



## Board of Selectmen

**The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, July 28, 2015 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.**

*Note: It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.*

- I. Announcements, Open Session and Public Comment [7:00]** *Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.*
- II. Public Hearing(s) [7:05]**
  - A. Dredging Status
- III. Licenses/Appointments/Reappointments/Use of Town Property**
  - A. Licenses - NONE
  - B. Appointments/Reappointments - NONE
  - C. Use of Town Property
    - 1. Request of John Arsenault to reduce the \$2,000 Use of Town Property Fee for food truck at the band stand end of the Marina
    - 2. Update on Joey Rugo's compliance with contract for Joey's Food Truck at Baker Field [TA]
- IV. Business**
  - A. Approval of the revised Senior Citizens Tax Work-Off Policy
  - B. Approval of the revised Veterans Tax Work-Off Policy
  - C. Approval of revised Baker Field Tent Use Policy
  - D. Review of revised BOS Policy on Policies
  - E. Possible deletion of the Quorum Policy
  - F. Review of revised Policy on Use of Town Property
- V. Town Administrator's Report**
- VI. Future Concerns**
- VII. Correspondence and Vacancy Report**
- VIII. Minutes**
  - A. July 14, 2015
- IX. Adjournment**

# ***Town of Wellfleet***

## **Shellfish Advisory Board**

To: Wellfleet Board of Selectmen (BOS)  
From: Shellfish Advisory Board (SAB)  
Cc: Harry Terkanian –Town Administrator

June 9, 2015

Re: Comments on proposed harbor dredging

Dear Board Members:

At our June 8, 2015 SAB meeting it was brought to our attention that our input was being sought by the BOS regarding how a proposed dredging of our harbor might benefit the shellfish community. The following points were discussed and agreed upon by the SAB as compelling reasons why dredging is prudent at this time. The reasons are:

1. The accumulating anoxic sediment, known as black mayo poses a risk to the overall health of our shellfish – specifically by the possibility of it sliding off the top of the current channel banks and smothering many of those oysters that have begun to establish themselves in Chipman's Cove and Duck Creek.
2. Improved water flow into Duck Creek will help efforts to establish a healthy oyster reef that's currently receiving cultching by the Town, to aid in improving water quality, and further the distribution of oyster larvae in the area of the beds to the east of the marina and throughout the harbor.
3. To help ease to some extent the negative effects some of the manmade obstructions may be causing, as a result of among other things - the diking of the Herring River, and installation of a clapper valve where Commercial Street crosses Mayo Creek.
4. Increasing the tidal access times at the launch ramp will help ease crowding and allow those shell fishermen who depend on access to the ramp and slips to get their product off the boat and on to a dealer in a timely manner – especially during vibrio control months when time before refrigeration is critical.

We urge the Board of Selectmen to support dredging of the harbor at this time for these reasons.

Sincerely,

John Duane on behalf of:

The Wellfleet Shellfish Advisory Board

Barbara Austin, Barbara Brennessel, John Duane, Joel Fox, James O'Connell  
Helen Miranda Wilson, Tom Siggia, Rebecca Taylor, Jake Puffer (alternate).

JULY 22, 2015

MEMBERS OF THE BOARD OF SELECTMAN,

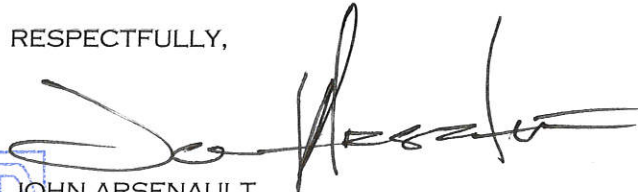
WE WOULD LIKE TO THANK YOU FOR THE PASSING OF OUR USE OF TOWN PROPERTY PERMIT FOR THE BANDSTAND END OF THE PIER. WE FEEL THIS AREA IS UNDERUTILIZED AND HAS GOOD POTENTIAL FOR OPPORTUNITIES.

AS WE ARE AWARE THAT THE USE OF TOWN PROPERTY FEE SCHEDULE IS CURRENTLY AN ACTIVE TOPIC UNDER DISCUSSION, WE WOULD LIKE TO RESPECTFULLY ILLUSTRATE A FEW POINTS.

- THE MINIMUM BID FOR A TOWN PERMITTED VENDING LOCALE (OCEAN BEACHES/BAKER'S FIELD) IS \$2,000. THE PERMIT IS FOR 6HRS/DAY (10A-4P), 7 DAYS/WEEK, FROM JUNE 1<sup>ST</sup> THROUGH NOVEMBER 1<sup>ST</sup> (23 WEEKS). AT 966 'POSSIBLE VENDING HOURS, THIS BREAKS DOWN TO \$2.07/HR.
- MANY OTHER SIMILAR USE FEES, I.E. PRIVATE BUSINESSES AT BEACHES/PONDS, HAVE BEEN SET AT UNDER \$500 FOR AN ENTIRE SEASON WITHOUT ANY TIME OF DAY USE RESTRICTIONS.
- OUR REQUEST IS FOR A LIMITED AMOUNT OF TIME (3 DAYS/WEEK, 3HRS/DAY, FOR 13 WEEKS) AT A LOCATION THAT HAS MINIMAL IMPACT ON PUBLIC AND TOWN USE AND FAR FROM OTHER BUSINESSES. AT A \$2,000 FEE, THIS 117HR REQUEST TRANSLATES INTO \$17.09/HR.

WITH THESE POINTS IN MIND, WE WOULD ASK THE BOARD TO CONSIDER A REDUCTION IN THE FEE OR AN EXPANSION OF OUR AVAILABLE VENDING HOURS.

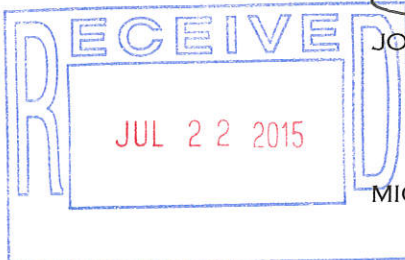
RESPECTFULLY,



JOHN ARSENAULT



MICHAEL BANGHART



TOWN OF WELLFLEET  
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant JOHN ARSENAULT Affiliation or Group \_\_\_\_\_

Telephone Number 508-446-5376 Mailing Address 53 AVERY AVE

Email address JOHNARSEN@HOTMAIL.COM 02667

Town Property to be used (include specific area) THE BANDSTAND END OF  
TOWN PIER

Date(s) and hours of use: FRI/SAT/SUN NIGHTS, 6-9 PM, JULY AND AUGUS  
SEPTEMBER

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.

