Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, October 13, 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. Hearing to consider the possible suspension of Daniel Morton's commercial shellfish permit [Shellfish Constable]

B. To transfer shellfish grant license #852 and #852A from Bradford Morse, William Barrio and Diane Brunt to Bradford Morse, William Barrio, Diane Brunt and Curtis Graham

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

A. Licenses - NONE

B. Appointments and Reappointments - NONE

C. Use of Town Property

1) Request of Della Spring Cushing to use Mayo beach on Tuesdays & Thursdays, 8:30am - 9:45 am in July and August 2016 for meditation & yoga classes. $20 application fee paid; event fee TBD.

2) Request of Olaf Valli to use Whitecrest beach for surf and paddle board lessons from April 1 to December 31, 2016; $20 application fee paid, event fee TBD.

IV. Business

A. Eversource litigation on right of way spraying [TA]

B. Report by the Shellfish Constable on grant inspections [Wilson]

C. Determination of the maximum useful life of fire department equipment (Engine 94 replacement and Pumper) [TA]

D. Review of October 3, 2015 Community Policing community meeting [Wilson]

E. Review and comment on Treasurer's proposed cash control policy [TA]

F. Discussion of possible appointment of a Charter Review Committee [TA]

G. Acceptance by the board of selectmen of General Laws chapter 166, section 32A [TA]

H. Purchase of Town property inquiry from Susan Peters, Map 29, Parcel 498 [BOS]

I. Review of the Board's vote to delay by one year enforcement of the Policy on Paved Private Road Maintenance [Wilson]

J. Review Local Initiative Program application by Habitat for Humanity for proposed affordable housing project at Old Kings Highway [TA]

K. Contract award for re roofing Town Hall [TA]

L. Approval of Change Order #1 for Route 6/Main Street MassDOT Project 607397 Intersection Improvement

M. MassDOT Capital Plan [Pilcher]

V. Town Administrator's Report

VI. Future Concerns

VII. Correspondence and Vacancy Report

VIII. Minutes [September 22, 2015 and October 6, 2015]

IX. Adjournment

Meeting materials are available on the Town of Wellfleet web site: http://www.wellfleet-ma.gov. Motions may be offered and votes may be taken by the Board on any agenda item except for Announcements & Public Comment

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, October 13, 2015 at 7:05 p.m. in the Wellfleet Council on Aging to consider the suspension of Daniel Morton's commercial shellfish permit.

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

WELLFLEET BOARD OF SELECTMEN

Wellfleet Shellfish Department

300 Main Street, Wellfleet, Massachusetts 02667

INCIDENT REPORT

Officer Information

Enforcing Officer: Andrew Koch
Date of Offense:9/24/15 Date of Report: 9/25/15

Ticket Numbers:

Offender Information

Name of Offender: Daniel Morton

Address of Offender: 25 Vanessas Way Wellfleet Ma 02667

Offense Information

Specific Bylaw and/or Regulations: 6.4.1, 4.14

Act(s) Constituting Violation:

On September 24, 2015 at approximately 1:30 pm, we observed Daniel Morton boarding his boat which was moored in a shallow area in Chipmans Cove. Before he shoved off, he bent over and harvested 96 oysters 42 of which were undersized. We caught up to him with the town boat and confiscated them. This is a very serious violation considering the fact that Chipmans cove is closed in the summer months for water quality and this was done during vibrio season, and also the fact that such a high percentage were undersized.

09 ____ ____10/6/

Signature of Enforcing Officer *Date*

kss

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

Wellfleet Shellfish Department

300 Main Street, Wellfleet, Massachusetts 02667

September 28, 2015
To; Board of Selectmen
From; Andrew Koch
Re; License Suspension

I would like to request a hearing to consider the suspension of Daniel Morton's Wellfleet commercial shellfish permit for a period of 2 weeks for the following incident.

Sincerely,

Andrew Koch

RECEIVED
SEP 28 2015

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

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

- To transfer shellfish grant licenses #852 and 852A from Bradford Morse, William Barrio and Diane Brunt to Bradford Morse, William Barrio, Diane Brunt and Curtis Graham.

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

WELLFLEET BOARD OF SELECTMEN

Jeanne Maclauchlan

From: Andrew Koch [andrew.koch@wellfleet-ma.gov]
Sent: Wednesday, September 30, 2015 9:25 AM
To: jeanne.maclauchlan@wellfleet-ma.gov
Subject: recommendations

September 30, 2015

Recommendations

To transfer shellfish grant licenses #852 and 852a from Bradford Morse, William Barrio and Diane Brunt to Bradford Morse, William Barrio, Diane Brunt and Curtis Graham

Curtis Graham meets all town's minimum requirements and should be added to grant licensees #852 and 852a reading Bradford Morse, William Barrio, Diane Brunt, and Curtis Graham.

October 13, 2015 at 7:05 p.m. in the Welllfleet Council on Aging to consider the suspension of Daniel Morton's commercial shellfish permit.

I recommend that Daniel Morton have his commercial license suspended for two weeks.

respectfully submitted,

Andrew Koch
Shellfish Constable

To the Town of Wellfleet Selectman and Shellfish Warden Andy Koch.

I William Barrio would like to request Curtis Graham's name, to go on Shellfish Grant License # 852 and 852A

Thank You,
Sincerly
William Barrio
9/23/15

30 Oyster Lane

RECEIVED
SEP 23 2015

To the Town of Wellfleet Selectmen
and Shellfish Warrden Andy Koch

I William Barrio would like to
request Curtis Graham's name
to go on Shellfish Grant License
852 and 852A

9/24/15 Sincerly.

Bradford Morse

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Della Spring Cushing

Affiliation or Group

Telephone Number 781-789-8725

Mailing Address 308 Commonwealth Ave Unit H Boston, MA 02115

Email address dellaspring28@gmail.com

Town Property to be used (include specific area) Mayo Beach on beach behind basketball court/shellfish dept bldg

Date(s) and hours of use: Tuesdays + Thursdays 8:30-9:45 July + Aug 2016

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.

morning meditation + yoga on the beach. This year my classes consisted of anywhere between 8-25 students. We use towels instead of mats, no other props. I will charge $10-12 pp. This year (2015) was $10, which is about half of what I charge in Boston ($22-25).

