



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, September 22, 2015 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.

- 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. To transfer shellfish grant license #0902 from Rebecca Nazarian to Rebecca Nazarian and Brett Morse and to renew shellfish grant license #0902 for a ten year period
- III. **Licenses/Appointments/Reappointments/Use of Town Property**
 - A. Licenses - NONE
 - B. Appointments
 - 1) Appointment of Ronald Fisette and Mark Vincent or Davis Walters as additional members to serve with the Building & Needs Assessment committee to evaluate proposals for owner's project manager services for the police station design & construction project [TA]
 - 2) Judy P. Taylor to Local Housing Partnership with term ending June 30, 2016
 - C. Reappointments - NONE
 - D. Use of Town Property
 - 1) Request of Alice Kellogg and Corey Brownell to use Duck Harbor for a wedding ceremony on May 21, 2016 from 4:30 to 6:00 pm; \$20 application & \$100 event fees paid
- IV. **Business**
 - A. Cape Light Compact update [Elkin]
 - B. Energy Committee photovoltaic array update [Elkin]
 - C. Wellfleet SPAT request for parking fees exemption at beach parking lots for volunteers during Oysterfest [Insley]
 - D. Second review of draft revisions to the Information Technology Policy & proposed draft Social Media Policy [TA]
 - E. Approval of Budget Policy Message and FY17 budget/2016 annual town meeting calendar [TA]
- V. **Town Administrator's Report**
- VI. **Future Concerns**
- VII. **Correspondence and Vacancy Report**
- VIII. **Minutes [September 8, 2015]**
- IX. **Adjournment**

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, September 22, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the following:

- To transfer shellfish grant license #0902 from Rebecca Nazarian to Rebecca Nazarian and Brett Morse, and to renew shellfish grant license #0902 for a ten year period.

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

WELLFLEET BOARD OF SELECTMEN

APPLICATION FOR RENEWAL OF SHELLFISH GRANT LICENSE

Date: 8/10/15

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

I/We hereby request renewal of Shellfish Grant License # 0902,
located at Loagy bay, in
Wellfleet MA, and consisting of 1/2 acres, and dated 11/24/12
for a (five) (ten) year period.

I/We agree to pay to the Town Clerk, within thirty days after approval, the annual fee and
\$1.00 for recording and \$ 4.00 for costs incurred by the Town of Wellfleet in granting said
renewal.

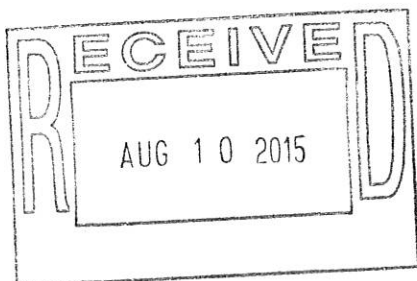
[Signature]
Signature

Rebecca Nazarian
Name

P.O. 585
Mailing Address

Wellfleet, Ma. 02667

(508) 349-7327
Telephone Number



Application for Transfer of Shellfish Grant License

Date: 8/10/15

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

I/We hereby request transfer of Shellfish Grant License # 0902 from
Rebecca Nazarian To
Rebecca Nazarian and Brett Morse.

Said grant license is located at loagy bay, in Wellfleet, MA
and consisting of 1/2 acres, as shown on a plan prepared by _____
and dated _____.

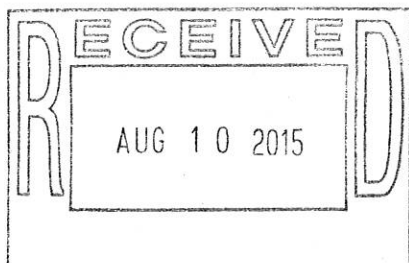
[Signature]
Signature(s)

Name(s)

P.O. 585
Mailing Address

Wellfleet, Ma. 02667

(508) 349-7327
Telephone



Jeanne Maclauchlan

To: Andrew Koch

Subject: RE: transfer and renewal

Jeanne Maclauchlan
Principal Clerk
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
Telephone: (508) 349-0300
Fax: 508 349-0305
jeanne.maclauchlan@wellfleet-ma.gov

From: Andrew Koch [<mailto:andrew.koch@wellfleet-ma.gov>]

Sent: Friday, September 18, 2015 8:51 AM

To: Jeanne Maclauchlan

Subject: Re: transfer and renewal

I would recommend that grant #0902 be transferred from Rebecca Nazarian to Rebecca Nazarian and Brett Morse and that grant #0902 be renewed for a ten year period
Andrew Koch

From: Jeanne Maclauchlan [<mailto:jeanne.maclauchlan@wellfleet-ma.gov>]

To: andy.koch@wellfleet-ma.gov, 'Chris Manulla' [<mailto:chris.manulla@wellfleet-ma.gov>]

Sent: Thu, 17 Sep 2015 10:47:48 -0500

Subject: transfer and renewal

I need a recommendation for the attached, please. Preferably before tomorrow.