MOBILE FOODVENDING FROM FOODTRUCK,  
2-3 PEOPLE WORKING, CUSTOMERS CHARGED  
REFLECTIVE OF THEIR ORDER

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

REQUEST TO USE ELECTRICAL SERVICES  
OF THE BANDSTAND

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

Action by the Board of Selectmen:

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_\_ Disapproved for following reason(s): \_\_\_\_\_

Date: JUN 19 2015

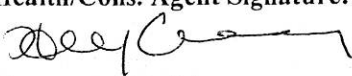

Processing Fee: 20.00 paid

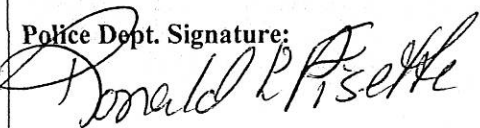
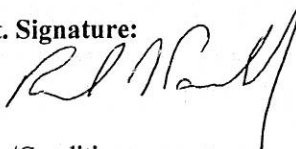
Fee: \_\_\_\_\_

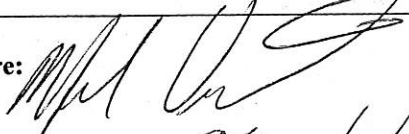

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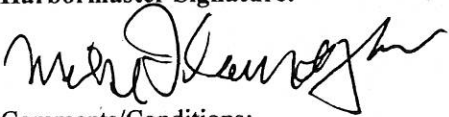


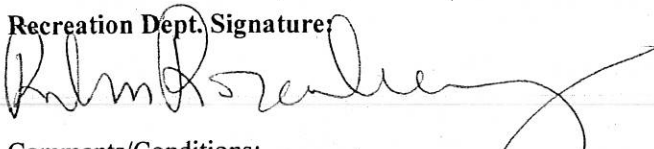

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

<b>Health/Cons. Agent Signature:</b>  <b>Comments/Conditions:</b>  <b>Permits/Inspections needed:</b> FOOD SERVICE PERMIT - TRUCK INSPECTION	<b>Inspector of Buildings Signature:</b>  <b>Comments/Conditions:</b> 6.19.15  <b>Permits/Inspections needed:</b>
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<b>Police Dept. Signature:</b>  <b>Comments/Conditions:</b> <u>SLAD</u>	<b>Fire Dept. Signature:</b>  <b>Comments/Conditions:</b> OK 6-18-2015
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<b>DPW Signature:</b>  <b>Comments/Conditions:</b> OK 6/19/15 Responsible for own trash	<b>Beach Dept. Signature:</b>  <b>Comments/Conditions:</b>
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<b>Shellfish Constable Signature:</b>  <b>Comments/Conditions:</b>	<b>Harbormaster Signature:</b>  <b>Comments/Conditions:</b>
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<b>Recreation Dept. Signature:</b>  <b>Comments/Conditions:</b> During Rec. Events, smoking is limited to areas not in the area of the show.	<b>Town Administrator:</b>  <b>Comments/Conditions:</b> separate memo
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## Town of Wellfleet

# Memo

**To:** Harry Terkanian, Town Administrator  
**From:** Brian Carlson, Assistant Town Administrator  
**Date:** July 24, 2015  
**Re:** *Joey Rugo Food Truck Contract – Baker Field*

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You have asked for a memo detailing the correspondence sent to Mr. Rugo and the action taken in relation to his food truck contract with the Town of Wellfleet. Below is a list of communications with Mr. Rugo and summary of the actions the Town has taken.

**Contract Awarded:** Through an open public bid process the contract for food truck vending was awarded to Joey Rugo on May 5, 2015.

**First Notice:** A June 19, 2015 e-mail communication was sent to Mr. Rugo informing him that his request to be able to leave the food truck in the same location over night was not permissible per the contract and that the Town would help make it easier for him to move his truck daily by removing the split rail fence at the location.

**Second Notice:** A June 22, 2015 e-mail communication was sent to Mr. Rugo inviting him to meet with me to discuss the request to allow the food truck to remain in one location for the season. I also documented that his food truck had not been moved as required and I again reminded him that he needed to make provisions to have the food truck moved daily as required by the contract. On June 23, 2015, I meet with Mr. Rugo in my office where we discussed the contract requirements and also the State procurement law and process.

**Third Notice:** A July 1, 2015 e-mail communication was sent to Mr. Rugo documenting that he had not removed his food truck daily as required. I stated that he was not adhering to the contract and that the site was be monitoring for compliance by town personnel. I also warned him that the contract will be canceled if he did not come into compliance.

**Final Notice:** On July 14, 2015 a letter was hand deliver to Mr. Rugo stating that he was in breach of his contract with the Town and that he had 48 hours to cure the breach or the contract would be canceled. As a result of this notification Mr. Rugo moved his food truck to the Mayo Beach parking lot, which is not a suitable solution due to other rules and regulations regarding parking.



# TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

[www.wellfleetma.org](http://www.wellfleetma.org)

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## MEMORANDUM

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TO: BOARD OF SELECTMEN  
FROM: HARRY SARKIS TERKANIAN, TOWN ADMINISTRATOR  
SUBJECT: REVIEW OF EXISTING TOWN POLICIES  
DATE: 7/9/2015  
CC:

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I have reviewed existing Board of Selectmen policies and have identified the following policies which warrant review by the Board:

**Ready for second reading and approval:**

2005-1 Senior Tax Workoff Policy. Proposed revision in July 14, 2015 meeting materials.

2014-3 Veterans Tax Workoff Policy. Proposed revision in July 14, 2015 meeting materials.

2002-1 Baker Field Tent Usage Policy and Procedures. Proposed revision in July 14, 2015 meeting materials.

**First review of proposed policy amendments:**

1988-5 Policy on Policies. Should be clarified to better define the procedure for policy amendment or revocation (e. g. do either require a second reading?) Proposed draft in July 14, 2015 meeting materials.

1993-3 Quorum Policy. Delete. It is a restatement of existing law and therefore unnecessary.

1989-2 Use of Town Property Fees. Replace all except first two sentences with policy adopted by the Board on April 27, 2015. Proposed revision in July 14, 2015 meeting materials.

**Policies for future review:**

1991-1a Sexual Harassment Policy. Revision currently under consideration by the Board.

2012-2 Paved Private Roads. Policy currently under consideration by the Board. Public hearing on July 14, 2015.

2013-1 Budget and Financial Management Policy. Re number as policy 2013-2; there is an existing policy 2013-1.

2002-2 Computer Use Policy. Out of date. I will present a proposed revision to the Board at a future date.

2009-2 Investment Policy. This policy needs to be revised to reflect the additional investment flexibility allowed for OPEB funds. The Treasurer has been tasked with preparing a draft.

**Policies to be deleted once incorporated into other regulations:**

2007-1 Commercial Slip Transfer Policy. Appears to be duplicated in the current marina or mooring regulations, verify and then delete.

2008-2 Off season boat storage at the marina. Recommend incorporation into marina regulations and deletion of this policy once accomplished.

1988-4 Policy on Award of Shellfish Grants. Move policy provisions on physical access to grants to shellfish regulations. After doing so, revoke this policy.

This program offers Wellfleet senior citizens the opportunity to participate in a property tax relief program to a maximum of \$1000.00 per Fiscal Year in return for volunteer service to the Town. The program for includes work performed from July 1, through June 30. Participants in this program may still apply for other tax abatements for which they may be eligible under other statutes.

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Eligibility:

- 60 years of age or older.
- Domiciled in Wellfleet.
- Homeowner or trustee or spouse of same.
- Residing at property for which tax relief sought.
- Limited financial resources.
  - Maximum incomes will be adjusted annually and matched to the maximum incomes for Low Income Home Energy Assistance Program (Fuel Assistance)
- Only one tax credit per household may be given.
- Married couples who reside in the same household are allowed to participate in the program but jointly may earn only up to one tax credit per household.
- Current employees of the Town who meet eligibility are welcome to participate, but will not be allowed to apply the work-off program to their assigned departments.

Deleted: <#>Single: income maximum \$32,618 (for 2014/2015)¶  
<#>Married: income maximum \$42,654 (for 2014/2015)¶

Terms:

- Credit for work will be given at the state minimum wage, and will be applied to the participant's Wellfleet real estate tax bill.
- Volunteer service on Town boards, commissions or committees will not be credited under this program.

Program Coordinator:

- A Program Coordinator, designated by the Town Administrator with a recommendation from the Council on Aging Director. The Coordinator shall assist with paperwork with the participants; monitor hours worked and submit the information to the office of the Town Treasurer.
- Any problems or concerns between participants and job assignments will be referred to the Council on Aging Director for resolution.