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

none needed

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. I am fully covered by insurance + have added Town of Wellfleet additionally

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: AUG 26 2015

Processing Fee: 20.00 paid

Fee:

(over)

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: 9.15.15 Permits/Inspections needed:
Police Dept. Signature: 8/27/15 Comments/Conditions: OK	**Fire Dept. Signature:** 9/1/2015 Comments/Conditions: OK
DPW Signature: OK 9/10/15 Comments/Conditions	**Beach Dept. Signature:** Comments/Conditions: OK as long as this program does not interfere with Rec. programs.
Shellfish Constable Signature: 9/30/15 Comments/Conditions:	**Harbormaster Signature:** Comments/Conditions: 9/30/15
Recreation Dept. Signature: Comments/Conditions: will not interfere with Rec. Programs	**Town Administrator:** Comments/Conditions: Insurance, naming Town Commercial enterprise - fee tbd Suggest written agreement

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Olaf Valli

Affiliation or Group SICKDAY, INC.

Telephone Number 508.214.4158

Mailing Address P.O. Box 1072 Wellfleet, MA 02667

Town Property to be used (include specific area) Whitecrest Beach

Date(s) and hours of use: April 1st - December 31st. First light - last light.

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.

Surfboard, Skimboard, Bodyboard, SUP (Stand Up Paddleboard), Beach Clean-ups and Basic Waterman Instruction, events and competitions. 1-300 persons may be involved. Equiptment involved: Surfboards, SUPs, Skimboards, Skimboards, Boadyboards, Leashes, Wetsuits, Umbrellas, Canopies, Towels... No food/beverage service. Fees are charged.

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Signatures of the Board

processing fee 20.00 paid

RECEIVED
SEP 14 2015

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: Comments/Conditions: Permits/Inspections needed:	**Inspector of Buildings Signature:** Comments/Conditions: Permits/Inspections needed:
Police Dept. Signature: 9/16/15 Comments/Conditions: OK	**Fire Dept. Signature:** 9/15/15 Comments/Conditions: OK
DPW Signature: 9/21/15 Comments/Conditions Restrooms are closed Pre and post season. Events and competions for 300 people will require event staff to remove trash and recycling	**Beach Dept. Signature:** Comments/Conditions: Portable Toilets required for any event with more than 50 people.
Shellfish Constable Signature: Comments/Conditions:	**Harbormaster Signature:** Comments/Conditions:
Recreation Dept. Signature: Comments/Conditions:	**Other:** TA 1/8/16 - Insurance naming Town - Require applicant to furnish portable toilets for events with more than 50 people - Suggest Written agreement - Commercial enterprise fee TBD Should we use an open proposal process rather than first come first served?

Town of Wellfleet
Use of Town Property Agreement

Agreement made this _____ day of _____, 20__, by and between the Town of Wellfleet ("the Town") and _____ on behalf of _____ ("the Organization") for use of the field(s) and/or facilities identified on the Application for Use of Town Property Form (attached as Exhibit A) on the dates and times specified therein.

In consideration of the approval by the Town of the Organization's request to use Town property, the Organization agrees as follows:

1. That the Organization shall use the facilities in strict compliance with all applicable laws, rules, ordinances, regulations, and by-laws pertaining to said facilities, including but not limited to the Massachusetts General Laws, By Laws of the Town of Wellfleet, and Rules and Regulations of the Wellfleet Board of Health and Policies of the Wellfleet Board of Selectmen and designated Town department(s) as they now exist or may hereafter be altered, amended, or promulgated.

2. The Organization shall use the facilities in a safe and proper manner and only for the purposes for which they are intended and for which permission has been granted. No unauthorized use of the premises shall be made by the Organization or any of its representatives, participants, servants, agents, or employees. The Organization shall use the facilities in accordance with any conditions or restrictions placed on the use by the Organization by the Town and set forth in Exhibit A.

3. The person designated by the Town as the Event Supervisor is:

   _____

4. The Organization and its members, servants, agents, or employees shall not cause, permit, or suffer any damage or waste (except normal wear and tear) to the subject facilities and/or surrounding premises, structures, outbuildings, or Town signage or equipment. In the event of any breach of the terms of this paragraph, the Organization shall be responsible to do the following:

   a. Immediately report said damage or waste to the Town's Event Supervisor.
   b. Repair such damage or remove waste under the supervision of the Department of Public Works (DPW) in a good and workmanlike manner within such time limits and upon such terms and conditions as may be required. In the event that the Organization shall fail to repair such damage or waste as aforesaid the Town shall at its election either repair the damage or contract with outside agents for the repair of same and the reasonable charges for such repair work shall become the responsibility of the Organization which shall pay the same forthwith upon presentation of the bill/ invoice from the Town or agent.

5. No Organization shall allow any other group, individual, or entity not a member or affiliate of the Organization to utilize the facility during the time it is reserved for use by such Organization. It is expressly agreed and understood that any rights to the facility(ies) conferred by this agreement are not assignable by the Organization without the express written permission of the Town and only upon such terms and conditions acceptable to the Town, including but not limited to, the payment of fees and charges.

6. No Organization shall do or cause to be done any maintenance or repairs on the fields, structures, or accessories thereto without the express permission of the DPW Director.

7. The Town of Wellfleet assumes no liability for any injuries to persons or damage to property resulting from the use of Town facilities by an individual, group, association, entity, or Organization, resulting from the use of Town property, facilities, or equipment.

8. All rubbish, trash, or litter created by users of Town facilities must not be left on the fields, courts, or open areas and shall be removed and properly disposed of by the Organization. Disposal in Town trash receptacles is not acceptable.

