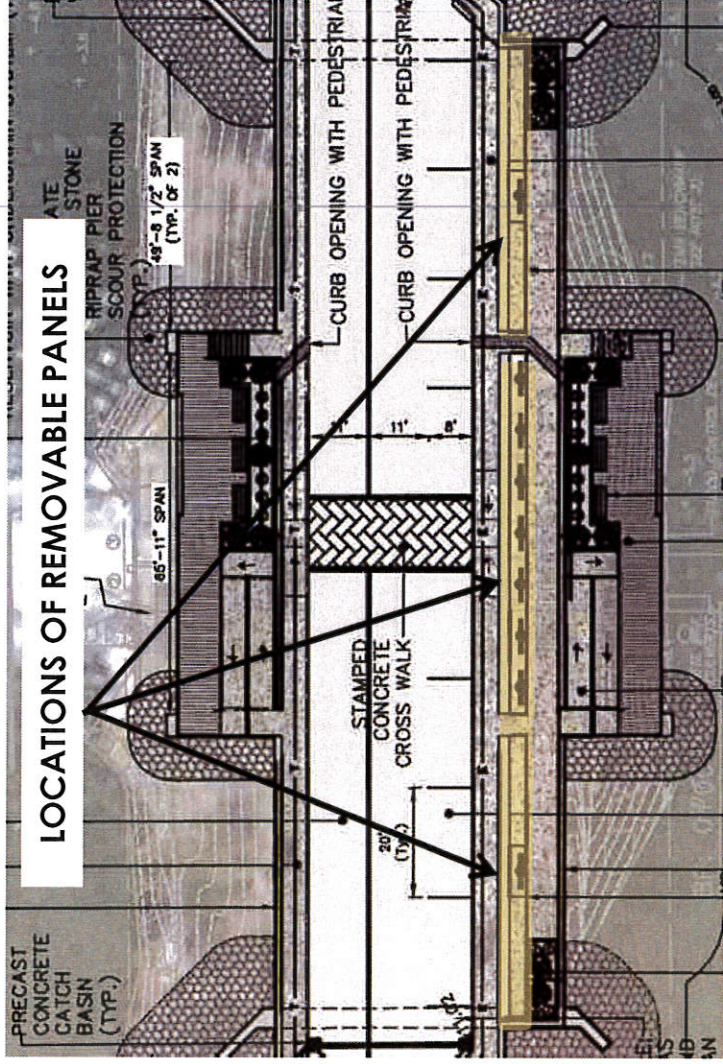
The potential height of gate frames and stems was discussed at the Dec. 12, 2012 workshop with the Town. The heights of these structures have now been finalized based on the required gate configurations.

Gate frames will be approx. 4-6 feet above the bridge deck and gate stem covers will extend approximately 16-18 feet above the bridge deck.

Aesthetic treatments could potentially be developed for the gate stem covers to mitigate visual impacts (see concepts above), or the stems can remain unmodified from the manufacturer (see adjacent photo).

The Town's preference/feedback on this aspect of the structure is requested.

REMOVABLE GATE PANEL CONSIDERATIONS



Removable panels will be installed along the length of the bridge span to control tidal flushing.

A structural analysis has been completed to determine the configuration of these panels, which will be approx. 17 feet high and 7-10 feet wide and weigh between 17-19 tons.

Grating panels will be installed in the openings through the deck as panels are removed.