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Procedures:

- Department heads will submit a Departmental Request for a Volunteer Form along with a brief job description to the Town Administrator or designee. Once approved any available jobs will be forwarded to the Program Coordinator.
- Application by interested individuals should be made on the attached form to the Program Coordinator, who will interview the applicant and refer her/him to a department head who has requested volunteer assistance. An effort will be made to accommodate capacities and interests.
- Once an agreement has been reached between the department head and the applicant, the applicant shall be directed to the office of the Town Treasurer to complete payroll paperwork. (No work will begin until this procedure is done.)
- The participant shall fill out and sign a daily timesheet on attached form and submit to the Program Coordinator bi-weekly. The Program Coordinator shall tally the hours worked and submit the totals along with the time sheets to the office of the Town Treasurer for processing.

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TO: DEPARTMENT HEADS

**TOWN OF WELFLEET SENIOR CITIZEN  
TAX WORK-OFF PROGRAM**

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**MONTHLY REPORT OF HOURS WORKED**

Date: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Department: \_\_\_\_\_

Month & Year: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Report Submitted by: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Return to: Barbara Stevens  
Program Coordinator  
300 Main Street  
Wellfleet, MA 02667

**TOWN OF WELLFLEET SENIOR CITIZEN  
TAX WORK-OFF PROGRAM  
DEPARTMENTAL REQUEST FOR VOLUNTEER**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Describe work you wish volunteer to perform: \_\_\_\_\_

\_\_\_\_\_

Total hours or hours per week (please specify): \_\_\_\_\_

List skills/tasks required:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_

Who will train/supervise volunteer? \_\_\_\_\_

It is understood that the Department Head has the right to approve or reject a volunteer after a probationary period.

It is understood that the Department Head or his/her delegate will provide any necessary training or supervision needed, as well as monthly documentation of hours worked.

\_\_\_\_\_

T.A. Comments: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_

Return to: Program Coordinator, 300 Main Street, Wellfleet

**TOWN OF WELLFLEET  
SENIOR CITIZEN TAX WORK-OFF PROGRAM  
APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Trustee: \_\_\_\_\_

Spouse: \_\_\_\_\_

Attestation: I am 60 years of age or older. \_\_\_\_\_

Attestation: I am domiciled at the street address entered above. \_\_\_\_\_

Attestation: Attached is a copy of last year's income tax filing. \_\_\_\_\_

Do you have any medical restrictions which might affect the type of work you can do?

\_\_\_\_\_

List experience, skills, interests which might be utilized in working for the Town.

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

## Veterans Tax Work-Off Program Policy

Adopted June 10, 2014 as Policy 2014-3; Updated July 14, 2015

This program offers Wellfleet veterans the opportunity to participate in a property tax relief program to a maximum of \$1000.00 per year in return for volunteer service to the Town. The program for each Fiscal Year will include work performed from July 1 through June 30. Participants in this program may still apply for other tax abatements for which they may be eligible under other statutes.

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### Eligibility:

- Veteran of any branch of the Armed Services
- Domiciled in Wellfleet.
- Homeowner or trustee or spouse of same.
- Residing at property for which tax relief sought.
- Limited financial resources.
  - Maximum incomes will be adjusted annually and matched to the maximum incomes for Low Income Home Energy Assistance Program (Fuel Assistance)
- Only one tax credit per household may be given.
- Married couples who reside in the same household are allowed to participate in the program but jointly may earn only up to one tax credit per household.
- Current employees of the Town who meet eligibility are welcome to participate, but will not be allowed to apply the work-off program to their assigned departments.

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Deleted: <#>065

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Deleted: <#>4

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<#>Married: income maximum

Deleted: <#>\$41,932

Deleted: <#>\$42,654 (for 201

Deleted: <#>4

Deleted: <#>5)¶

### Terms:

- Credit for work will be given at the state minimum wage, and will be applied to the participant's Wellfleet real estate tax bill.
- Volunteer service on Town boards, commissions or committees will not be credited under this program.

### Program Coordinator:

- A veteran who qualifies for the program will be designated the Program Coordinator by the Town Administrator or designee and will "work off" their hours in that capacity. The Coordinator shall assist with paperwork of the participants; monitor hours worked and submit the information to the office of the Town Treasurer.
- Any problems or concerns between participants and job assignments will be referred to the Coordinator for resolution.

### Procedures:

- Department heads will submit a Departmental Request for a Volunteer Form along with a brief job description to the Town Administrator or designee. Once approved any available jobs will be forwarded to the Program Coordinator.
- Application by interested individuals should be made on the attached form to the Program Coordinator, who will interview the applicant and refer her/him to a department head who has requested volunteer assistance. An effort will be made to accommodate capacities and interests.
- Once an agreement has been reached between the department head and the applicant, the applicant shall be directed to the office of the Town Treasurer to complete payroll paperwork. (No work will begin until this procedure is done.)
- The participant shall fill out and sign a daily timesheet on attached form and submit to the Program Coordinator bi-weekly. The Program Coordinator shall tally the hours worked and submit the totals along with the time sheets to the office of the Town Treasurer for processing.

TO: DEPARTMENT HEADS

**TOWN OF WELLFLEET  
VETERAN TAX WORK-OFF PROGRAM**

Deleted: 1  
TAX YEAR FY2015

**MONTHLY REPORT OF HOURS WORKED**

Date: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Department: \_\_\_\_\_

Month & Year: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Report Submitted by: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Return to:

\_\_\_\_\_  
Program Coordinator  
300 Main Street  
Wellfleet, MA 02667



**TOWN OF WELLFLEET  
VETERAN TAX WORK-OFF PROGRAM  
DEPARTMENTAL REQUEST FOR VOLUNTEER**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Describe work you wish volunteer to perform: \_\_\_\_\_

\_\_\_\_\_

Total hours or hours per week (please specify): \_\_\_\_\_

List skills/tasks required:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_

Who will train/supervise volunteer? \_\_\_\_\_

It is understood that the Department Head has the right to approve or reject a volunteer after a probationary period.

It is understood that the Department Head or his/her delegate will provide any necessary training or supervision needed, as well as monthly documentation of hours worked.

\_\_\_\_\_

T.A. Comments: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_

Return to: Program Coordinator, 300 Main Street, Wellfleet

**TOWN OF WELLFLEET  
VETERAN TAX WORK-OFF PROGRAM  
APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Trustee: \_\_\_\_\_

Spouse: \_\_\_\_\_

Attestation: I am a veteran of the Armed Services. \_\_\_\_\_

Attestation: I am domiciled at the street address entered above. \_\_\_\_\_

Attestation: Attached is a copy of last year's income tax filing and Form DD214. \_\_\_\_\_

Do you have any medical restrictions which might affect the type of work you can do?

\_\_\_\_\_

List experience, skills, interests which might be utilized in working for the Town.