Jeanne Maclauchlan
Principal Clerk
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
Telephone: (508) 349-0300
Fax: 508 349-0305
jeanne.maclauchlan@wellfleet-ma.gov

9/18/2015



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 Judy P. TAYLOR Date 8/30/15

Mailing Address 135 Cokes Neck Rd
Wellfleet, MA 02667

Phone (Home) 508-349-3527 (cell) _____

E-mail parrisjt@hotmail.com

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

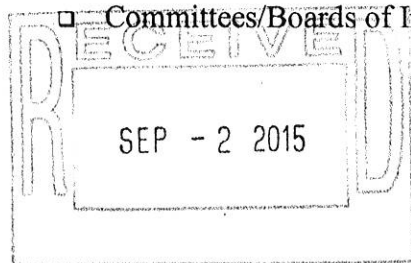
20 years on the Wellfleet Housing Authority

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

☐ Committees/Boards of Interest: 1) LOCAL HOUSING PARTNERSHIP

2) _____

3) _____



TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Alice Kellogg & Corey Brownell Affiliation or Group

Telephone Number 914-588-6870

Mailing Address 649 Main St.
Bolton, MA 01740

Email address alice.kellogg@gmail.com

Town Property to be used (include specific area)

Duck Harbor

Date(s) and hours of use: May 21, 2016 4:30pm - 6:00pm

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.

We would like to use Duck Harbor for our wedding ceremony. There will be approximately 60 people there. Attendees will park in the beach lot. There will be no food or beverages, as we are holding our reception elsewhere.

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

None

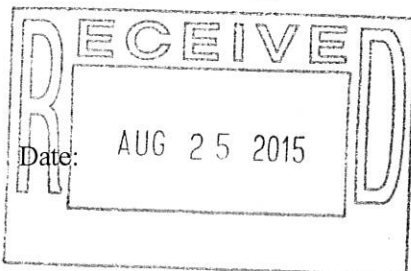
NOTE TO APPLICANTS: All applications must be accompanied by a non refundable \$20.00 processing fee. Applications must be received at least 30 days prior to the first event date to insure that all reviews can be completed prior to the event. This application is only for permission to use Town property.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

Action by the Board of Selectmen:

Approved as submitted

Approved with the following condition(s):

Disapproved for following reason(s):



Processing Fee:

use fee

20.00

100.00

paid

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature:

Comments/Conditions: *OK*

Permits/Inspections needed:

Inspector of Buildings Signature:

Comments/Conditions:

Permits/Inspections needed:

Police Dept. Signature:

8/25/15

Comments/Conditions:

OK

Fire Dept. Signature:

9/27/2015

Comments/Conditions:

OK

DPW Signature:

Paul [Signature]
8/31/15

Comments/Conditions

OK

Beach Dept. Signature:

Joe Thomas

Comments/Conditions:

Note: no toilet facilities at that time of year

Shellfish Constable Signature:

Comments/Conditions:

X

Harbormaster Signature:

Comments/Conditions:

X

Recreation Dept. Signature:

Comments/Conditions:

X

Town Administrator:

1782 [Signature]

Comments/Conditions:

OK



To: Wellfleet Board of Selectmen
CC: Harry Terkanian
Date: September 17, 2015
Re: OysterFest Volunteer Parking

The Wellfleet OysterFest is truly a community event. It is run by over a hundred volunteers overseen by 1 full-time and 2 part-time staff people. The event was founded with the philosophy in mind and the producing body, Wellfleet SPAT, operates this way today. The SPAT Board consists of 9 volunteer members who also work the event.

The 'Fest is now in its 15th year. One of our greatest challenges is to recruit enough volunteer support to run the event each year. As you can imagine, volunteers come and go; they move, have other commitments or tire of the rigorous work it takes to produce an event of the magnitude of the Wellfleet OysterFest.

It is for this reason that our recruiting efforts go beyond Wellfleet. Volunteer Coordinator, Jane Temple, has been recruiting new volunteers from groups like the Nauset Newcomers, the Dennis Senior Environmental Corps and Nauset Regional High School to name a few. As a result, volunteers travel to Wellfleet from various parts of the Cape. SPAT strives to make these critical volunteers feel appreciated and valued for this tremendous effort. After all, we are asking them to travel to Wellfleet at their own expense, buck traffic, to work hard during their precious free time for an event that directly supports the community of Wellfleet.

Now that we are charging for parking, we are asking them to buck traffic, work hard, and pay to park. With that in mind, I would like to request permission for OysterFest volunteers to be exempt from the parking fee at the beach parking lots only. Based on the volunteers already scheduled, this would amount to 70 people or \$700. Please know that this is only an estimate as some volunteers may elect to park elsewhere or many be traveling with others in one car.

Thank you in advance for your consideration.

Respectfully,

Michele Insley

SPAT Executive Director

Information Technology Acceptable Use Policy

Adopted:

This document formalizes the policy for employees and contractors ("users") of all Town of Wellfleet ("Town") **information technology resources**; ("ITRs"), including computers, printers and other peripherals, programs, data, local and wide area networks, and the Internet. Use of Town ITRs by any employee or contractor shall constitute acceptance of the terms of this policy and any such additional policies.

1. User Responsibilities

It is the responsibility of any person using Town ITRs to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of ITRs. Any person with questions regarding the application or meaning of this policy should seek clarification from appropriate management. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment.

2. Acceptable Uses

The Town firmly believes that ITRs empower users and make their jobs more fulfilling by allowing them to deliver better services at lower costs. As such, employees and contractors are encouraged to use ITRs to the fullest extent in pursuit of the Town's goals and objectives.

3. Unacceptable Uses of Town ITRs

Unless such use is reasonably related to a user's job, it is unacceptable for any person to use Town ITRs:

- in furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal
- for any political purpose
- for any personal or commercial purpose
- to send threatening or harassing messages, whether sexual or otherwise
- to access or share sexually explicit, obscene, or otherwise inappropriate materials
- to infringe any intellectual property rights including distribution or use of computer programs and media files in violation of copyright or licensing terms
- to gain, or attempt to gain, unauthorized access to any computer or network
- for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs

- to intercept communications intended for other persons
- to misrepresent either the Town or a person's role at the Town
- to distribute chain letters,
- send unsolicited bulk email.
- by using or installing unapproved software
- to access online gambling sites or
- to libel or otherwise defame any person

4. Data Confidentiality

In the course of performing their jobs, Town employees and contractors often have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for employees or contractors to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees or contractors disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs. No ITR which contains confidential information may be removed from Town property.