9. Except as provided herein the Town shall not be responsible for providing any user of Town facilities with any equipment. Any such equipment provided to the user shall be in safe condition, proper working order, and shall be used in a manner consistent with manufacturers suggested use/recommendations.

10. No person shall possess or consume any alcoholic beverages within the limits of any park, playground, public land, public building or facility except as espressly approved by the Board of Selectmen in accordance wit hTown bylaws.

11. In emergency circumstances, field or facility usage may be suspended, including but not limited to emergency maintenance by the Town, its servants, agents, or employees. The Town has discretionary authority to postpone or cancel any and all events under such circumstances to insure the safety of the general public, including participants.

12. The Town may request a reasonable security deposit to be determined on a case by case basis by the Board of Selectmen to insure compliance with the terms hereof. In determining whether or not a security deposit should be charged, the Board of Selectmen shall consider the following:

    a. The level of responsibility demonstrated by the Organization in the past with respect to rental or use of municipal facilities;
    b. Whether the particular program is sponsored by the Town;
    c. The facility being reserved with due consideration being given to its condition;
    d. The length of time that the Organization has been in existence and its composition of residents from the Town; and
    e. The nature of the activity to be conducted on Town facilities.

13. In the event that a security deposit is required, and the user of the field or facilities causes damage to the same, all or part of the security deposit shall be forfeited to the Town. If the cost of repair exceeds the amount of the security deposit, the Organization shall be responsible for the balance and forthwith pay the same upon presentation of a bill for such damage by the Town. Damage to Town facilities or unlawful or improper use of same by an Organization may eliminate or limit the applicant's ability to obtain field usage permits in the future and/or may result in increased security deposits for future facility reservations.

14. In the event that the facilities are not damaged by the Organization and are left in good condition, the security deposit shall be returned following an inspection by the designated Town department(s). Refunds of security deposits will be processed as

soon as practical during the Town's normal biweekly accounts payable processing cycle.

15. All vehicles shall be parked in designated parking spaces only. All vehicles shall comply with Town parking regulations including fee and/or sticker requirements at Town beaches and ponds.

16. Animals on Town property. Animals on Town property must comply with existing regulations (e. g. Beach and Pond regulations) and with any additional conditions set forth in Exhibit A.

17. The person signing on behalf of the Organization represents and warrants that he/she has the authority to enter into this agreement on behalf of said Organization.

_____

Signature
Printed Name Title
Address
Phone
Email
Date

Wellfleet Fire Department

10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

Phone: (508) 349-3754
Fax: (508) 349-0318

TO: Harry Sarkis Terkanian, Town Administrator
FROM: Richard J. Pauley, Jr., Fire Chief
RE: Maximum Useful Life of Tanker 96 Replacement
DATE: October 8, 2015

This memorandum is in reference to your earlier communication regarding the maximum useful life of the new Tanker 96, our 2015 International/E-One.

As is the case with any type of vehicle, the maximum useful life of a fire pumper/engine is determined by a number of factors inclusive of frequency of use, environmental conditions, type/difficulty of working conditions, preventative maintenance, etc. There is no "one size fits all" answer as it stands to reason that bigger cities typically experience a shorter life span of their apparatus/fleet as compared to smaller communities, because of frequency of use and more harsh working conditions.

As a general rule of thumb, and what is considered the industry standard, by Fire Underwriters Survey, the useful life span of structural fire apparatus is between fifteen (15) and twenty (20) years depending upon the size of the community. For smaller communities such as ours, the maximum useful life of a first line engine/pumper is twenty (20) years. After the twenty (20) year mark, it is recommended that if the vehicle is still in acceptable condition and successfully passes its annual required testing, the vehicle be considered for "reserve" status if the situation warrants.

As always, should you have any questions, or require additional information please don't hesitate to contact me.

Respectfully submitted,

Richard J. Pauley, Jr.
Fire Chief

Wellfleet Fire Department

10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

Phone: (508) 349-3754
Fax: (508) 349-0318

TO: Harry Sarkis Terkanian, Town Administrator
FROM: Richard J. Pauley, Jr., Fire Chief
RE: Maximum Useful Life of Engine 94 Replacement
DATE: August 28, 2015

This memorandum is in reference to your earlier communication regarding the maximum useful life of the new engine which will replace the current Engine 94, our 1990 Pierce Dash pumper.

As is the case with any type of vehicle, the maximum useful life of a fire pumper/engine is determined by a number of factors inclusive of frequency of use, environmental conditions, type/difficulty of working conditions, preventative maintenance, etc. There is no "one size fits all" answer as it stands to reason that bigger cities typically experience a shorter life span of their apparatus/fleet as compared to smaller communities, because of frequency of use and more harsh working conditions.

As a general rule of thumb, and what is considered the industry standard, by Fire Underwriters Survey, the useful life span of structural fire apparatus is between fifteen (15) and twenty (20) years depending upon the size of the community. For smaller communities such as ours, the maximum useful life of a first line engine/pumper is twenty (20) years. After the twenty (20) year mark, it is recommended that if the vehicle is still in acceptable condition and successfully passes its annual required testing, the vehicle be considered for "reserve" status if the situation warrants.

As always, should you have any questions, or require additional information please don't hesitate to contact me.

Respectfully submitted,

Richard J. Pauley, Jr.
Fire Chief

TOWN OF WELLFLEET

OFFICE OF THE TOWN TREASURER

CASH CONTROL POLICY and PROCEDURES

Adopted October ____, 2015

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Purpose

This document defines and outlines the Town Treasurer's policy with respect to the handling, receiving, transporting and depositing of cash. The term cash includes currency, checks, money orders, and debit and charge card transactions.

Introduction

The Town Treasurer serves as a municipality's cash manager. Ideally, from a control perspective, the collection and controlling of cash should be centralized in one location; however, this isn't always possible or practical. As a result, under certain situations the collection of money is decentralized. Those situations and the procedures to be followed are explained in this document.

Historical practices shall not constitute justification for deviation from the following guidelines.

The material contained in this document supersedes any previous policies and procedures regarding the handling of cash.