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Fiscal Year 2014  
Low-Income Home Energy Assistance Program (LIHEAP)  
Income Eligibility Chart

MAXIMUM



	100% of FPL	150% of FPL	200% of FPL	250% of FPL	300% of FPL	Maximum
1	\$ 11,490	\$ 14,363	\$ 17,235	\$ 20,108	\$ 22,980	\$ 32,065
2	\$ 15,510	\$ 19,388	\$ 23,265	\$ 27,143	\$ 31,020	\$ 41,932
3	\$ 19,530	\$ 24,413	\$ 29,295	\$ 34,178	\$ 39,060	\$ 51,798
4	\$ 23,550	\$ 29,438	\$ 35,325	\$ 41,213	\$ 47,100	\$ 61,664
5	\$ 27,570	\$ 34,463	\$ 41,355	\$ 48,248	\$ 55,140	\$ 71,530
6	\$ 31,590	\$ 39,488	\$ 47,385	\$ 55,283	\$ 63,180	\$ 81,396
7	\$ 35,610	\$ 44,513	\$ 53,415	\$ 62,318	\$ 71,220	\$ 83,246
8	\$ 39,630	\$ 49,538	\$ 59,445	\$ 69,353	\$ 79,260	\$ 85,096
9	\$ 43,650	\$ 54,563	\$ 65,475	\$ 76,388	\$ 86,948	\$ 86,946
10	\$ 47,670	\$ 59,588	\$ 71,505	\$ 83,423	\$ 88,796	\$ 88,796
11	\$ 51,690	\$ 64,613	\$ 77,535	\$ 90,458	\$ 90,646	\$ 90,646
12	\$ 55,710	\$ 69,638	\$ 83,565	\$ 92,496	\$ 92,496	\$ 92,496
13	\$ 59,730	\$ 74,663	\$ 89,595	\$ 94,346	\$ 94,346	\$ 94,346
14	\$ 63,750	\$ 79,688	\$ 95,625	\$ 96,196	\$ 96,196	\$ 96,196
15	\$ 67,770	\$ 84,713	\$ 98,046	\$ 98,046	\$ 98,046	\$ 98,046
16	\$ 71,790	\$ 89,738	\$ 99,896	\$ 99,896	\$ 99,896	\$ 99,896
17	\$ 75,810	\$ 94,763	\$ 101,746	\$ 101,746	\$ 101,746	\$ 101,746

Sources: "Annual Update of the HHS Poverty Guidelines", *Federal Register* 78 (24 Jan 2013): 5182-5183  
"State Median Income Estimates", *Federal Register* 78 (15 May 2013): 28597-28599

Massachusetts Department of Housing and Community Development  
Division of Community Services

May 2013

## BOARD OF SELECTMEN

### Baker's Field Tent Usage Policy and Procedures

Original Date: April 8, 2002; Updated: July 14, 2015  
2002-1

1. Applicant must fill out a "Use of Town Property Form" and "Application for Use of Baker's Field Tent". Applications will be dated and timed as submitted. Applications will be reviewed by the Recreation Director, for consideration. If the event does not conflict with existing recreational events and is deemed appropriate, the Use of Town Property Form will then be forwarded to other appropriate Department Heads for approval and comment. Applications received to use the tent in months other than July and August will require the applicant to pay for installation and taking down the tent and arrange for inspection by the Town Building Inspector prior to the event. Recommendations will then be forwarded to the Board of Selectmen for approval.
2. A 50% deposit is required at time of application. If application is denied, deposit will be returned. Upon approval, deposit becomes nonrefundable. Balance, along with a security deposit of 10% of the total cost, is due no later than ten business days prior to use of tent. (Security deposit will be held by Town Treasurer)
3. Applicant will be notified by the Recreation Director as to the status of the application no later than ten business days after the application date.
4. The tent is available to municipal groups and Recreation Department sponsored events for no fee. All other groups shall submit a use of town property form and the use fee and any other conditions will be set by the Board of Selectmen in accordance with the Selectmen's policy on use of Town property. Appropriate insurance coverage is mandatory and the responsibility of the lessee. Tent rental is available on a first come, first served basis.
5. No smoking alcoholic beverages are allowed on Town property at any time. Alcoholic beverages are not allowed on Town property without a waiver by the board of selectmen and an appropriate liquor license.
6. Only minimal, temporary storage will be available for any equipment that is required during performances. Any storage shall be approved in advance by the Recreation Director. The Town of Wellfleet is not responsible for any equipment stored on Town property.
7. An employee of the Recreation Department will be provided to supervise and assist during each tent activity.
8. Any exceptions to the above regulations may be made only by the Board of Selectmen.
9. This "Policy and Procedures" will be reviewed annually.

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10. Any questions or concerns should be directed to either the Recreation Department Head or Assistant Director.



## BOARD OF SELECTMEN

### Policy on Policies

Original Date: November 9, 1988

1988-5

Revised: January 23, 1990 (1990-1)

Revised: November 22, 1993

Reaffirmed: January 16, 1996

Reaffirmed: February 2, 1998

Revised: January 16, 2001

Reaffirmed: March 9, 2004 Revised:

March 23, 2004

Revised: August 14, 2007

Proposals for new policies or changes to an existing policy can be initiated by any Board member, employee or citizen. Proposals shall be submitted in writing to the Chairman of the Board of Selectmen through the Town Administrator who shall place them on a meeting agenda for consideration.

For the purpose of efficient drafting, a new policy or a policy revision considered by the Board shall not be adopted at the meeting at which it is introduced, but shall require additional readings at subsequent meetings before adoption is final.

Revocation of an entire policy may be voted on at the same meeting during which it is initially discussed.

#### SCHEDULE FOR ADOPTION OF POLICY

1. A topic or amendment is proposed and placed on the agenda by a Board member or the Town Administrator. The Board votes that the topic is worthy of formulation as a policy, or that amending a policy is a good idea.

2. The Town Administrator prepares a draft of the policy and sends it to department heads and other appropriate members of Town government for review and comment. If necessary, the Town Administrator refers the proposed policy to Town Counsel.

3. The draft of the proposed policy or policy amendment is placed on the agenda. The Board discusses it and then votes on it. If further amendment is necessary, they vote on the final draft at a subsequent meeting.

4. This process shall take no longer than eight weeks.

#### CATALOGING OF POLICIES:

Include the original, effective date of the policy and the dates of any subsequent revisions.

Have the title clearly and briefly identify the content so that it will be easy to find in the table of contents.

List the policies in alphabetical order in the table of contents.

All new policies or substantial changes in an existing policy shall be published in the annual report of the Town.

**Deleted:** It is the intent to develop a coherent, rational, logical method for developing policies with as much input as possible.¶

¶ Adopting policies and changing existing policies are solely the responsibilities of the Board of Selectmen.

**Deleted:** The Town Administrator shall seek legal advice whenever there may be questions of legality or proper procedure.

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¶ The draft of the proposed policy is placed on the agenda or in the Town Administrator's report. The Board of Selectmen discusses, and amends if necessary

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**Deleted:** Subject: Title of Policy

**Deleted:** Example: Board of Selectmen Policy on Policies¶

¶ Effective Date: When policy is ad ... [1]

Example: Board of Selectmen Policy on Policies

Effective Date: When policy is adopted

Example: November 9, 1988

Policy Number: Number sequentially by year

Example: 1988-5

Date of Original: If policy is a revision in an existing policy, list all dates of revisions and date of original.

Cancels Policy: If the policy cancels an existing policy, state which policy it cancels by title, number and date adopted.

Dated: Today's date.

## USE OF TOWN PROPERTY FEES POLICY

Adopted: As Policy 2015-xx

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.

Fees are established for use of Town property in order to balance the Town's responsibility to manage the assets entrusted to it by the voters, including Town real estate, in a manner that is consistent with the need to insure that Town government operations can be conducted and citizens access to Town property is preserved while balancing community needs for exclusive use of Town property for specific events. In order to balance these competing needs the Wellfleet Board of Selectmen adopts the following fee structure:

This fee structure applies only to properties under the control, care and custody of the Board of Selectmen. It therefore excludes from its operation properties such as the Wellfleet Elementary School which is under the care, custody and control of the School Committee and the Wellfleet Public Library which is under the care, custody and control of the Library Trustees.

Application fee: \$20.00. The application fee is required for all applications regardless of the event or sponsoring organization and is intended to partially cover the time required to review and process the application.

Reimbursement of direct costs: In addition to the application fee and the use fee, the sponsoring organization shall reimburse the Town for the cost of all Town services requested by the applicant or required by the Town as a condition of approval. The cost of services shall include any equipment charges, required minimum payment to employees for callbacks, private duty fees, etc. to which will be added an administrative surcharge to cover the administrative costs associated with furnishing services.