5. Copyright Protection

Computer programs and media files are valuable intellectual property. Software publishers and media distributors can be very aggressive in protecting their property rights from infringement. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted or licensed.

6. Computer Malware

Users should exercise reasonable precautions in order to prevent the introduction of a computer malware into the local area or wide area networks. Malware scanning software should be used to check any software downloaded from the Internet or obtained from any questionable source. In addition, executable files (program files that end in ".exe") should not be stored on or run from network drives. Finally, it is a good practice to scan removable media periodically to see if they have been infected. Programs downloaded from the Internet should never be installed on Town computers without the assistance of Town IT Staff.

7. Network Security

Most desktop computers are connected to a local area network, which links computers within the Town and, through the wide area network, to most other computers in local government. As such, it is critically important that users take particular care to avoid compromising the security of the network. Most importantly, users should never share their passwords with anyone else, and should promptly notify Town IT personnel if they suspect their passwords have been compromised. In addition, users who will be leaving their PCs unattended for extended periods should either log off the network or have a password-protected screen savers in operation. Finally, no user is allowed to access other external networks remotely unless they have received specific permission from Town IT personnel.

8. E-mail

Emails are public records and are subject to being produced in response to public records requests and may be discoverable in court proceedings. Because e-mail addresses identify the organization that sent the message (first name last name @wellfleet-ma.gov), users should consider e-mail messages to be the equivalent of letters sent on official letterhead. For the same reason, users should ensure that all e-mails are written in a professional and courteous tone. Finally, although many users regard e-mail as being like a telephone in offering a quick, informal way to communicate, users should remember that e-mails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a memorandum.

9. No Expectation of Privacy

Town ITRs are the property of the Town and are to be used in conformance with this policy. The Town retains control and the right at any time to inspect any user's computer, any data maintained in it or in any network location, and any data sent or received by that computer. Users should be aware that network administrators, in order to ensure proper network operations, routinely monitor network traffic. Use of Town ITRs constitutes express consent for the Agency to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access.

10. Removal of ITRs from Town Property

No ITR may be removed from Town property without written permission from the employee's supervisor or the Town Administrator. Any removed equipment must be returned in the same or better condition than when removed. Employees are financially responsible for loss or damage to ITRs in their possession.

Social Media Policy

Adopted:

Purpose

The following policy pertains to official ("Town") and non-official ("Personal") use of social media services and tools. The Town permits the use of social media sites as a means to disseminate information from the Town to the members of the public. Consequently, the Town has both an expectation and a responsibility regarding the integrity and presentation of information posted on its social media sites and the content that is attributed to the Town, its Departments and its officials.

Definitions

"Social media sites" means content created by individuals using publishing technologies through and on the Internet. The types of content and examples of services to which this policy applies include, but are not limited to:

- Media Sharing - Examples: YouTube, Flickr, iTunes
- Blogging/Microblogging - Examples: WordPress, Blogger, Twitter
- Social Networking - Examples: Facebook, MySpace, LinkedIn, Ning
- Document and Data Sharing Repositories - Examples: Scribd, SlideShare, Socrata
- Social Bookmarking - Delicious, Digg, Reddit
- Widgets - Examples: Google Maps, AddThis, Facebook "Like"

"Town social media sites" means social media sites and content which the Town establishes and maintains, with the exception of content from advertisements or hyperlinks provided by the social media site's owners, vendors, or partners. Town social media sites do not replace the Town's required notices and standard methods of communication.

"Posts" or "postings" means the content, information, articles, pictures, videos or any other form of communication posted on a Town social media site.

Guidelines

1. The establishment of Town social media sites is subject to the prior written approval of the Department Head with the concurrence of the Town Administrator or his/her designee.
- 2. The Town reserves the right to edit the contents of or terminate any Town social media site at any time without notice.**
3. The contents of Town social media sites shall pertain only to Town-sponsored or Town-endorsed programs, services, and events. Contents include, but are not limited to, information, photographs, videos, and hyperlinks.
4. All Town social media sites shall adhere to applicable federal, state and local laws, regulations and policies. This adherence includes, but is not limited to laws pertaining to Copyright and Fair Use.

5. Any content maintained on a Town social media site that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, shall be considered a public document.

6. Employees representing the Town on Town social media sites shall conduct themselves at all times as a professional representative of the Town and in accordance with all Town policies. These policies include but are not limited to Town policies on Discrimination, Harassment or Workplace Violence.

7. Postings must contain information that is freely available to the public and not be proprietary or confidential as defined by any Town policy or state or federal law.

8. Any employee authorized to post items on any of the Town's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

9. Any employee authorized to post items on any of the Town's social media sites shall not express his or her own personal views or concerns through such postings. Postings shall reflect only information authorized by the Town, acting through its designated representatives.

10. Town social media sites should use authorized Town contact information for account set-up, monitoring and access. The use of personal email accounts or phone numbers by any Town employee is not allowed for the purpose of setting-up, monitoring, or accessing a Town social media site.

11. Absent prior authorization, postings to Town social media sites shall NOT contain any of the following:

- Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, military services, national origin, physical or mental disability, sexual orientation, as well as any other category protected by federal, state, or local laws;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.