Segregation of Duties

To the extent staffing levels permit, there must be a separation of duties between the person receiving cash and the person responsible for turning cash over to the Treasurer's Office.

Responsibilities of Departments

Compliance with Town of Wellfleet Policy & Procedures

Departments are responsible for complying with the policies and procedures outlined in this document, for training designated employees in fund handling policies and procedures, and for

ensuing that a copy of this document is given to all employees with cash handling responsibilities. The Treasurer is always available for consultation and review of departmental procedures.

Counterfeit Currency

Authorized cash handling units are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Counterfeit detection pens are recommended for all departments and are available at any office supply store. If a questionable bill is received, the department should retain possession of the bill and contact the Treasurer and Police department immediately. Do not return the bill to the payer.

Safekeeping of Funds

All forms of cash (currency, checks, money orders, negotiable instruments and charge card transactions) should be physically protected through the use of vaults, locked cash drawers, cash registers locked metal boxes, etc.

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash receipts in their area. Generally, any amount of cash on hand must be maintained in a locked vault or heavy safe. A vault, cash drawer, cash register, or metal cash box must never be left unattended unless it is securely locked.

Cash should not be retained in desk drawers or standard file cabinets since they are easily accessed with minimal forcing or readily available keys. Cash in amounts lessthan $100 may be stored in locked desks or file cabinets only where other suitable storage facilities are not present.

Control Concepts

The following list of internal control questions will help you assess the cash controls in your area. Answer each question to assess your own department's controls. At the end, review your answers for practices or controls which are not in effect. These represent internal control weaknesses. For each weakness determine the risk it represents to your operations, whether there are mitigating controls, and what action, if any, needs to be taken.

Are the following responsibilities distributed amongst personnel so one person is not responsible for all aspects of:

- Opening mail?
- Endorsing checks?
- Preparing deposits and turnover sheets?

Cash/Receipts Questions

- Are checks endorsed immediately upon receipt?
- Are receipts kept in a secure location until deposit (e.g., safe, locked drawer, etc.)?
- Is access to credit card terminals, cash registers and cash boxes restricted to authorized personnel?
- Are deposits made in compliance with Cash Handling Policies & Procedures guideline?
- Are processed credit card charges/credits handled properly and timely?

Procedures for Receipts and Collection of Monies

Purpose

This section of the document summarizes the proper procedures to collect currency, checks and charges.

Receipts in excess of $2000 shall be turned over to the Treasurer at least weekly. Receipts less than $2,000 shall be turned over to the Treasurer bi-weekly. All receipts shall be deposited in a timely manner to the Town's depository bank. (The bank should be within 1 mile of the Town Hall unless there is no financial institution with the Town boundaries). Bank deposits may be done by the Treasurer's office staff or personnel in other departments that are legally bonded by the Town. No Town monies shall be transported out of Town in personal vehicles.

All cash, checks and receipts should be kept in a locked metal box or cash drawer at all times.

Department Heads or Department Head's designee must sign off on any turnover sheets.

Treasurer's office staff will count the funds in front of the departmental representative and will verify that both the funds and turnover sheet agree. All departments adhere to this checklist below.

All cash receipts received by the Treasurer's Office will be posted within 5 business days of their receipt.

All of the following should be verified:

CHECKS:

- They are endorsed
- Dates are not stale-dated, post-dated or expired date
- Checks should be made payable to "Town of Wellfleet"
- Written amount and numerical amount agree
- Payer's signature is not missing
- Checks are drawn in U.S. funds and US banks (Canadian checks must be done on a separate turnover)

Check Acceptance

- Checks should have the customer information pre-printed on the face of the check.
- Starter/blank checks may not be accepted without approval by an authorized supervisor. Proper identification (Driver's License must be presented and name, address and phone number will be noted on the face of the check before being approved by a supervisor.)
- Information regarding identification of services should be printed in the memo section of the check, which will help in the event of a returned check.

Limitations on Acceptance of Payments by Check

Departments are not authorized to return currency to the payer in the event that the check exceeds the amount due the Town of Wellfleet. Departments may not accept post-dated checks.

Procedures for Cash Sales

- All Individual sales should be recorded.
- The cash drawer should never be left open unless a transaction is being processed.
- All totals should be balanced at the end of the day or at a change of shift.
- Accountability for sales proceeds should be assigned to specific individuals, so that each employee is assigned her/his own cash drawer. Funds should not be commingled between cash drawers.
- Overages and/or shortages should be fully and immediately documented in writing, and submitted to the department head and the Treasurer.

- Department Heads and the Town Accountant should perform periodic, unannounced *cash reconciliations* of cash drawers.
- Any questions regarding how to reconcile can be addressed to the Treasurer or Town Accountant.

CASH:

- Make sure the count is accurate
- Look for counterfeit currency
- Look for altered currency
- The Town of Wellfleet does not accept foreign currency
- Verify that the funds received equal the amount on the turnover sheet

Returned Check Procedures

Any checks returned by the town's depository banks as uncollected are sent to the Treasurer's Office. Examples of returned checks include; non-sufficient funds (NSF), account closed, payer's signature missing, refer to maker and post dated or stale dated checks.

The Treasurer's Office will prepare a negative receipt, debiting the originating department's account for the amount of the returned check, and give copy to the department of origin and the Town Accountant's office. The Treasurer's office and will pursue its collection with a bad check surcharge amount of $25.00 added to the original amount. The department of origin will revoke any services purchased until restitution is made. Upon restitution, the Treasurer's office will notify the appropriate department.

VISA/MASTERCARD/DISCOVER (Town of Wellfleet does <u>not</u> accept American Express)

Charge card transactions are monetary transactions and therefore are subject to the same control and reconciliation policies as cash transactions. A daily accounting of receipts, from sales or deposits, should be balanced against these electronic transactions. They should then be included with the turnover with any currency, coins, and checks at the Treasurer's office.

All departments authorized to accept charge, credit and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds.