Insurance: As a condition of approving any application, the Town, in its sole discretion, may require the sponsoring organization to furnish proof of liability insurance covering the interests of the Town with such coverage limits as the Town shall require.

Bond or deposit: As a condition of approving any application, the Town, in its sole discretion, may require the sponsoring organization to furnish a bond or security deposit to insure the payment of all costs and the restoration of the property to its original condition.

Other conditions: As a condition of approving any application, the Town, in its sole discretion, may impose such additional conditions as it determines are reasonably necessary to protect the interests of the Town.

Basic use fee per day (or portion thereof) per parcel (or portion thereof): Between zero (\$0.00) and one thousand (\$1,000) dollars depending on the application of the following criteria. Parcel as used in this document means a parcel shown on the Town of Wellfleet assessing atlas in use at the time of the application.

In determining the fee to be charged for a specific application the Selectmen shall consider the following criteria:

**First:** The nature of the parcel or parcels for which application is made. Parcels which are heavily used by the public warrant a higher fee than parcels not as frequently or as intensively used by the public. An example of a heavily used parcel is the Town Hall parking lot which is used by persons having business at Town Hall or with Main Street merchants, employees, persons parking in order to travel on public transportation, etc. Less heavily used parcels would warrant a fee toward the lower end of the fee scale.

**Second:** The degree of exclusivity required. An application that requires the use of an entire parcel or a significant portion of a parcel to the exclusion of all others warrants a higher fee than uses which do not exclude the public or requires only a small portion of a parcel. In evaluating this criterion the Board may also consider whether and the extent to which adjacent public streets will be used by the event. An example of a use that warrants a high fee is one which requires use of the Town Hall parking lot and adjacent streets to the exclusion of the public for a day or more. An example of a use that warrants a lower fee is one that uses a beach parking lot to stage a road race during the early morning hours before the lot is manned by the Beach Department staff.

**Third:** The nature of the organization and its relationship to the Town.

- No fee is required of Town departments.
- Not for profit organizations formed solely to support Town government operations, such as the PTA, Friends of Recreation and Friends of the Library, would qualify for a reduced fee or no fee.
- Not for profit organizations formed to support a specific segment of the community or region as opposed to directly supporting Town operations would pay a larger fee than not for profits which directly support Town government.
- Organizations with commercial or quasi commercial purposes pay a larger fee. An example would be a commercial film crew.

**Fourth:** Whether an admission fee is charged by the event organizers for entrance into the event and for what purpose.

**Fifth:** Whether the event includes as participants businesses which pay a fee to the event organizers in order to participate in the event.

The five criteria taken together provide a basis for establishing a fee which reflects the importance of the public space, the degree to which the public is displaced from that space and the degree to which the Town benefits, directly, indirectly or not at all.



## TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleetma.org

To: Board of Selectmen  
From: Harry Sarkis Terkanian, Town Administrator  
Subject: Town Administrator's Report  
Date: July 24, 2015

This report is for the period June 19, 2015 through July 23, 2015. Since the July 10, 2015 Town Administrator's report was not reviewed at the July 14, 2015 selectmen's meeting, this report covers a longer time period than is customary.

- 1 Future agenda items. These are issues that the Board may wish to consider on a future meeting agenda.
  - a. Acceptance of MGL chapter 32B sections 21 – 23. This statute requires local acceptance and provides a streamlined method for some changes to Town sponsored employee medical insurance programs. Cape Cod Municipal Health Group is working on changes to offered health plan so the Board should consider accepting the statute in order to be in a position to act on plan changes in the future.
- 2 Massachusetts Sick Leave law. Wellfleet's full time employees and permanent part time employees receive sick leave benefits which comply with the newly adopted legislation. There is some question about whether the law applies to towns and, if it does, what additional steps the Town needs to take to be in compliance.
- 3 Massachusetts Community Compact. I attended a presentation by the Deputy Commissioner for Local Affairs Cronin at the July Cape cod Manager's meeting on July 9<sup>th</sup> and a second presentation by Lt. Governor Polito on July 21<sup>st</sup>. I have submitted a grant application to the Compact for assistance with capital planning with particular emphasis on the Town's enterprise funds.
- 4 Procurement:
  - a. Library trim painting contract signed.
  - b. Baker Field restroom enlarged designer scope of services agreement signed.
  - c. Wage and Classification Study contract awarded.
  - d. Contracts to process renewable energy credits for the Library and Fire Station signed.
  - e. Responses to the RFP for cable TV equipment have been received and will be evaluated on July 24<sup>th</sup>.
- 5 Snow and ice removal on private roads and private road maintenance. I met with the DPW Director and Assistant Director, and the Police and Fire Chiefs on June 17<sup>th</sup> and again on July 17<sup>th</sup>. I have asked the DPW director to update the cost figures for three snow removal options: (1) plow only public roads; (2) plow as at present, public roads and paved private roads in acceptable condition; and (3) pave all private roads. I have also asked the DPW Director



- to recommend a set of standards unpaved private roads must meet to be eligible for plowing. I anticipate this information and a report from the Police and Fire Chiefs for the August 11, 2015 selectmen's meeting. Currently 50 paved private roads have passed inspection under the current policy. Unless additional paved private roads are brought up to specification by the end of October and a re-inspection is requested, these roads will not be eligible for plowing this coming winter unless operation of the current policy on snow and ice removal from paved private roads is deferred for another year. There is no funding in the fiscal 2016 budget to plow any unpaved private roads.
- 6 Dredging. The Dredging Working Group members met with Ed O'Donnell, Army Corps of Engineers Chief of Navigation for NE on June 22<sup>nd</sup> and held further meetings on June 24<sup>th</sup> and July 15<sup>th</sup>. The group's focus is on preparing the case for dredging Wellfleet Harbor, including public safety and economic aspects. A presentation as part of the July 28, 2015 Selectmen's meeting is being prepared. Letters of invitation to the July 28<sup>th</sup> meeting were sent to the state and federal legislative delegations. A representative from Senator Warren's office has confirmed attendance on the 28<sup>th</sup>.
  - 7 Regional Dispatch. The Barnstable County Sheriff continues to work on plans for expanding the current regional dispatch center to include other departments including police departments. There was a meeting on July 21, 2015.
  - 8 I have been appointed to the Cape Cod Regional Technical High School Building Committee and attended the initial meeting on July 8, 2015.
  - 9 Cash control policy. Based on feedback from department heads I have recommended revisions for consideration by the treasurer and am awaiting the treasurer's response.
  - 10 OPEB investment. Waiting for the treasurer's recommendations.
  - 11 Additional Meetings.
    - a. June 19, 2015. Department Heads.
    - b. June 24, 2015. Finance Committee.
    - c. June 25, 2015. Elementary School closing ceremony.
    - d. June 30, 2015 and July 2, 2015. Meetings with Truro officials on regionalization.
    - e. July 1, 2015. Community Policing.
    - f. July 7, 2015. Town Hall staff meeting, met with former economic development committee members.
    - g. July 8, 2015. Met with David Ball, CCNS re beach concessions, Cape Cod Tech building committee, Building Needs and Assessment Committee.
    - h. July 9, 2015. Attended a meeting at the Seashore Visitor Center on concessions within the Seashore. Attended the July Cape Cod Managers meeting.
    - i. July 13, 2015 and July 17, 2015. Met with Curt Felix and Ron Fisette re possible FEMA reimbursement.
    - j. July 14, 2015. Smarter Gov't. Steering Committee.
    - k. July 15, 2015. Personnel Board.
    - l. July 22, 2015. Finance Committee.