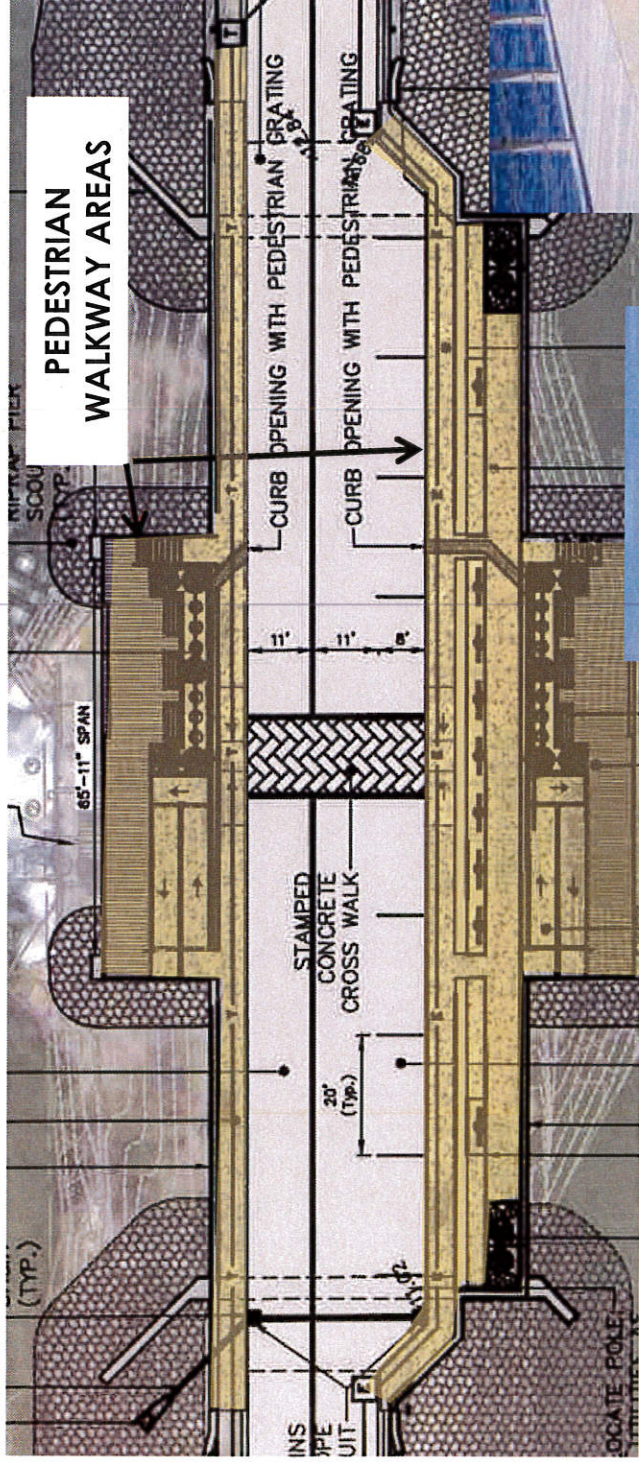
The Town's questions/feedback on this aspect of the structure is requested.

[illegible]

A photograph of a concrete bridge structure with a metal railing, set against a background of a blue sky and a rocky landscape. The bridge has a concrete deck and a metal railing. The background shows a blue sky and a rocky landscape.

The Town's questions/feedback on this aspect of the structure is requested.