Non-official/personal use

Town employees who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, the Town recognizes that these types of tools sometimes blur the line between

professional and personal interactions. Therefore, Town employees are reminded that as representatives of the Town the above rules and guidelines must be taken into consideration when participating in these services at any time, particularly when identifying themselves as employees of the Town or when context might lead to that conclusion. Town employees should use discretion and common sense when employing social media to prevent inadvertently compromising professional, legal, or ethical standards. Town employees should refrain from using social media services and tools for personal use while on work time or when using Town provided equipment, unless it is work-related as authorized by the Department Head. Town employees should have no expectation of privacy when using social media sites at the workplace, or when using Town computers, systems or other technology. **The Town reserves the right to access, view and act upon any information on its computers, systems or other technology without notice.**

In a publicly accessible forum, Town employees may not disclose any Town-related information that is not already considered public information. This rule applies even in circumstances where password or other privacy controls are implemented. Failure to comply may result in disciplinary action. This policy, however, does not prevent Town employees from discussing the terms or conditions of their employment, unfair labor practices, or otherwise exercising their rights to collective bargaining.

Non-Compliance

Non-compliance with this policy may result in any or all of the following:

- Limitation or revocation of individual or unit rights to use or participate in Town-related social media;
- Removal of posts or social media accounts; and/or
- Corrective or disciplinary actions and sanctions.

**TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2017**

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

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

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

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

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

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CAPITAL IMPROVEMENT PLAN:¹ The Town of Wellfleet shall propose a ten year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including whether additional personnel may be required. (The FY 2017 Capital Improvement Plan has been previously approved and can be found at: [http://www.wellfleet-ma.gov/sites/wellfleetma/files/file/file/fy_2017_capital_improvement_plan_with_exhibit s.pdf](http://www.wellfleet-ma.gov/sites/wellfleetma/files/file/file/fy_2017_capital_improvement_plan_with_exhibit_s.pdf))

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The Town Administrator will review and revise the approved FY2017 Capital Improvement Plan with Department Heads during the fall budget planning process.

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¹ See Town Charter section 7-5.

After completion of the 2016 Annual Town Meeting and in accordance with Charter section 7-5 the Town Administrator shall begin the process of updating the FY 2017 Capital Improvement Plan for FY 2018.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 9, 2015. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 4, 2015.

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2016 costs. Required salary adjustments will be proposed in a separate article or articles.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET

APPROVALS: The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by March 4, 2016.

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

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

BUDGET TIMETABLE: Due dates and deadlines are specified in the "Fiscal 2017 Budget and 2016 Annual Town Meeting and Annual Town Election Schedule" Adopted by the Board.

THE BOARD OF SELECTMEN ADOPTS THE FOLLOWING FISCAL MANAGEMENT GOALS FOR FISCAL YEAR 2017:

Draft Budget Policy FY 2017 compared with prior year policy.doc

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The FY2016 Capital Improvement Plan shall be submitted to the Finance Committee and the Board of Selectmen not later than the 1st of June. The Finance Committee shall by the 30th of June submit a report to the Board of Selectmen and the Town Clerk with their recommendations on the Capital Improvement Plan and shall hold a Public Hearing on the Capital Improvement Plan within 7 days of a public notice appears in one or more local newspapers. As part of the review of Capital Improvement Plan, it is expected that the Nauset Regional School District shall submit their Capital Improvement Plan to the Town of Wellfleet.¶

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- To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override². Based on the Fiscal 2016 operating budget (\$15,903,218), an increase of 2 ½% in the operating budget would result in an operating budget for Fiscal 2017 of about \$16,300,000.
- The Selectmen's Budget and Financial Management Policy specifies annual capital expenditures (exclusive of items financed by borrowing) of between three and seven percent of the operating budget. The Fiscal 2017 capital budget, based on the same set of operating budget assumptions, should therefore be between \$490,000 and \$1,140,000.
- Not to authorize any new significant program without an identified financing source to pay for said program.
- Not to authorize any new full time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- To replace open positions with part time or full time employees as appropriate for the position.
- The maximum utilization of funds from all revenue sources to fund programs.
- Whenever possible and reasonable, to cultivate productivity improvements that could lead to realized savings.
- Whenever possible and reasonable, to investigate regional opportunities that could lead to realized savings.
- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.
- To gradually increase its annual Other Post Employment Benefits ("OPEB") appropriation to achieve a level of \$400,000 by FY2018. The FY2015 and 2016 contributions were \$200,000; the goal for FY2017 is \$250,000.
- To gradually increase the Stabilization Fund to approximate 5.0% of the annual operating budget. \$50,000 was transferred to the Fund at the 2014 annual town meeting. No funds were transferred at the 2015 annual town meeting. The Fund balance as of June 30, 2015 was approximately \$556,817.43. Based on policy goals the fund balance should be \$815,500. A transfer of \$75,000 annually for the next several years will be required for this goal to be reached.
- To maintain the Reserve Fund at an amount equal to 0.5% of the operating budget. For Fiscal 2016, the Reserve Fund was budget at \$75,000 and met this

Comment [HST1]: Should this be \$300,000?

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Deleted: 2015

² The FY 2016 budget increased about 3.9% over FY 2015 resulting in the use of \$248,000 from free cash for budget items.

goal. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle. The estimated appropriation required to meet this goal for FY 2017 is \$81,500.

- To maintain a free cash balance equal to approximately 4.5% of the operating budget. The estimated free cash balance required to meet this goal for FY 2017 is \$733,500.