- m. Other Meetings. Steve Gazzano re Personnel Board, Larry Francke re energy projects, Audrey Danforth re septic loans, John Ryerson re personnel matter, various staff.
- 12 Personnel Matters:
- a. Administrative actions (appointments are subject to disapproval by majority vote of the Board of Selectmen within 14 days; Charter section 5-4-1):
    - i. I have begun conduction annual performance reviews with my direct reports. Four have been completed to date.
  - b. Current employment vacancies (Charter 5-3-2 (i)):
    - i. Building – Building Inspector is part time.
    - ii. Board of Health secretary position is vacant.
  - c. The following labor contracts and collective bargaining agreements expire on or before June 30, 2016:
    - i. Fire Chief – February 17, 2016
    - ii. Police Chief – June 30, 2016
    - iii. Police Lieutenant – June 30, 2016
    - iv. DPW Director – June 30, 2016
    - v. Town Administrator – June 30, 2016
    - vi. WEA Unit A (Department Heads) – June 30, 2016
    - vii. WEA Unit B (Office employees) – June 30, 2016
    - viii. WEA Unit C (call firefighters) – June 30, 2016
    - ix. Permanent Firefighters – June 30, 2016
    - x. Communications Employees – June 30, 2016
    - xi. Teamsters (permanent DPW & Marina employees) – June 30, 2016.

## ***Town of Wellfleet Committee Vacancies***

Date: July 24, 2015  
To: Harry Terkanian  
From: Jeanne Maclauchlan  
Re: Appointments to Town Boards

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

### **Barnstable Human Rights Commission (1 Wellfleet Representative)**

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

### **Bike & Walkways Committee (5 Members)**

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

### **Board of Health (5 members)**

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years
Requesting Appointment: <b>One application on file</b>		

### **Building and Needs Assessment Committee (5 Members)**

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

### **Cable Advisory Committee (5 Members)**

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

### **Cape Light Compact Governing Board (2 Members)**

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	to be determined by BOS
Requesting Appointment: No applications on file		

### **Commission on Disabilities (up to 7 Members)**

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

### **Cultural Council (no more than 22 members)**

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

**Energy Committee (11 members total)**

Vacant Positions                      Appointing Authority  
2 regular Positions                  Board of Selectmen

Length of Term  
3 years

2 Alternate Positions

Requesting Appointment: No applications on file

**Finance Committee (9 members, 2 alternate)**

Vacant Positions                      Appointing Authority  
1 Alternate Position                  Town Moderator

Length of Term  
3 years

Requesting Appointment: No applications on file

**Herring Warden (1 Warden, 1 Assistant Warden)**

Vacant Positions                      Appointing Authority  
1 Assistant Position                  Board of Selectmen

Length of Term  
3 years

Requesting Appointment: No applications on file

**Historical Commission (7 Members)**

Vacant Positions                      Appointing Authority  
2 Positions                              Board of Selectmen

Length of Term  
3 years

Requesting Appointment: **One application on file**

**Marina Advisory Committee: (7 members, 2 alternate)**

Vacant Positions                      Appointing Authority  
1 Position                                Board of Selectmen

Length of Term  
2 years

Requesting Appointment: No applications on file

**Personnel Board (4 Community Members)**

Vacant Positions                      Appointing Authority  
1 Position                                Board of Selectmen

Length of Term  
3 years

Requesting Appointment: No applications on file

**Recreation Committee (5 members)**

Vacant Positions                      Appointing Authority  
1 Position                                Board of Selectmen

Length of Term  
3 years

Requesting Appointment: No applications on file

**Recycling Committee (Up to 11 Members)**

Vacant Positions                      Appointing Authority  
2 Positions                                Board of Selectmen

Length of Term  
3 years

Requesting Appointment: No applications on file

**Shellfish Advisory Board (7 Members, 2 Alternates)**

Vacant Positions                      Appointing Authority  
1 Position                                Board of Selectmen

Length of Term  
3 years

1 Alternate Position

Requesting Appointment: No applications on file

**Wastewater Planning Committee (7 Members)**

Vacant Positions                      Appointing Authority  
2 Positions                                Board of Selectmen

Length of Term  
3 years

Requesting Appointment: No applications on file





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**Wellfleet Board of Selectmen  
Minutes of July 14, 2015  
Wellfleet Senior Center**

**Present:** Paul Pilcher, Chairman, Dennis Murphy, Berta Bruinooge, Helen Miranda Wilson, Jerry Houk, Town Administrator Harry Sarkis Terkanian and Assistant Town Administrator Brian Carlson

Chairman Paul Pilcher called the meeting to order at 7:00 pm.

**Announcements, Open Session and Public Comment**

Pilcher announced a public hearing meeting on Harbor Dredging on July 28, 2015 at 7:00 pm. He invited the public to attend and said that it is important to have political and community support in order to advance the project.

**Public Hearing(s) [7:05]**

Pilcher went over the rules of the public hearings and recommended that the comments are brief and do not repeat. Pilcher opened the public hearings at 7:05 PM.

**Route 6 and Main Street Intersection Improvement Project**

Terkanian explained that the project engineer is expecting a selection of a design alternative in order to move to the next stage of the Route 6 and Main Street intersection improvement project. He said that this is the third time this topic has been discussed during Board of Selectmen's meeting and used a Power Point presentation addressing each one of the proposed four alternatives. Murphy had a question on the proposed stop line on the East end of the intersection and suggested an agreement with the MassDOT for shared maintenance of the intersection. Wilson voiced her concerns about bicyclists' safety. Elaine McIlroy wanted to know the point of end of the intersection and suggested lowering the speed limit for this portion of Route 6. Rodolfo Machado of 35 Main Street raised concerns about the wet land on the south side of the intersection and said that a simple drawing representing the area would have addressed these concerns. Anthony Buttignol of 45 Main Street had comments on the proposed side walk on Design Alternative 1. Gary Kersteen of 25 Harrison Street wanted to know if there were any studies on the wet land impact. Engineer Douglas Prentice from Fay, Spofford & Fay addressed the question. Jorge Silvetti of 35 Main Street wanted to know what the potential impact of the temporary taking on the wetland and the vegetation during construction could be. Terkanian explained the need for temporary taking and said that the vegetation is a matter that should be studied and addressed. Wilson gave an example for a similar intersection in Orleans. Murphy suggested that there should be a signage for bicyclists to warn them. The Public Hearing on this topic closed at 7:27 pm without any action taken by the Selectmen.

**Snow and Ice Removal and Maintenance of Private Roads**

Pilcher opened the public hearing on snow and ice removal and private roads maintenance. David Rush of 160 Way 657 said that there has been a meeting about 6-7 years ago when the Town promised to maintain the road and later revoked the promise. He said that Way 657 is a dirt road, but it is a through way. Katherine Wild had questions on what is considered a public and private road and how the designation can be changed. Terkanian explained that the road designation is determined by a road taking process by a Town meeting vote and it is governed by the General Laws. Pilcher talked about residents that were under the impression that their roads were public because they have been