WALKWAY SURFACE MATERIALS



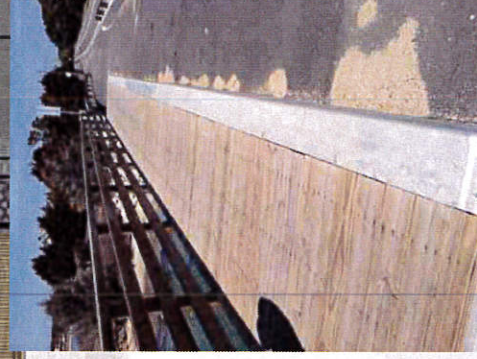
Concrete
Boardwalk
Pavers



Stamped
Concrete
Patterns



Natural
Aggregate
Concrete



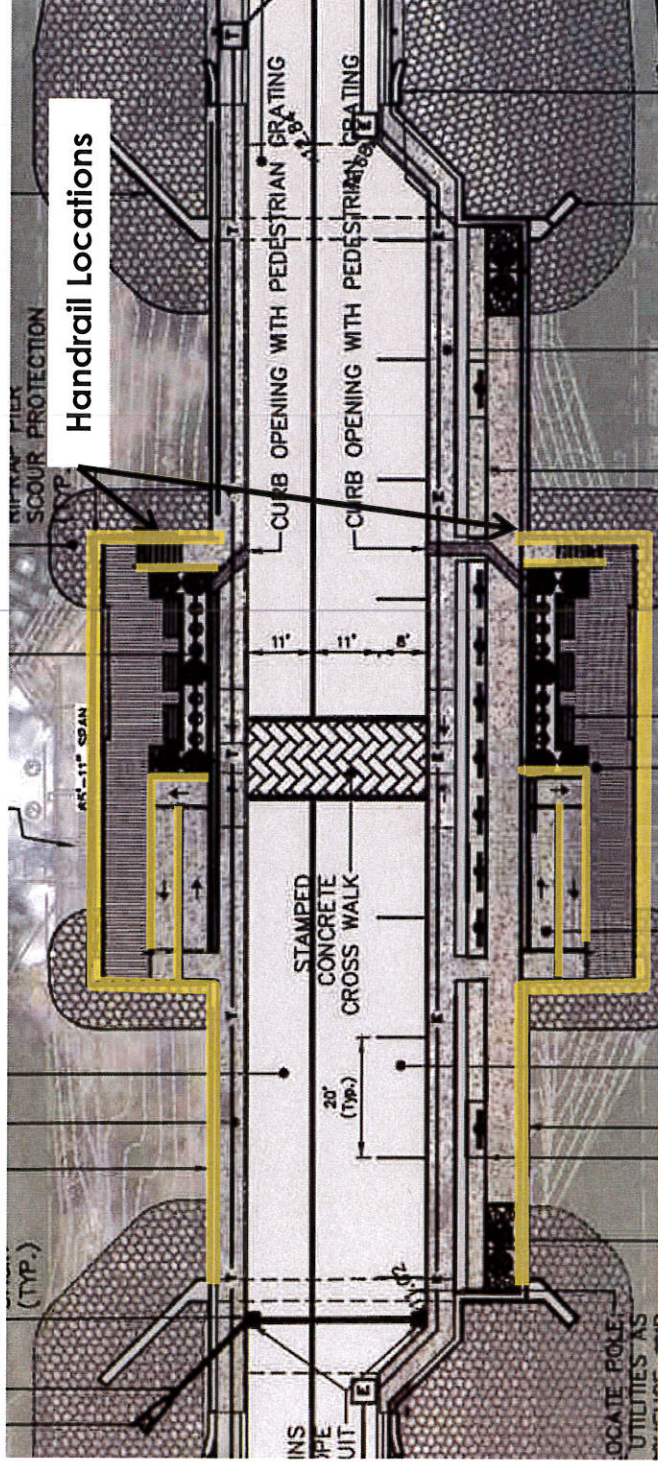
Timber or
Composite
Decking

Pedestrian walkways can be constructed with a variety of finishes, including architectural surfaces, timber/composite decking or a concrete brush finish.

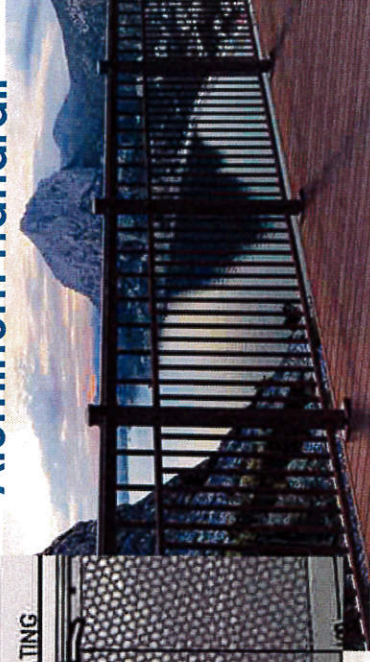
Some potential alternatives are shown.

The Town's preference/feedback on this aspect of the structure is requested.

HANDRAIL ALTERNATIVES



Vinyl Coated or
Aluminum Handrail



Handrails will be installed along pedestrian walkways. There are a variety of handrail types. Some potential alternatives that could be incorporated are shown.

The Town's preference/feedback on this aspect of the structure is requested.