Adopted: September 22, 2015.

Deleted: For Fiscal 2015 the operating budget was approximately \$15 million dollars so the goal amount was \$675,000 and was met

Deleted: 30, 2014

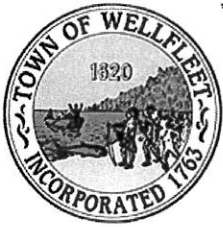
FY 2017 Annual Budget, Annual Town Meeting and Annual Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 11, 2015	TA: Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 22, 2015	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 23, 2015	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2015	Certify Free Cash	Accountant
September 30, 2015	Estimate revenues for FY2017 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 13, 2015	BOS MEETING: Issue FY2017 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.')	BOS/TA/ATA
October 13, 2015	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA/ATA
October 15, 2015	Distribute budget materials to department heads	EA
October 21, 2015	FINCOM MEETING	FinCom
October 27, 2015	BOS MEETING	BOS
October 31, 2015	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom
NOVEMBER		
DATE	ACTION	WHO
November 5, 2015	DEADLINE for submission of Operating Budget and CIP change requests to FY2017 CIP to EA	Dept Heads
November 10, 2015	BOS MEETING	BOS
November 9-13, 2015	Individual Dept Head Meetings w TA. Alert FinCom liaison to Depts of specific meeting date	TA/EA/Dept Heads/FinCom
November 18, 2015	FINCOM MEETING	FinCom
November 24, 2015	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 15, 2015	BOS

DECEMBER		
DATE	ACTION	WHO
December 1, 2015	Request Annual Reports from officers, boards & committees	EA
December 4, 2015	Submission of budget documents and budget message to BOS + FinCom. Include FY17 budget documents + message in BOS Packets	TA/ATA
December 4, 2015	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 4, 2015	Budget materials made available to public	EA
December 8, 2015	BOS MEETING: Distribute budget packets for the Big 5 Budgets	TA/EA
December 11, 2015	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2016	EA
December 15, 2015	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 31, 2015	2015 ANNUAL REPORT SUBMISSIONS DUE	All Depts/Boards/Committees
JANUARY		
DATE	ACTION	WHO
January 4, 2016	First day to obtain nomination papers for Town Election	Clerk
January 8, 2016	Develop draft ATM Article Index	ATA/EA
January 8, 2016	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 12, 2016	BOS MEETING: Submit FY17 Regional School Budget Development Schedule to BOS with January 12, 2016 packets	TA
January 12, 2016	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA
January 20, 2016	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 26, 2016	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 26, 2016	TA/Accountant
January 26, 2016	BOS MEETING: Review and place ATM Articles	BOS
January 29, 2016	Distribute placed Articles to Boards/Committees	EA

FEBRUARY			WHO
DATE	ACTION	WHO	
February 2, 2016 [tentative date - confirm with School Committee]	School Committee Meeting - Final budget review + vote to approve FY2017 regional school budget		School Committee
February 5, 2016	Deadline to receive proposed ATM Articles + Transfer Requests from Dept + Committee Heads		Dept + Committee Heads
February 9, 2016	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting		BOS/FinCom/School Reps
February 10, 2016	Distribute placed Articles to Boards/Committees		EA
February 11, 2016	TENTATIVE - Receive approved regional school budget		NRSB Business Manager
February 23, 2016	BOS MEETING: Review and place ATM Articles		BOS
February 24, 2016	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions		Dept Heads
February 26, 2016	Distribute placed Articles to Boards/Committees for recommendations		EA
February 26, 2016	FINCOM to submit final budget recommendations to TA		FinCom
February 29, 2016	Deadline for petitioned articles ("Prior to March 1" - Charter 2-4-2)		Registered Voters
MARCH			
DATE	ACTION	WHO	
March 1, 2016	Submit Articles other than budget Articles to FinCom		BOS through TA/ATA
March 3, 2016	Submit Annual Town Report TO PRINTER		EA
March 8, 2016	BOS MEETING: Place and vote final ATM Articles		BOS
March 9, 2016	Distribute placed Articles to Boards/Committees		EA
March 10, 2016	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)		Clerk
March 11, 2016	Deadline for certification to Town of NRSB and Cape Tech assessments (45 days before the earliest town meeting of a member town?)		Regional School Committees
March 11, 2016	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant		Board/Com Chairs + Com Secretaries
March 14, 2016	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s. 7)		Clerk
March 17, 2016	Final Review of Warrant		TA/ATA/EA
March 22, 2016	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).		BOS
March 23, 2016	Constable to Sign Warrant (5 copies). Constable to post.		EA
March 23, 2016	FINCOM MEETING		FinCom
March 24, 2016	Submit Warrant to printer		EA
March 28, 2016	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)		Clerk
March 30, 2016	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)		Clerk