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maintained by the Town in the past. Suzanna Dice of 129 Way 657 aka Thoreau Way and Backshore Road spoke in favor of the Town plowing private roads. Roger Putnam said that the issue is not whether the road is private or public, but "Is it fair that private roads are not plowed when their residents pay the same taxes?" Peter Cherrnayeff of Thoreau Rd in Truro thanked the DPW, Police and Fire Departments for responding to winter emergencies and said that the Town should continue to provide minimal maintenance to allow road passage in case of emergency and said that the roads in the area although private are abutting the National Seashore and serve the public. Pilcher left the room. Murphy assumed the Chairman position. Anthony Tullio thanked the DPW for the great snow removal job over the past winter and also supported the idea of providing the same services of road maintenance to private as to public road residents. Doug French of 30 Day Road spoke about a previously existing maintenance agreement between the Town and Day Road. Pilcher returned. John Wolf of 88 Valley Road talked about the issues Valley Road is facing in the winter. Bruinooge said that as a resident of Western Avenue she has encountered the same private road issue with maintenance agreement with DPW about keeping the road in passable condition. She acknowledged that when she reviewed the agreement it did not mention snow plowing, which was done until 2012. Bruinooge stressed the importance of accessibility of private roads in urgent medical situations. Kathleen McCormick wanted to know what the percentage of private versus public roads is and also talked about the importance of plowing for elderly citizens in need of emergency medical services. Marusya Chavchavadze of 220 Aaron Rich Road also talked about previously provided road maintenance services on Aaron Rich Road that were discontinued in 2006 and made the same comments about taxes and emergency medical help. Houk spoke about his recollection of the snow plowing and maintenance agreements of private roads, but said that currently the DPW does not have the resources and staff to do it. He urged the people to support this if it goes to Town Meeting. Wilson expressed her concerns about emergency response and the cost associated with expanding the list of plowed private roads. Murphy suggested that the Board should come up with more regulations and cost estimates before a solution can be found. Pilcher summarized the two issues discussed: 1) The unfairness to those people with maintenance agreements; and 2) snowplowing for those who live on private roads with no through traffic. He said that the Town should solve the issue not just based on associated costs. Penelope Jain of Boundbrook Island Road wanted to know if the older private roads have been equated to more recently developed private roads. Wilson answered the question and suggested that everyone should read the Town Administrator's memo of May 26, 2015 on the subject. Terkanian said that the memo is available online together with a copy of one of the maintenance agreements and mentioned several letters received on this topic from residents unable to attend the meeting. Pilcher closed the public hearing at 8:12 pm. The Board postponed decision on this subject to a future meeting.

**Licenses/Appointments/Reappointments/Use of Town Property**

Fire Chief Richard Pauley announced the appointments by him of Allison Gray, full time firefighter/paramedic and Justin Kinshaw, Joshua Wagner & David R. Marriott as probationary call firefighters and introduced the incumbents to the Selectmen.

**MOTION 215-264:** Wilson moved and Houk seconded to approve the appointment of Allison Gray by the Fire Chief as a full time firefighter/paramedic. The motion passed 5-0.

**MOTION 215-265:** Bruinooge moved and Murphy seconded to approve the appointment of Justin Kinshaw, Joshua Wagner & David R. Marriott by the Fire Chief as probationary call firefighters. The motion passed 5-0.

Diane Roehm expressed her interest to serve on the Cultural Council.

**MOTION 215-266:** Bruinooge moved and Murphy seconded to appoint Diane Roehm to the Cultural Council with term ending June 30, 2018. The motion passed 5-0.

Mary Wright expressed her interest to serve on the Cultural Council.

**MOTION 215-267:** Wilson moved and Bruinooge seconded to appoint Mary Wright to the Cultural Council with term ending June 30, 2018. The motion passed 5-0.

Geraldine Ramer expressed her willingness to serve on the CPC as a member at large.

**MOTION 215-268:** Wilson moved and Murphy seconded to appoint Geraldine Ramer to the CPC as a member at large with term ending June 30, 2018. The motion passed 5-0.

Wilson recommended the appointment of Zack Dixon to the Shellfish Advisory Board.

**MOTION 215-269:** Wilson moved and Bruinooge seconded to appoint Zack Dixon to the Shellfish Advisory Board with term ending June 30, 2018. The motion passed 5-0.

Town Assessor Nancy Vail presented the Board of Assessor's recommendations for appointments of Gail Stewart as a regular and John Duane as an alternate member.

**MOTION 215-270:** Bruinooge moved and Houk seconded to appoint Gail Stewart to the Board of Assessors with term ending June 30, 2018. The motion passed 5-0.

**MOTION 215-271:** Murphy moved and Wilson seconded to appoint John Duane to the Board of Assessors as an alternate member with term ending June 30, 2018. The motion passed 5-0.

Terkanian spoke about the willingness of Dennis Cunningham, who was not able to attend the meeting, to serve on the Barnstable County Regional Substance Abuse Council.

**MOTION 215-272:** Houk moved and Murphy seconded to appoint Dennis Cunningham as Wellfleet's representative to Barnstable County Regional Substance Abuse Council. The motion passed 5-0.

**Request of Olaf Valli of Sickday, Inc. and Katherine Weeks of Sugar Surf of Cape Cod to use White Crest Beach for surf lessons**

Wilson had comments about the two requests for use of White Crest Beach during the summer. Community Services Director and Beach Administrator Suzanne Grout Thomas suggested limiting the use of the beach to three applicants. Bruinooge suggested taking the capping issue at the next meeting. Houk had a question on beach sticker requirements for the applicants and their customers.

**MOTION 215-273:** Bruinooge moved and Murphy seconded to approve the request of Olaf Valli of Sickday, Inc. to use White Crest Beach for surf lessons from April 1 to December 31, 2015; Conditions: event fee \$350; beach stickers or daily parking fee are required, provide a proof of liability insurance listing the Town as insured and comply with all conditions on the request form. The motion passed 5-0.



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**MOTION 215-274:** Bruinooge moved and Murphy seconded to approve the request of Katherine Weeks of Sugar Surf of Cape Cod to use White Crest Beach from June through October for surf lessons; Conditions: event fee \$350; beach stickers or daily parking fee are required, provide a proof of liability insurance listing the Town as insured and comply with all conditions on the request form. The motion passed 5-0.

The Selectmen took 5 minutes break from 8:29 pm to 8:34 pm.

**Request of John Arsenault to use the band stand end of the Marina for food truck**

Discussion ensued about John Arsenault's request for a food truck at the Marina. Pilcher referred to the Town Administrator's memo<sup>1</sup> on the subject. Arsenault said that he would like to see more opportunities for food trucks in Town. Murphy had a question about electricity use. Terkanian explained the reason for his notes about electricity on his memo. Arsenault said that the truck has a generator. Discussion about the use fee and future competitive bidding process ensued.

**MOTION 215-275:** Wilson moved and Bruinooge seconded to approve the request of John Arsenault to use the band stand end of the Marina on Fridays, Saturdays & Sundays, 6 PM to 9 PM for a mobile food truck vending; Conditions: event fee \$2,000 to be paid to the Marina Enterprise Fund; obtaining a food service permit and inspection, provide proof of liability insurance and trash receptacle. The motion passed 5-0.

**Review of Town Fees**

Assistant Town Administrator Brian Carlson answered Selectmen's questions about his review on Town Fees. The Board decided to continue discussing and reviewing this topic again in one of the future meetings.

**Review and possible modification of beach parking use during OysterFest**

Community Services Director and Beach Administrator Suzanne Grout Thomas presented her memo<sup>2</sup> on possible modifications of beach parking use during OysterFest and asked the Board to revisit their previous vote. Pilcher said that he is still willing to go with this process despite the new assumptions. Wilson said that this new recommendation should be given a consideration. Murphy wanted to know why the Town restrooms cannot be open for OysterFest. Houk suggested that SPAT should perhaps take care of the portable toilets cost.

**MOTION 215-276:** Pilcher moved to go ahead with the original plan to have a paid parking for OysterFest given the revised budget estimate. Murphy seconded. The motion passed 4-1 (Wilson).