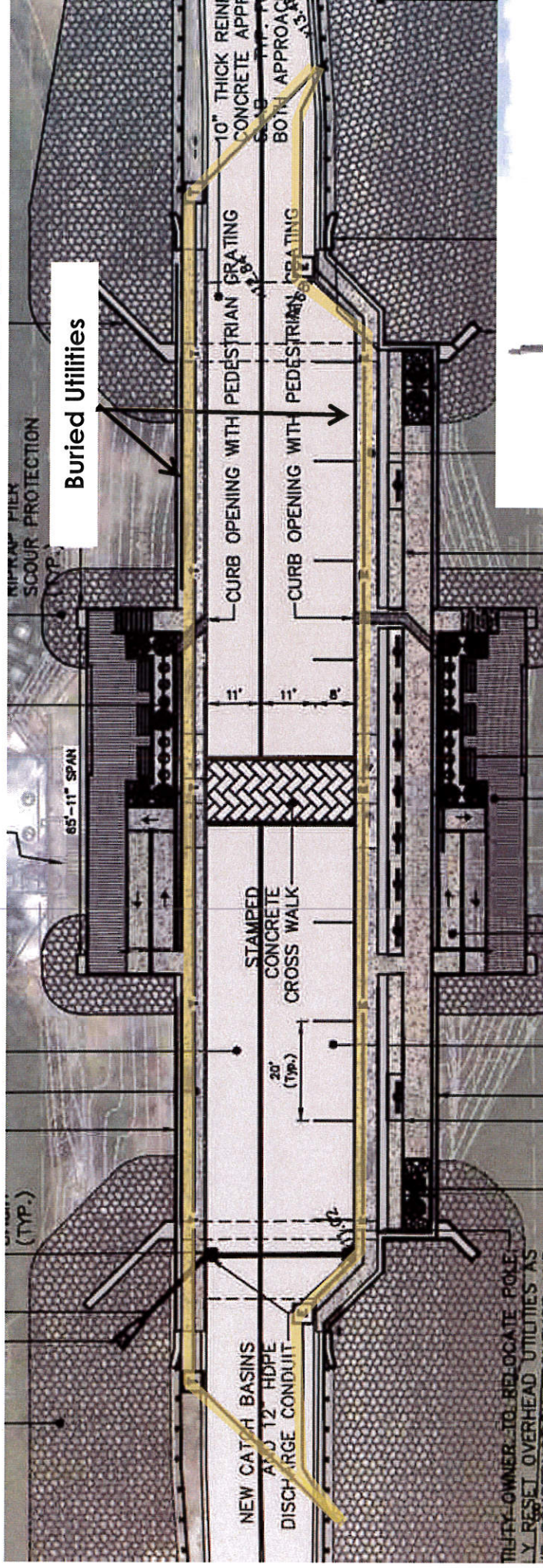


Timber or
Composite
Handrail



Cable
Handrail

OVERHEAD UTILITY CONSIDERATIONS



Existing overhead utilities will need to be temporarily relocated during construction.

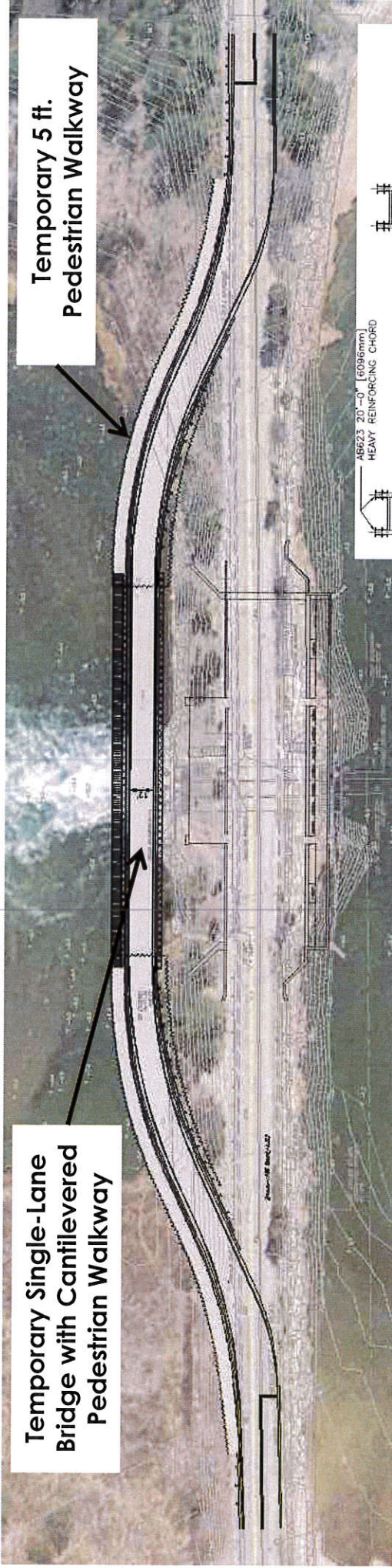
Because the removable panels and gates are on the same side of the road as these utilities, the gate stems and crane operations would conflict with these wires if not relocated.

Permanent utilities will run in buried conduits below the bridge deck, tying into adjacent utility poles that will remain outside the bridge's footprint.

The Town's questions/feedback on this aspect of the structure is requested.