APRIL			
DATE	ACTION	WHO	
April 1, 2016	Distribute CIP request forms. Due May 1, 2016	EA	
April 5, 2016	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk	
April 12, 2016	BOS MEETING	BOS	
April 13, 2016	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer	
April 13, 2016	Finalize Article Motions	TA/ATA/EA	
April 18, 2016	[Tentative] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair	
April 18-21, 2016	Create Power Point Presentation with Articles and Motions for ATM	EA	
April 20, 2016	FINCOM MEETING	FinCom	
April 25, 2016	BOS MEETING: Special meeting immediately preceding ATM	BOS	
April 25, 2016	ATM ("4th Monday in April" - Charter 2-6-1)	ALL	
April 26, 2016	RESERVED FOR SECOND DAY OF ATM	ALL	
MAY			
DATE	ACTION	WHO	
May 2, 2016	FY2017 CIP request forms due from Department Heads	EA	
May 2, 2016	Annual Town Election ("First Monday after the fourth Monday in April" Charter 2-6-1)	Town Clerk	
May 3-27, 2016	Prepare FY 2017 Capital Improvement Plan	TA	
May 10, 2016	BOS MEETING	BOS	
May 24, 2016	BOS MEETING: Submit FY2017 CIP to BOS + FinCom	EA	
May 25, 2016	FINCOM MEETING	FinCom	
JUNE			
DATE	ACTION	WHO	
June 1, 2016	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA	
June 14, 2016	BOS MEETING	BOS	
June 22, 2016	FINCOM MEETING	FinCom	
June 28, 2016	BOS MEETING	BOS	
June 30, 2016	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom	
TBD: CIP Public Hearing	Charter Sec 7-6-1: 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.'	FinCom	



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: September 11, 2015

This report is for the period September 2, 2015 through September 11, 2015.

- 1 Procurement
 - a. Police Station. We invited all interested owner's project managers to a site visit on September 9th. Representatives of seven different firms attended. Proposals are due on September 30th.
 - b. Route 6 – Traffic counts were completed this summer.
 - c. Bids for Town Hall re roofing are due on September 14, 2015.
- 2 Cash control policy. Based on feedback from department heads, on June 22, 2015 I recommended revisions for consideration by the treasurer. I am following up with the acting treasurer. In discussions with the auditor he notes that there are no deficiencies in the Town's cash handling.
- 3 OPEB investment. Waiting for the treasurer's recommendations. Will follow up with the acting treasurer.
- 4 Additional Meetings.
 - a. September 9, 2015. Site visit for prospective police station owner's project managers.
 - b. September 4 & 11, 2015. Treasurer Screening Committee meetings. Two applicants interviewed on September 11th, additional interviews are being scheduled for three additional candidates.
 - c. September 9, 2015. Met with Richard Wulsin about municipal water service to his home.
 - d. September 9, 2015. Met with Mr. and Mrs. Feil about the Herring River restoration project.
 - e. September 10, 2015. Cape Cod Manager's meeting.
- 5 Citizen Complaints. None.
- 6 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): NONE
 - b. I will resume conducting annual performance reviews in September. Four have been completed to date.
 - c. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Building – Building Inspector is part time.
 - ii. Treasurer – vacant, acting treasurer has been hired.

Town of Wellfleet Committee Vacancies

Date: September 18, 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: One application on file		

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
10 positions Board of Selectmen
Requesting Appointment: No applications on file

Length of Term
3 years

Energy Committee (11 members total)

Vacant Positions Appointing Authority
2 regular Positions Board of Selectmen
2 Alternate Positions
Requesting Appointment: No applications on file

Length of Term
3 years

Finance Committee (9 members, 2 alternate)

Vacant Positions Appointing Authority
1 Alternate Position Town Moderator
Requesting Appointment: No applications on file

Length of Term
3 years

Herring Warden (1 Warden, 1 Assistant Warden)

Vacant Positions Appointing Authority
1 Assistant Position Board of Selectmen
Requesting Appointment: No applications on file

Length of Term
3 years

Historical Commission (7 Members)

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

Length of Term
3 years

Recreation Committee (5 members)

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

Length of Term
3 years

Recycling Committee (Up to 11 Members)

Vacant Positions Appointing Authority
1 Positions Board of Selectmen
Requesting Appointment: No applications on file

Length of Term
3 years

Shellfish Advisory Board (7 Members, 2 Alternates)

Vacant Positions Appointing Authority
1 Position Board of Selectmen
1 Alternate Position
Requesting Appointment: No applications on file

Length of Term
3 years

Taxation Aid Committee (4 Members)

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

Length of Term
3 years



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**Wellfleet Board of Selectmen
Minutes of September 8, 2015
Wellfleet Senior Center**

Present: Selectmen Dennis Murphy, Berta Bruinooge, Helen Miranda Wilson and Jerry Houk;
Town Administrator Harry Sarkis Terkanian and Assistant Town Administrator Brian Carlson

Regrets: Paul Pilcher, Chairman

Vice-Chairman Dennis Murphy called the meeting to order at 7:00 pm.

Announcements, Open Session and Public Comment

- Town Administrator Harry Sarkis Terkanian announced a memorial service to celebrate the lives of David and Rachel Ernst on Saturday, September 12, 2015 at the First Congregational Church at 1 PM.
- Houk announced that the last benefit event for the Wellfleet Alzheimer's Association was a success and over \$14,000 were raised.
- Police Chief Ron Fisette announced an event organized by the Wounded Warrior Project to take place on September 25, 2015.

Appointments

Fisette briefly introduced Brandon Murphy, Suzanne Trasavage and John Szucs and recommended their appointments as Special Police Officers.

MOTION 215-321: Wilson moved and Bruinooge seconded to appoint Brandon Murphy, Suzanne Trasavage and John Szucs to Special Police Officer with term from September 9, 2015 to September 8, 2016. The motion passed 4-0.

Annual Tax Classification Hearing

Murphy opened the public hearing on Annual Tax Classification at 7:05 pm. Assessor Nancy Vail presented the information on the annual tax classification and said that the Board of Assessors recommends the same tax rate for all taxed properties.

MOTION 215-322: Wilson moved to make the residential factor the numeral 1 for fiscal 2016. Bruinooge seconded and the motion passed 4-0.