**Plans for re-landscaping the Preservation Hall green belt aka the Penny Patch**

Gary Locke and Todd Lebart presented preliminary re-landscaping plans<sup>3</sup> to convert the old Penny Patch area to a Memorial Garden and asked the Selectmen for a direction pending the ConsCom approval. Bruinooge found the idea great. Murphy wanted to know if this would require handicapped access and had a question about maintenance of the area in the future. Wilson also spoke in favor of the idea, but said she would not support any use of Roundup on the area. Terkanian said that the preliminary re-landscaping plans for Town Hall are similar to these and also supported the idea. The Selectmen unanimously agreed to allow the proposal to advance for ConsCom review and approval.



**FY 2016 prioritized list of BOS Goals**

Pilcher presented the prioritized list of BOS 2015-2016 Goals<sup>4</sup> and went over each of the ten goals. He said that this list will be revisited periodically during the year. Wilson said that her goal of updating the BOS policies is near complete and this is why it is off the list.

**Request of Laura and Chris Denninger of 105 Pine Point Road to redeem tax title**

Laura and Chris Denninger presented their request to redeem tax title of 105 Pine Point Road and proposed to pay their back taxes by paying \$1,000 a month until the balance is paid off. The Selectmen wanted to find out more why the taxes have not been paid on time. The Denningers spoke about their financial hardship over the last five years. Terkanian clarified the total amount due will be including taxes, legal and recording fees and did not recommend accepting a payment plan. Wilson and Pilcher agreed that this is unfortunate situation but given the fact that this has been going for the past five years did not find the proposal acceptable. Bruinooge expressed willingness to work with the Denningers for a short period of time to give them the opportunity to come up with the total amount and pay in full. Pilcher left and Murphy assumed the Chair. Discussion ensued among the Selectmen. Houk also supported the idea of giving the Denningers 90 days to come up with the total amount.

**MOTION 215-277:** Houk moved to grant the Denningers 90 days grace period to come up with the full amount for taxes and fees owed to redeem tax title of the property at 105 Pine Point Road. Bruinooge seconded. Further discussion ensued. The motion passed 3-1-1 (Pilcher absent, Wilson opposed).

**Award of Salary and Classification Study contract**

Terkanian presented his recommendation<sup>5</sup> for award of the Wage and Classification Study contract to D.I. Jacobs Consulting. Pilcher returned.

**MOTION 215-278:** Murphy moved and Bruinooge seconded to approve the recommendation for award the Salary and Classification Study contract to D. I. Jacobs Consulting. Further discussion ensued where Wilson voiced her concerns about the evaluation process. Terkanian said that the Town Administrator's Office is aware of the issues and will monitor the process closely. The motion passed 5-0.

**Authorization to sign a Local Initiative Program (LIP) application for properties at 2254, 2200 and 2270 Old King's Highway Affordable Housing Project**

Leedara Zola of Habitat for Humanity and Elaine McIlroy of Wellfleet Housing Authority presented the request for authorization to sign the Local Initiative Program application<sup>6</sup> and to authorize a letter expressing support of the Selectmen for the affordable housing project. Zola gave a background information of the project and explained the application process to the State for approval before going to the ZBA. Based on this information Zola requested the support of the Selectmen in order for the project to advance to the next stage. Harry Rubenstein of 2261 Old King's Highway expressed his concerns about the project plans. Zola explained that is request is for the preliminary stage of the project. McIlroy expressed the support of the Housing Authority. Wilson said that a map of the project would have been helpful. Bruinooge expressed her support for creating affordable housing in Town. Murphy agreed with Wilson on the map. Houk had a question on a previously filed appeal for this project.

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**MOTION 215-279:** Bruinooge moved and Pilcher seconded to authorize signing the Local Initiative Program application and letter of support for properties at 2254, 2200 and 2270 Old King's Highway Affordable Housing Project as presented. The motion passed 5-0.

**Mooring issue**

John Martens explained his issue with the Harbormaster about his missing mooring and answered Selectmen's questions about what have happened. Martens presented his demands in a packet<sup>7</sup> he had prepared for the Selectmen. Terkanian said that all these demands are under the jurisdiction of the Harbormaster. Assistant Harbormaster Leonard Croteau gave background information of the process according to the Harbormaster. Pilcher left the meeting. Murphy assumed chairmanship. Discussion ensued. Pilcher returned. An unpaid invoice for services provided by Martens to the Marina was discussed. Terkanian explained the need for Town vote for a bill due in a previous fiscal year. The Board unanimously agreed that the bill should be paid pending Town Meeting vote and that this matter is under the jurisdiction of the Harbor Master.

Pilcher left the meeting. Murphy assumed the role of the Chairman for the remainder of the meeting.

**Requests for FY15 Transfers**

Town Accountant Marilyn Crary presented additional requests for FY 2015 inter account transfers.

**MOTION 215-280:** Bruinooge moved and Wilson seconded to approve the FY15 account transfers as presented and requested by the Town Accountant. The motion passed 4-0.

**The below listed agenda items were deferred to the meeting:**

- Approval of the revised Senior Citizens Tax Work-Off Policy
- Approval of the revised Veterans Tax Work-Off Policy
- Approval of revised Baker Field Tent Use Policy
- Review of revised BOS Policy on Policies
- Possible deletion of the Quorum Policy
- Review of revised Policy on Use of Town Property
- Expanding the number of community members of Local Housing Partnership

**Approval of CPA Grant Agreement for Wellfleet Historical Society and Museum, Inc.**

**MOTION 215-281:** Bruinooge moved and Houk seconded to approve the CPA grant Agreement for Wellfleet Historical Society and Museum, Inc.<sup>8</sup>. The motion passed 4-0.

**Recommendation for 111F Designation**

Police Chief Ronald Fisette gave a background of the request for a two day 111F designation<sup>9</sup> for Sgt. Clark.

**MOTION 215-282:** Houk moved and Wilson seconded to approve the 111F designation as requested by the Police Chief. The motion passed 4-0.

**MassDOT Federal Highway Administration Title VI Nondiscrimination Assurance**

**MOTION 215-283:** Bruinooge moved and Wislon seconded to authorize the vice chair to sign the Federal Highway Administration Title VI Nondiscrimination Assurance. The motion passed 4-0.

### **Town Administrator's Report**

Terkanian presented his report and said that the grievance with the Police Union has been settled and the approval of executive session minutes can be done at a future executive session.

### **Future Concerns – NONE**

### **Correspondence<sup>10</sup> and Vacancy<sup>11</sup> Report**

### **Minutes**

Wilson had changes to her comments on Sexual Harassment and Workplace Violence Policy and gave the changes to the EA.

**MOTION 215-284:** Wilson moved and Houk seconded to approve the minutes of June 23, 2015 as amended by Wilson. The motion passed 4-0.

### **Executive Session – cancelled**

### **Adjournment**

**MOTION 215-150:** Houk moved and Bruinooge seconded to adjourn the meeting at 10:25 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva  
Executive Assistant

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<sup>1</sup> TA memo on John Arsenault's request for use of Town Property

<sup>2</sup> Suzanne Grout Thomas Memo to BOS re Charging for parking during 2015 OysterFest

<sup>3</sup> Plans for re-landscaping the Penny Patch

<sup>4</sup> Prioritized list of 2015-2016 BOS goals

<sup>5</sup> TA recommendation for Wage and Classification Study contract

<sup>6</sup> LIP application for Old King's Highway Affordable Housing Project

<sup>7</sup> John Martens demand to the BOS for missing mooring

<sup>8</sup> CPA Grant Agreement for Wellfleet Historical Society and Museum, Inc.

<sup>9</sup> Police Chief request for 111F designation for Sgt. Clark

<sup>10</sup> Correspondence of July 14, 215

<sup>11</sup> Vacancy report of July 10, 2015