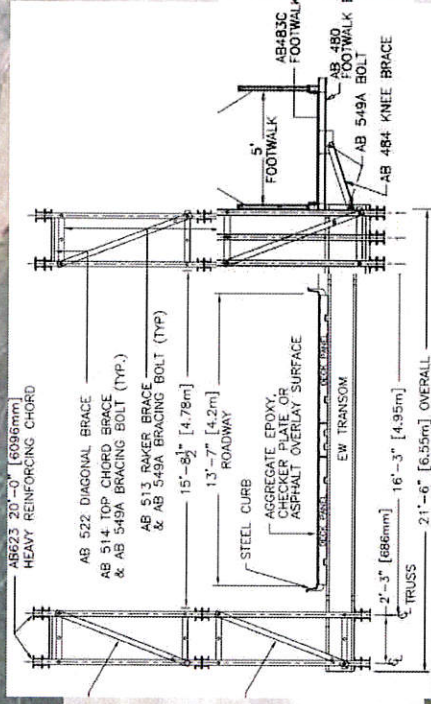


TEMPORARY BYPASS BRIDGE DESIGN



Temporary Single-Lane Bridge with Cantilevered Pedestrian Walkway

Temporary 5 ft. Pedestrian Walkway

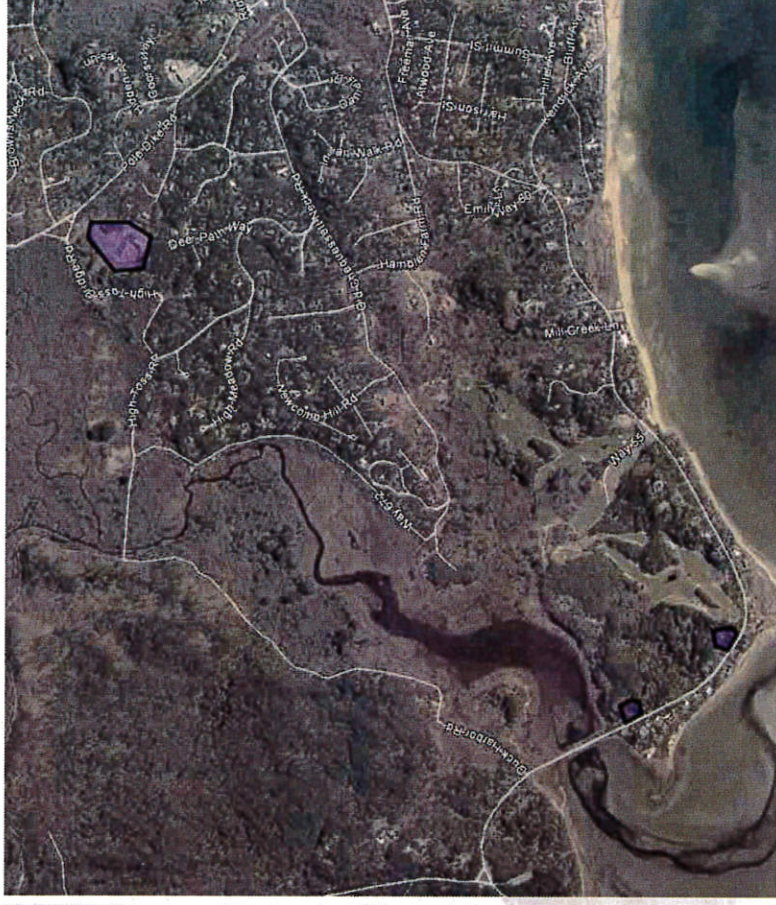


The plan to bypass traffic around the construction site was discussed at the Dec. 12, 2012 workshop with the Town. Based on reported traffic volumes at this location, alternating one-way traffic could be managed with temporary traffic signals at both ends of the project.

A separate lane for pedestrians will be provided along the bypass route, including the temporary bridge. Overhead utilities will be temporarily located along this route during construction.

The Town's questions/feedback on this aspect of the structure is requested.

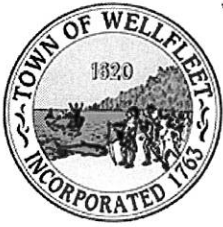
CONSTRUCTION STAGING AREAS



Potential temporary staging areas (outlined in red and purple) will be required adjacent to the project site, including one at the north end of the dike adjacent to a potential cultural resource area (shown in blue).

Potential areas owned by the Town include a traffic island at the intersection with Griffin Island Road north of the project site and the Town's former borrow site on Pole Dike Road. Temporary barges may also be positioned adjacent to the dike in Wellfleet Harbor to stage materials (e.g., steel sheeting) and crane equipment.

The Town's feedback on this aspect of the structure is requested.



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleetma.org

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator's Report
Date: May 22, 2014

This report is for the period April 30, 2014 through May 21, 2014.