Vail informed the Selectmen of the other three options available referring to the memo¹ of the Board of Assessors. No action was taken on these three options.

Amending Shellfish Rules and Regulations Section 7.18.2 to read Height and Arrangement of Equipment – public hearing *continued from August 11, 2015*

Murphy said that the Selectmen have extensively discussed and heard about the proposed shellfish gear height increase from 18" to 24" during the original hearing on August 11. He gave another opportunity to the Selectmen and to the audience to speak about it, but asked that the comments are brief and do not repeat. Bruinooge referred to the Shellfish Constable's letter² dated August 15, 2015

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and expressed her approval of the compromised solution to the gear height increase. Houk and Wilson also expressed their support. Koch spoke about his recommendation and explained his standing on how the gear heights can be increased. Harbormaster Michael Flanagan and Barbara Austin, Chair of SAB also supported Koch's recommendation. Murphy expressed his appreciation for this creative solution, but still had liability concerns. According to his research, the current Town liability insurance coverage is sufficient, but recommended that shellfish grant holders also protect their business from liability. He also said that the benefit of the "common property" has to also be considered and protected, because according to the current Town Charter the entire harbor is open to the benefit of all for recreational purposes.

MOTION 215-323: Wilson moved to amend the Shellfish Rules and Regulations by amending Section 7.18.2 Height and Arrangement of Equipment to read: With the exception of spat collection devices there shall be no equipment or gear made of metal that rises more than eighteen (18") inches above grade, and equipment or gear made of plastic (or another equally flexible material) higher than twenty-four (24") inches above grade, within the boundaries of a licensed area. Bruinooge seconded. Herb Elliott of Wellesley Street said that the shellfish grants take a lot of the area and according to him many fishermen have complained that their shellfish has been damaged by boaters and said that he did not favor the gear height increase. Houk said that he likes to give this amendment a chance and revisit it again if needed. Wilson said that she takes the recreational boaters pleasure seriously, but the shellfishermen's livelihood depends on this change. The motion passed 3-1 (Murphy).

Reappointments

Terkanian explained the need for the reappointment to correct the Marina Advisory Committee appointment terms from June 30, 2018 to June 30, 2017.

MOTION 215-324: Wilson moved and Bruinooge seconded to appoint Frederick Felix, Alice Iacuesssa, Martha Wilson and John A. Wolf to the Marina Advisory Committee with terms ending June 30, 2017. The motion passed 4-0.

MOTION 215-325: Wilson moved and Bruinooge seconded to appoint William Iacuesssa and Captain David Stamatis to the Marina Advisory Committee as alternate members with terms ending June 30, 2017. The motion passed 4-0.

Use of Town Property

American Lung Association request to use White Crest Beach parking lot on September 27

Bruinooge commented on the American Lung Association request for open restrooms and said that this will involve additional labor cost and recommended charging \$100 fee. Terkanian explained that there is a provision for direct costs reimbursement in the Use of Town Property Policy and that based on his conversation with the DPW director the estimated cost to open and close the restrooms will be \$100, but he will confirm this. Further discussion ensued.

MOTION 215-326: Houk moved to approve the request of Paul Curley of the American Lung Association to use White Crest Beach parking lot on September 27, 2015 from 8 am to 11 am for the 31st Annual Escape Bike Trek; Nonprofit organization - no event fee, but if the restrooms are open the TA will verify the cost associated and give the applicant the option to elect to use the restrooms; If the restrooms are used the fee and will have to be paid in advance. Bruinooge seconded and the motion passed 4-0.

Request of the Recycling Committee to use the Swap Shop on September 13, 2015 for Annual Meeting and Swap Shop Celebration

Lydia Vivante and the Swap Shop volunteer coordinator Roland Blair presented the request for an annual meeting and celebration with catered lunch at the Swap Shop. Vivante acknowledged the concerns of the Health Agent, but said that employees and volunteers eat lunch there. Terkanian said that the Building Inspector had cleared the requirement for tent permit, but referred to a MassDEP email communication³ between Vivante and the Health Agent, where Douglas Coppi of MassDEP did not recommend serving food at the Transfer Station, because of permitted use issues. Wilson expressed her regrets, but said that the MassDEP position cannot be overridden. Vivante withdrew the Recycling Committee request and said that the meeting will take place at the Swap Shop and lunch will be elsewhere. No action was taken by the Selectmen on this request.

Town sponsored tick testing program

Wilson reported that she has done a lot of research on this topic and will have a detailed information and documentation for the meeting on September 22, 2015.

Review of draft Budget Policy Message⁴, FY17 Budget/2016 Town Meeting & Election Calendar⁵

Terkanian explained the need for the Budget Policy according to the Charter requiring adoption by October 30. He went over the slight changes on the proposed draft FY2017 Budget Policy and said that the proposed FY 2017 budget and 2016 ATM calendar follows the terms of previous fiscal years. He recognized several potential issues: Petitioned Articles, Town Share of Employee benefits and NRSD budget are known in March – just several days before the print deadline; Bruinooge and Wilson requested to see the changes in the policy in different colors, in order to recognize them. Wilson said that she likes to discuss and better understand the unfunded benefits at some point in the future. Terkanian gave a brief explanation about the unfunded pension benefits and OPEB liability according to the Barnstable County Retirement Association. Based on his rough estimates the Town's portion of the unfunded pension obligation is about 2% or \$10.4 M. County Retirement assessments include additional assessments to retire the unfunded liability by 2038. Per the FY 2014 audit, the unfunded obligation for Other Post Employment Benefits is about \$3,345,000. Based on an annual \$400,000 appropriation the unfunded obligation would be retired in about 30 years. He added that this is how Selectman Morrissey came up with \$400,000 a year target for OPEB appropriations. Terkanian also explained that accrued vacation and sick time are more unpredictable and difficult to estimate. The proposed budget policy will be back on September 22, 2015 agenda for final review and possible approval.