Petty Cash Funds

The Town of Wellfleet does not presently have any Petty Cash with any departments. Maintaining petty cash drawers is not authorized.

Guidelines in the Event of and Following a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the town. Unnecessary risks should never be taken.

Contact the Wellfleet Police Department (911) as soon as possible. The form included on the next page can be used to assist you in recording the details of the robbery.

Cooperate with robber. Avoid any confrontation. Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.

Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair/eye color, scars, tattoos, etc. Touch nothing in areas where robbers were and note specific objects touched by robbers.

If it is safe to do so, observe the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene.

The victim should, above all else, remain calm and try to remember the details. Write them down. Try to be alert and observant.

ROBBERY DETAILS:

Hair color: _____

Eye color: _____

Scars: _____

Tattoos: _____

Shirt: _____

Coat: _____

Trousers: _____

Shoes: _____

Sex: _____

Age: _____

Weight: _____

Direction of escape: _____

Method of escape:

On foot: _____ **or by Vehicle:** _____

Vehicle make: _____

Vehicle color: _____

Number of suspects: _____

Type of weapon: _____

Other observations:

_____

_____

_____

_____

CONTACT POLICE AT 508-349-3702 OR CALL 911

DRAFT

Glossary of Terms

Cash: Includes all currency, checks, money orders, or charge card transactions.

Cash Drawer/Cash Box/Cash Register: Anything used to store revenue and make change for any monies received by the town.

Depository Bank: The designated bank to which the town deposits all general fund monies.

Receipts – cash, checks, money orders, and credit card transactions brought to the departments from other departments, outside agencies, taxes, public, fees, etc.

Reconcile: To balance to a separately maintained set of data.

Reconciliation: A calculation that shows how one balance or figure is derived systematically from another.

Stale Dated: A check that is dated in the past, typically six months or more.

Starter/Blank Checks: Checks that issued with no pre-printed name address, or check number, usually issued when a new bank account is opened.

Turnovers - cash, checks, credit card receipts that are summarized and listed with paperwork and brought to the Treasurer's office.

DRAFT

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: Possible Charter Review
Date: September 23, 2015
CC:

History of Recent Charter Changes:

The 1999 Annual Town Meeting acted on proposed charter amendments in 11 town meeting articles (Articles 12 – 22) of which eight were adopted (the orders proposed in Articles 12, 14 & 19 were not adopted.) The eight orders were adopted at the 2000 Annual Town Election. At the 2004 Annual Town Meeting a charter review committee was created (Article 18.) The Committee filed a report in 2005. The committee reported back to the 2006 Annual Town Meeting and the report was referred back to the committee for further study (Article 19.) A further report was filed by the Committee in 2006. At the 2007 Annual Town Meeting ten articles proposing charter amendments were presented (Articles 20 – 29) and nine were adopted (the order proposed in Article 22 was not adopted.) Of the nine orders, all were adopted at the 2008 annual town election. Since then the Town has made two additional changes to the Charter. At the 2013 Annual Town Election changing the timing of certain events in the budget process; and at 2014 Annual Town Election changing the Clerk, Treasurer and Collector positions from elected ones to appointed ones. Over the last two and one-half years I have noted several sections of the Charter which might benefit from review and possible revision. Note that in some cases Charter and Bylaw provisions are intertwined so in some cases a Charter revision might also require a bylaw revision for complete implementation.

Procedure to Amend the Charter:

Charter amendments may be submitted to town meeting by any selectman, the town manager or ten voters[1]. Charter amendments are proposed by two-thirds vote of town meeting and adopted by vote at an annual town election.

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[1] There are some limits on charter amendments which can be adopted under this procedure. Only an elected charter commission can change the makeup or compensation of the legislative body, the board of selectmen or town manager. See MGL c. 43B s. 10. Charter amendments submitted to town meeting are proposed by a two-thirds vote of the meeting. After review by the attorney general to determine whether the proposed amendment conflicts with any existing general or special law the proposed charter amendment is submitted to the voters at the next annual town election which occurs more than two months after town meeting action. Because Wellfleet's annual town election follows so closely after the annual town meeting, charter amendments have historically been voted on at the annual town election in the following year. Charters may also be revised by a charter commission which requires a petition signed by 15% of registered voters and approval and election of members at an annual town election. See MGL c. 43B ss. 3 – 6.

The 1999 – 2000 charter changes were the result of work by a committee appointed by the Selectmen which reported back to the selectmen. The 2007 - 2008 charter changes were the result of work by a seven member charter review committee created by town meeting which reported in the annual town report and to the town meeting.

Current Charter Issues:

The following issues have come to my attention. There may be additional issues noted by others and worthy of consideration of which I am unaware:

1. Should the annual town meeting be split into two sessions; a spring session devoted to financial matters and a fall session for all other matters such as regulatory and property issues? Several towns do this to reduce the potential for a multiple night commitment from voters and to divide the work required to prepare for town meeting into two projects. Note that this would double some of the meeting costs, including the cost of printing and mailing of warrants to all residents. Charter sec 2-6-1 allows date to be changed by bylaw. A charter amendment may be required to split the annual town meeting into two sessions.

> Moderator's comment: I strongly support this idea. It would allow for appropriately thorough debate on complex proposals without unduly fatiguing voters. A long-time concern of mine has been the practice of putting petitioned articles at the end of the warrant. Regardless of the wisdom of some petitioned proposals, or the BOS's opinion of them, they are rightfully on the Warrant and deserve the same consideration as other articles. Dividing the meeting into two sessions might ensure fair and thorough debate on all proposals, and result in a better legislative process. It also might allow the Town to react to unanticipated matters in a more timely fashion. As to cost, if the ATM goes 2 nights because of a lengthy warrant, the only incremental additional cost of a separate STM is the mailing cost.