- 1 In anticipation of charter changes being approved at the annual town election and the planned retirement of the Clerk/Treasurer on July 1, 2014, job descriptions of the clerk, treasurer, collector and treasurer/collector positions and job ads for the clerk and treasurer are being prepared. These descriptions will require review by the Personnel Board and the Selectmen. Review by the personnel Board is scheduled for May 22nd.
- 2 Veterans tax workoff. Nancy Vail with the assistance of Barbara Stevens and Paul Lindberg is preparing a proposed program for this statute and will present it to the Board and a future meeting.
- 3 Beaches. Per the Beach Administrator, beach sticker sales will begin at the Beach Sticker Office on June 12th and the beaches will be manned and stickers required on June 21st. This year Cahoon Hollow will revert to a daily fee/sticker lot as the lot as in previous years.
- 4 Herring River Restoration. On the May 27th Selectmen's agenda.
 - a. MOU III. What we hope is the final draft, subject to review and comment by counsel is in the May 27th meeting packet.
 - b. Conceptual design for the Herring River dike at Chequessett Neck Road. The presentation materials are in the May 27th meeting materials. There are a number of design issues on which input from the Town is requested by the Restoration Committee.
- 5 Signs on Town property. In the absence of a zoning by-law amendment allowing off premises signs, signs on Town Hall lawn and other Town properties will be restricted to pre approved signs for Town sponsored events. We will limit the number of signs and will remove any signs which do not comply.
- 6 Benches on Town Property. See memorandum in the May 27th meeting packet. I have requested various Town department heads and committee chairs to identify suitable locations on property under their care and custody. Once I have compiled a list of acceptable sites we will begin reviewing requests.
- 7 "Penny Patch" property. A plan prepared for the area adjacent to Main Street is in the May 27th meeting materials. The plan shows two benches, one of which I previously approved. I suggest that the remaining site is appropriate for a bench in Rex Peterson's memory.

- 8 Dredging planning. Met with the Marina Advisory Committee on April 30th. We are preparing an inventory of studies which have been completed and a punch list of what remains before permitting can begin. I am working with the Committee and the Harbormaster to have a comprehensive status report on permitting and funding strategies for the Selectmen at the June 24th Selectmen's meeting. Next MAC meeting is May 28th.
- 9 Municipal Area Network. CapeNet's response to the RFP has been selected by the County and I am participating in contract negotiations with CapeNet which are in progress. The County has appropriated \$200,000 to cover the participating town's first year costs for all participating towns.
- 10 Public Works Projects:
 - a. Elementary School Roof. Earlier cost estimates still look good and we have scheduled bid openings for May 27th. Possible contract award at the June 10th Selectmen's meeting.
 - b. Transfer Station concrete pad enlargement. A contract has been awarded and work is expected to be done by May 30th.
 - c. Water System Expansion. Final paving and cleanup is underway.
 - d. Waterfront building needs study. Designer selection is pending review by the Designer Selection Committee.
 - e. Route 6 & Main Street. Seven responses to the RFP for engineering design services were received by the May 15th deadline and are pending evaluation by the DPW Director and the ATA.
 - f. Municipal fiber and microwave network. Construction of the fiber portion has been completed. Equipment for connections to this loop are being purchased and deployed. Once complete we will be able to cancel a number of Comcast connections and replace them with one faster CapeNet connection.
 - g. Recycling compactors. Five bids were received and a contract has been awarded. Delivery expected in two to three weeks.
 - h. Police station study is in progress.
 - i. Work on the COA garden project has begun. Contract flatwork will have to be rebid.
- 11 Personnel Matters:
 - a. Administrative actions:
 - i. Executive Assistant position has been advertised. Four interviews have been scheduled for the week of May 19th.
 - ii. Revised job descriptions for the Recreation Director and the Director of Community Services will be reviewed by the Personnel Board on May 22nd.
 - iii. Job descriptions for the clerk, treasurer, collector and a combined collector/treasurer position are tentatively scheduled for review by the Personnel Board on May 22nd.
 - b. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Assessing. F. Robert Nazarian's resignation, effective June 11, 2014 has been received. We are proceeding to advertise to fill the vacancy. Job description attached.

TOWN ADMINISTRATOR'S REPORT TO THE SELECTMEN

- ii. DPW. One vacancy: equipment operator position at the Transfer Station. Job description being reviewed before advertising the position.
- iii. DPW. Facilities position job description to be reviewed by the DPW director.
- iv. Building – Building Inspector is part time.
- v. Health – Assistant health agent position is vacant. Health agent proposes to fill it on a part time basis using the funding previously appropriated which is currently being used to contract with the County one day a week.
- vi. One call firefighter and one rescue squad EMT out due to injuries sustained while on duty.