Review of draft revisions to the Information Technology Policy & draft proposed Social Media Policy

Terkanian explained that the draft IT Policy revisions were based on the Commonwealth of Massachusetts and Barnstable County IT Policies. The proposed Social Media policy resulted from an instance where an employee commented job-related matters on social media. Wilson expressed her approval of both policies, but suggested to use the term Town more specifically. Terkanian explained that assigning social media monitoring duties will be hard to be done by one person, because it will take a full time job. Wilson agreed. No action was taken by the Selectmen. Terkanian said these two policies will be back for second review and possible approval on September 22, 2015.

Approval of Department of Public Works tax bill inserts

Terkanian explained the need for approval of tax inserts by statute and referred to his memo⁶ on the subject. Wilson expressed her approval of the proposed tax insert and spoke about a group aka GUPCA about their lack of knowledge that the Town does not plow private dirt roads.

MOTION 215-327: Wilson moved and Houk seconded to approve and include the Department of Public Works tax bill inserts as presented. The motion passed 4-0.

Designation of September 6 - 14 as "Suicide Prevention Week"

Terkanian presented the proposed Suicide Prevention Week proclamation⁷ and recommended to the Selectmen to consider it.

MOTION 215-328: Bruinooge moved and Wilson seconded to designate September 6 – 14, 2015 as "Suicide Prevention Week". The motion passed 4-0.

Authorization of new signatory for Green Communities Grant Contract⁸

ATA Brian Carlson explained the need for new signatory for the Green Communities Green Contract in the absence of Paul Pilcher.

MOTION 215-329: Houk moved and Bruinooge seconded to approve Dennis Murphy as a signatory for the Green Communities Contract. The motion passed 4-0.

Approval of Police mutual aid agreement and authorize the TA to execute it on the Town's behalf

Fisette gave a background history about the Mutual Aid Agreement and why it is needed. Discussion ensued between Fisette and the Selectmen about pay and obligation to inform the mutual aid town.

MOTION 215-330: Houk moved and Wilson seconded to adopt the Police mutual aid agreement and authorize the Town Administrator to execute it on the Town's behalf. The motion passed 4-0.

Town Administrator's Report

Terkanian presented his report⁹ and added that:

- 1) Three interviews have been scheduled for Friday September 11, 2015 for the Treasurer's vacancy and that two more interviews are in works of being scheduled during the week of September 22, 2015. Terkanian asked the Selectmen for guidance on how they like to proceed with the appointment after the interviews. Wilson said that time is of essence and suggested having a special meeting if possible.
- 2) Terkanian informed the Selectmen that he is aware of several licensed pouring establishments in Town serving outside of their licensed premises. His proposed solution about conforming with this before enforcement action is taken is to mail every licensed establishment with a request to review their licensed premises. Selectmen had questions about zoning and liability. Houk requested a list from BOH or ZBA about the number of allowed seating available with the liquor license application in the future.

Future Concerns

- Terkanian suggested taking another look at Traffic Rules and Orders at some future meeting in order to clear questions about overnight parking at Town parking lots and possibly combine all parking rules in one document.

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- Houk suggested placing a speed limit signage on Long Pond and Gull Pond parking lots. Terkanian said that these two complaints have been discussed with the Police Chief, but said that the speed limits cannot be easily changed, but caution signs can be placed. Murphy wanted to know about temporary speed bumps. Terkanian and Fisette did not recommend speed bumps as a solution. Wilson wanted to know about parking signs on Route 6.
- Wilson requested to see the Treasurer's resumes available at the BOS office
- Wilson had questions about grant availability for the 2015 ATM Mapping Study. ATA Carlson gave an update on the topic based on his conversations with Mark Borrelli and Joanne Marimotto.

Correspondence¹⁰ and Vacancy¹¹ Report

- Houk had questions about the noise complaint at Paine Camp Ground in the correspondence folder and wanted to know why it has not been enforced. Fisette explained that there are ongoing criminal charges in progress in relations to this issue.

Minutes

MOTION 215-331: Bruinooge moved and Wilson seconded to approve the minutes¹² of August 25, 2015. The motion passed 3-1-0 (Houk abstained).

MOTION 215-332: Wilson moved and Bruinooge seconded to approve the minutes¹³ of August 28, 2015. The motion passed 3-1-0 (Houk abstained).

Adjournment

MOTION 215-333: Wilson moved and Bruinooge seconded to adjourn the meeting at 8:36 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

¹ Board of Assessors memo dated September 8, 2015

² Letter by Andrew Koch, Shellfish Constable dated August 15, 2015

³ Douglas Coppi of MassDEP email to Lydia Vivante dated September 8, 2015

⁴ Budget Policy Message, FY17 Budget

⁵ 2016 Town Meeting & Election Calendar

⁶ TA Memo on Tax Inserts dated August 26, 2015

⁷ Suicide Prevention Week Proclamation

⁸ Authorization form of new signatory for Green Communities Grant Contract

⁹ TA Report of September 2, 2015

¹⁰ Correspondence Report of September 8, 2015

¹¹ Vacancy Report of September 3, 2015

¹² Minutes of August 25, 2015

¹³ Minutes of August 28, 2015