2. Delay the date on which the annual town meeting is held. Much of the financial information needed for town meeting is unavailable in time for the current meeting date. As of April 30, 2015 the Commonwealth had not adopted a budget so "cherry sheet" numbers were not known with certainty. Regional school budgets are required to be certified 45 days before the date of the earliest annual town meeting in the district.[2] In Wellfleet's case we received final figures from the Nauset Region this year about 13 days before the warrant had to go to the printers. Thirteen days is insufficient time to react to changes in school committee budgets which can be (and in 2015 were) significant. While I attended as many Nauset Regional School Committee meetings as possible during the first three months of 2015 and was therefore able to make a reasonable estimate of Wellfleet's assessment, there are no guarantees that this will always be the case. Postponing the annual town meeting to the second or third Monday in May would mean that Wellfleet's annual town meeting is not the first one in the district and would therefore provide at least a week of additional time to react to both the regional school committees' and the legislature's budget decisions. Charter sec. 2-6-1. Note that

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[2] The Nauset Region agreement requires that a budget be adopted 45 days prior to the first day of the earliest member town annual meeting. NRSD assessment certification can be as late as 30 days before the earliest annual town meeting. In 2015 I received the Cape Cod Tech assessment by email on March 9, 2015. Cape Cod Tech is required by the regional agreement to adopt a budget no later than March 31st and to certify appropriations to the respective town treasurers within 15 days of the adoption or the budget. The latest date for a certification is therefore April 15th.

independent of charter and bylaw provisions the selectmen have the power to delay an annual town meeting so long as the meeting completes its business prior to June 30th. MGL c. 39, s. 9.

3. Delay the requirement that a capital improvement plan be submitted to the finance committee and selectmen by June 1. Charter sec. 7-5-2. There is insufficient time between the end of the annual town meeting and June first to prepare a meaningful capital plan. The result is a plan that lacks sufficient underpinnings to be of real value. Additionally, June first is so far in advance of the first fiscal year of the plan that the plan is stale before it is funded. I have had to substantially re do the FY 2014, 2015 and 2016 capital plans and expect the same will be required of the 2017 plan. Capital requests frequently arise as a result of the process of constructing an operating budget. I suggest that the processes be combined by changing the date for submission of the Capital Improvement Plan to coincide with the preparation of the budget. This provision was proposed at the 2010 annual town meeting (Article 31) and approved by vote at the 2013 Annual Town Election.

4. Charter sec. 5-7-2. Re evaluate the DPW functions particularly with regard to the water system. In recent years, the water system has been managed from the Town Administrator's office rather than by the DPW. The charter places that responsibility with the DPW. Either the responsibility should be transferred to the DPW or the Charter should be amended to reflect the actual practice.

5. Charter sec 8-8-5 appears to have a typo. The word "tract" in line 2 should probably be "contract.

6. Charter sec 5-6-1. Review the role of the Personnel Board in the creation of new positions. Decisions on whether to create a new position are basically driven by a balancing of available financial resources and community needs; these decisions are adequately addressed by the budget process.

7. Charter sec 7-1-4. Address the inability of finance committee members to sit on screening committees and other committees that address projects with fiscal consequences but which do not directly control appropriations. It makes sense to prevent a finance committee member from administering a committee or department appropriation or from having a contract with the Town, whether as an employee or otherwise. Preventing a finance committee member from participating in the selection process for a town administrator, major department head or overseeing a major project does not make sense. This change was proposed in 2013 and defeated at the 2014 annual town election based on concerns expressed by the moderator. Perhaps if the appointment of finance committee members to committees like these was left to the moderator, the moderator's concerns would be addressed.

> Moderator's comment: I agree with this. My only objection to the earlier proposal was one of separation of powers. I will support a Charter change (and do so publicly) that mirrors the one that was proposed if it leaves the approval to the Moderator, appropriate as the appointing authority. Wording as follows: *"To see if the Town will vote pursuant to G.L. c.43B, §10 to amend the Wellfleet Home Rule Charter, Section 7-1-4, by adding at the end of said provision the following: "unless specifically authorized by the Moderator."*

General Laws

PART I	**ADMINISTRATION OF THE GOVERNMENT**	NEXT
TITLE XXII	**CORPORATIONS**	PREV
CHAPTER 166	**TELEPHONE AND TELEGRAPH COMPANIES, AND LINES FOR THE TRANSMISSION OF ELECTRICITY**	PREV NEXT
Section 32A	**Inspector of wires working as electrician; inspection by assistant inspector**	PREV NEXT

Section 32A. In a city, town or district which accepts this section, a licensed electrician who is appointed inspector of wires may practice for hire or engage in the business for which licensed under the applicable provisions of chapter one hundred and forty-one while serving as such inspector; provided, however, that within the area over which he has jurisdiction as wiring inspector he shall not exercise any of his powers and duties as such inspector, including those of enforcement officer of the state electrical code, over wiring or electrical work done by himself, his employer, employee or one employed with him. Any such city, town or district may in the manner provided in the preceding section appoint an assistant inspector of wires who shall exercise the duties of inspector of wires, including those of enforcement officer of the state electrical code, over work so done. Said assistant inspector may act in absence or disability of the local inspector and for his services shall receive like compensation as the city, town or district shall determine.

This section shall take effect upon its acceptance in a city, by vote of the city council, subject to the provisions of the charter of such city; in a town, by vote of the board of selectmen; in a municipality having a town council form of government, by a vote of the town council, subject to the provisions of the charter of such municipality and in a district, by vote as above provided of the cities and towns of the district.

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HST 9/22/15
MEMO TO BOS
9/22/15

Date: 9/21/15

SEP 2015

To: Wellfleet Board of Selectmen
Cc: Harry Terkanian

From: Susan Peters; PO Box 910; South Wellfleet, MA 02663
Capecod98@comcast.net
508.274.8032

Re: Paine Hollow Road, parcels 29-307 and 29-498

Dear Board of Selectmen:

I am a co-owner of parcel 29-307 at 90 Paine Hollow Road. I abut a small parcel, 29-498. Parcel 307 is .19 acre and parcel 498 is .17 acre. I have a small two-bedroom house on parcel 29-307. Parcel 29-498 is not a buildable lot.