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

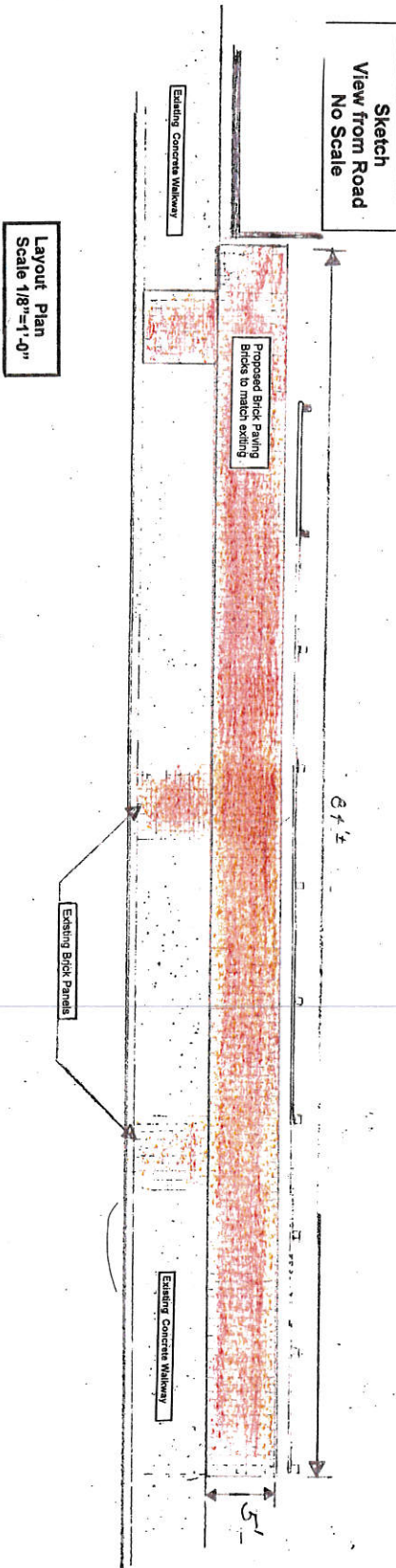
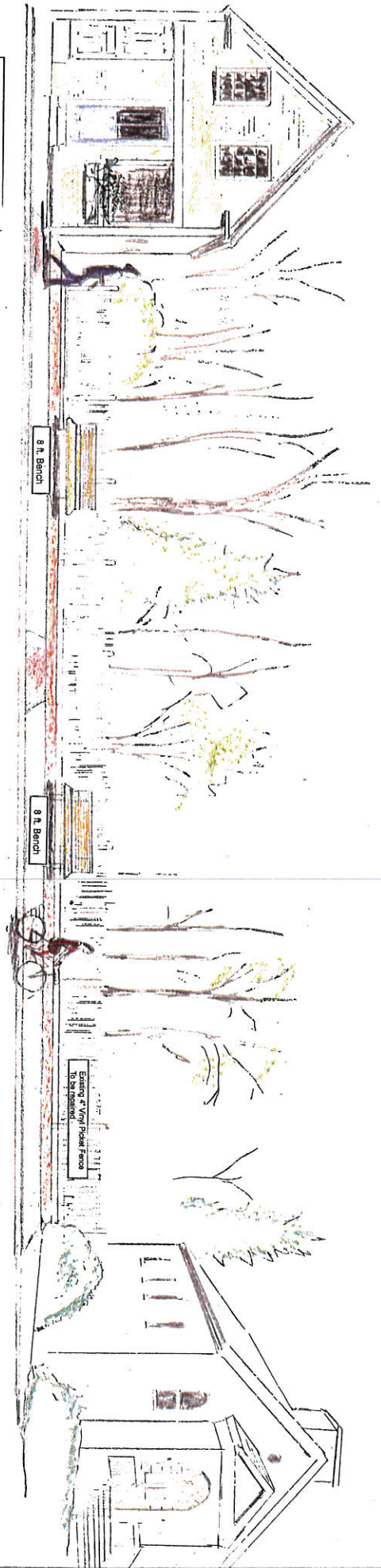
Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

To: Board of Selectmen
CC: COA & DPW Directors
From: Harry Terkanian, Town Administrator
Subject: Benches on Town Property
Date: March 10, 2014

On January 23, 2014 Suzanne Grout-Thomas, Mark Vincent, Paul Lindberg and I met to discuss a policy regarding placement of donated benches on Town property. Previously the Board of Selectmen has stated a preference for bench placement to be handled by the Town's Administration Office, rather than through the "use of town property" process. In executing that charge the Town Administrator has determined that the following requirements and considerations will be applied:

1. All benches and plaques on them will be of uniform design consistent with the existing benches at the Marina.
2. Benches will be purchased and installed by the town DPW department on a "time available basis" after approval of location by the Town Administrator. The donor will be responsible for purchase of the bench and delivery to the DPW for installation.
3. Locations appropriate for additional benches will be determined by the Town Administrator after consultation with the DPW Director and those officers, boards or committees having responsibility for each Town property. The objects are: 1) to identify areas where additional benches will be useful and will not clutter or impair the ability of the public to use the area or of the Town to maintain it; and 2) to identify areas where existing benches should not be replaced when they become unserviceable or are otherwise inconsistent with this policy.
4. When benches become unserviceable due to age or damage, they will be removed by the DPW. To the extent reasonably possible the donor will be offered an opportunity to recover any attached plaque. If the bench being removed is in a location where a bench remains appropriate the original donor will be offered an opportunity to fund replacement or repair of the bench.
5. Benches are limited to "one to a customer." Some flexibility and judgment will be required in the exercise and application of this rule. Donors may not be offered an opportunity to replace a bench which is to be removed as damaged or unserviceable if replacement would violate the "one to a customer" rule.
6. The Town will not warrant the condition of the benches and does not undertake to maintain them in any particular state. The economic risk of damage or theft remains with the donor.



Town of Wellfleet
Department of Public Works
Main Street
Wellfleet, MA

Sketch Plan
Showing Proposed
Brick Walkway & Benches

Scale 1/8"=1'-0"
date: April 24, 2014
revised:

prepared by
Land Design Associates
53 Rock Inn Road
Wellfleet, MA
508-255-9635

Position Title: Data Collector (Field Assessor)

Statement of Duties

Performs fieldwork for new construction and cyclical inspection program of the Assessing Department. Assists in the office during peak periods, provides information to taxpayers and the public on the Town's assessment policies and procedures, determination of valuations, abatements and exemptions. Performs all other similar or related duties as required.

Supervision

Under general supervision of the Full Time Assessor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Employee does not exercise any supervisory responsibilities.

Judgement

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Relationships with co-workers and the general public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, and/or developers/contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by

back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department may result in monetary loss to the Town.

Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee must use caution when accessing hazardous road conditions, rough terrain, and buildings that are under construction.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

- Measure and list new construction
- Measure and list existing properties for cyclical inspection program
- Photograph each property in the field
- Inspect sale properties
- Inspect properties for abatement applications
- Field work for triennial re-certification
- Attends specialized assessment and appraisal courses to further knowledge of assessing procedures and stay current on changes and trends in the field and Massachusetts laws and regulations
- Provide information to taxpayers and the public on the Town's assessment policies and procedures, determination of valuations, abatements and exemptions
- Counter and telephone coverage during peak period
- Supervises department during absence of Assessor

Recommended Minimum Qualifications

Education and Experience

High School Diploma required with one to three- (1 – 3) years of relevant experience.

Knowledge, Ability and Skill

Knowledge: Working knowledge of modern office practices, procedures and equipment; knowledge of business English, spelling and arithmetic; working knowledge of department rules, procedures and functions; Working knowledge of town government, town bylaws, ordinances, policies, and department software. General knowledge of and experience in real estate field. Knowledge of Massachusetts General laws governing assessment administration and Motor Vehicle Excise. Basic knowledge of construction practices.

Ability: Ability to make relatively complex arithmetical computations and tabulations. Ability to follow and understand oral and written instructions; ability to make routine decisions in an independent manner in accordance with established departmental procedures; ability to maintain effective working relationships with the general public, and employees of the Town. Ability to use a personal computer and related department software in addition to other standard office equipment. Ability to analyze information such as maps, construction plans, and construction cost analysis. Ability to deal with disgruntled members of the public in a tactful manner.

Skill: Excellent planning and organizational skills. Excellent employee and public relations skills and ability to manage multiple tasks in a prompt, efficient manner. Good judgment and integrity required.

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.



Town of Wellfleet Committee Vacancies

To: Harry Terkanian
From: Amy Voll
Re: Appointments to Town Boards

Date: May 27, 2014

The report format provides the appointing authority with a comprehensive view of vacant positions on each Town Board. Each table identifies the amount and type of positions that are vacant, the authority for making the appointment and the length of the term. Following the table contains names of individuals 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 and 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 Water Commissioners (5 Members)

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

Requesting Appointment: No applications on file.

Building and Needs Assessment Committee (5 Members)

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

Requesting Appointment: No applications on file.

Bylaw Committee (3 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Moderator	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	1 year

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.

Energy Committee (7 Members, 2 Alternates)

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

Requesting Appointment: Two 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.

Open Space Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year

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

Requesting Appointment: No applications on file.

Shellfish Advisory Committee (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.