If at any point the Town would consider selling parcel 29- 498 I would be interested in purchasing it provided the price is commensurate with what other non-buildable lots have been sold for in the past.

Combining it with my current lot does not allow me to increase the number of bedrooms in the house. As a matter of fact, when we received a variance for the amount of feet between our well and Title V septic system, we were required to record a two-bedroom deed restriction. Owning this lot would obviate the need to have a variance for the distance between my well and Title V system should changes in the water quality ever require us to dig a new well.

I look forward to hearing from you at your earliest convenience.

Cordially,

Susan M. Peters

Susan M. Peters

Attachments: 1. Assessor's map 29 with lots highlighted
2. Recorded restriction

29-307 (.19)

29-498 (.17)

ORIGINAL DATE OF COMPILATION:

JANUARY 1, 1993

REVISIONS:

NO.	DATE	DESCRIPTION
1	7/1/93	PROPERTY LINE UPDATE
2	1/1/94	PROPERTY LINE UPDATE
3	1/1/95	PROPERTY LINE UPDATE
4	7/1/96	PROPERTY LINE UPDATE
5	6/1/97	PROPERTY LINE UPDATE
6	6/1/98	PROPERTY LINE UPDATE
7	6/1/99	PROPERTY LINE UPDATE
8	6/1/00	PROPERTY LINE UPDATE
9	3/1/01	PROPERTY LINE UPDATE
10	3/1/02	PROPERTY LINE UPDATE
11	6/20/02	BASE UPDATE (3/21/02 PHOTOGRAPHY)
12	3/1/03	PROPERTY LINE UPDATE
13	4/13/04	PROPERTY LINE UPDATE
14	6/10/05	PROPERTY LINE UPDATE
15	4/21/06	PROPERTY LINE UPDATE
16	2/13/07	PROPERTY LINE UPDATE
17	6/9/08	PROPERTY LINE UPDATE
18	3/30/09	PROPERTY LINE UPDATE
19	5/26/10	PROPERTY LINE UPDATE
20	3/29/11	PROPERTY LINE UPDATE
21	02/16/12	PROPERTY LINE UPDATE
22	06/19/13	PROPERTY LINE UPDATE

TOWN OF WELLFLEET

ASSESSORS' ATLAS

SHEET NO.

29

COMPILED AND DRAWN BY
SLADE ASSOCIATES, INC.
REGISTERED LAND SURVEYORS
ROUTE 6 @ PINE POINT ROAD,
WELLFLEET, MA 02667

SCALE: 1"=200'

GRAPHIC SCALE

Bk 13445 Pg286 #81695
12-22-2000 @ 10:18a

RECEIVED DEC 6 2000

WELLFLEET HEALTH DEPARTMENT
Town Hall
300 Main Street
Wellfleet, MA 02667

December 5, 2000

Thomas & Susan Peters
P.O. Box 910
South Wellfleet, MA 02663

Reference: Variance Request, Septic System
90 Paine Hollow Road

Dear Mr. & Mrs. Peters:

At its meeting on 11/13/00 the Wellfleet Board of Health voted to approve Bennett & O'Reilly Plan #BO 00-2730, dated 9/28/00, and to grant the nine variances requested in the letter from Bennett & O'Reilly Engineering dated 11/1/00, subject to the following conditions:

(1) (1) There is to be no further increase in the number of bedrooms.
(2) This condition is to be recorded against the deed for the property at the Registry in Barnstable.
(3) A well test showing potable water is to be submitted to the Health Agent prior to issuance of a Disposal Works Permit.

Yours very truly,

David Breen

David Breen
Chair

DB:bvo

cc. Bennett & O'Reilly Engineering, Inc., Brewster
Wellfleet Building Inspector

BARNSTABLE REGISTRY OF DEEDS

TOWN OF WELLFLEET
Department of Public Works
220 West Main Street
Wellfleet, MA 02667

Mark Vincent
Director

Phone: 508-349-0315
Fax: 508-349-7085

July 20, 2015

Board of Selectmen
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

Reference: Policy for Maintaining Private Paved Roads for Snow Plowing

Dear Mr. Pilcher,

As a result of a moderate response to the snow plowing policy, I am recommending to the Board that the enforcement date of the 2015 – 2016 snow plowing season be deferred for one year.

We have had only a twenty percent sign off on approximately one hundred forty (140) paved private roads to date. Based on what we have experienced, we do not anticipate much more than a 50% sign off by the beginning of the up coming snow plowing season. This could potentially leave approximately sixty (60) to seventy (70) private paved roads unplowed. The Department of Public Works, Fire Department and Police Department are working together with abutters of these roads to help them with their improvements.

I also would like to make this recommendation with the understanding that the Department of Public Works will not plow or sand any private paved road which is a potential danger to personnel or equipment.

It is my intension to give the Town Administrator and the Board of Selectmen an update on the status of the inspections during the late spring of 2016 for your review and consideration.

I would also like to thank the Board for their support of this policy, which will ultimately provide a safer working environment for Town employees and provide better emergency access and response to residents.

Sincerely,

Mark Vincent
Director
MV/jgl

CC: Harry Terkanian

TOWN OF WELLFLEET

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

MEMORANDUM

TO: TOWN ADMINISTRATOR

FROM: ASSISTANT TOWN ADMINISTRATOR

SUBJECT: 40B COMPREHENSIVE PERMIT

DATE: 10/8/2015

CC:

Pursuant to 760 CMR 56.04 (3) (d) Habitat for Humanity of Cape Cod has submitted an application to the Massachusetts Department of Housing and Community Development under the Local Initiative Program for preliminary approval of a Chapter 40B Comprehensive Permit for an affordable housing project to be located on Old Kinds Highway.

The Board of Selectmen voted to support this Chapter 40B Comprehensive Permit project at their July 14, 2015 meeting. The Board of Selectmen is being asked to submit any comments to the Massachusetts Department of Housing and Community Development which will be considered proper to issuing a determination of Project Eligibility.

Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ◆ Karyn E. Polito, Lt. Governor ◆ Chrystal Kornegay, Undersecretary

July 20, 2015

RECEIVED
JUL 22 2015

Paul Pilcher
Chair, Board of Selectmen
300 Main Street
Wellfleet, Massachusetts 02667

RE: Chapter 40B Comprehensive Permit

Project Name:	Old Kings Highway Community Housing
Location:	Wellfleet
Number of Units:	3
Subsidizing Agency:	Department of Housing and Community Development
Applicant:	Habitat for Humanity of Cape Cod, Inc.

Dear Mr. Pilcher:

This will serve to notify you, pursuant to 760 CMR 56.04(3)(d), that the above-named Applicant has applied to the above-named Subsidizing Agency under the Local Initiative Program for preliminary approval of the above-referenced project. The project is a homeownership development with a total of three (3) units, all of which are low income under 40B.

Enclosed please find a copy of the application for your review. The review period for comments ends 30 days from the date of this letter. Any comments will be considered prior to issuing a determination of Project Eligibility.

Please address comments to:

Catherine Racer, Associate Director
Division of Housing Development
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, Massachusetts 02114

If you have any questions regarding this letter, please feel free to call me at (617) 573-1322.

Sincerely,

Catherine Racer
Associate Director

MASSACHUSETTS
Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS
Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required.
An application fee, payable to the Massachusetts Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	$1,000		$30
Non-Profit	$1,750		$40
All Others	$4,000		$50

Mail to:

Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Toni Coyne Hall, Director of Local Initiative Program

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, please contact Toni Coyne Hall at 617-573-1351 or toni.coyne.hall@state.ma.us.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at http://www.mhic.com and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

I. General Information
II. Community Support
III. Municipal Contact Information
IV. Development Team
V. Project Information
VI. Site Information
VII. Design and Construction
VIII. Surrounding Area
IX. Financing
X. Project Feasibility
XI. Development Schedule
XII. Marketing Outreach and Lottery
XIII. Checklist of Attachments

MASSACHUSETTS
Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Wellfleet
Name of Development: Old King's Highway Community Housing
Site Address: 2254, 2260 & 2270 Old King's Highway
Developer: Habitat for Humanity of Cape Cod, Inc.

1. Type of Housing:
   ☒ Single Family house ☐ Rental
   ☐ Condominium ☐ Age Restricted

2. Project Characteristics:
   ☒ New Construction ☐ Conversion
   ☐ Rehabilitation ☐ Other

3. Total Acres 2.83 +/- Density of Project (units/acre) 1.06

4. Unit Count:

   Total Number of Units 3
   Affordable 3
   Market 0

5. Unit Prices/Rents:
   Market Rate $_____
   Affordable $140,250 (3 bedroom) and $126,000 (2 bedroom) estimates, based on 2015 figures; might be amended)

Required Signatures for the
Comprehensive Permit Project Application

Chief Executive Official of Municipality:	Chair, Local Housing Partnership (if applicable):
Signature:	Signature: Elaine McIlroy
Print Name: Paul Pilcher, Chair, Board of Selectmen	Print Name: Elaine Mcilroy, Chair Housing Authority
Date: 7/14/15	Date: 7/14/15

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- ☒ Land donation (dollar value $592,700 assesd)
- ☐ Building donation (dollar value_____)
- ☒ Marketing assistance
- ☒ Other work by local staff
- ☒ Density increase
- ☐ Waiver of permit fees
- ☐ Other regulatory or administrative relief (specify) _____
- ☐ Local funds (cash)
  Amount $225,000 Source: Community Preservation
- ☐ HOME funds
- ☐ Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- ☒ Other (specify) Habitat fundraising

Briefly explain the contributions: _____

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances). Wellfleet currently has 2.2% of its year round housing stock listed as affordable on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI). The State goal is 10%. Wellfleet has some of the least affordable housing of all the fifteen cape towns, and at the same time has some of the highest housing prices.

Wellfleet's Local Comprehenive Plan, Appendix 8, Community Housing, specifically calls for affordable housing on town owned land. The Old King's Highway land has been voted on by Town Meeting for disposition for affordable housing purposes.

III. MUNICIPAL CONTACT INFORMATION

Chief Elected Official

Name	Paul Pilcher, Chair, Board of Selectmen
Address	300 Main Street, Wellfleet, MA 02667
Phone	508-349-0300
Email	paulpilcher@comcast.net

Town Administrator/Manager

Name	Harry Terkanian, Town Adminstrator
Address	300 Main Street, Wellfleet, MA 02667
Phone	508-349-0300
Email	harry.terkanian@wellfleet-ma.gov

City/Town Planner (if any)

Name	_____
Address	_____
Phone	_____
Email	_____

City/Town Counsel

Name	___
Address	Kopelman and Paige, P.C. 101 Arch St, Boston, MA 02110
Phone	1-800-548-3522
Email	_____

Chairman, Local Housing Partnership (if any)

Name	Elaine McIlroy, Chair, Wellfleet Housing Authority
Address	300 Main Street, Wellfleet, MA 02667
Phone	_____
Email	ecilroy@comcast.net

Community Contact Person for this project

Name	Brian Carlson, Assistand Town Administrator
Address	300 Main Street, Wellfleet, MA 02667
Phone	508-349-0349
Email	brian.carlson@wellfleet-ma.gov

IV. DEVELOPMENT TEAM - CONTACT INFORMATION (include all development members)

Developer
Name: Habitat for Humanity
Address: 411 Main St #6 Yarmouthport, MA 02675
Phone 508-632-3559

Email lzola@habitatcapecod.org
Tax ID # 222900430

Contractor
Name: Habitat
Address: _____
Phone _____
Email _____
Tax ID # _____

Architect
Name: _____
Address: _____
Phone _____
Email _____
Tax ID # _____

Engineer
Name: JM O'Reilly & Associates, Inc
Address: PO Box 1773 Brewster, MA 02631
Phone 508-896-6601

Email kfernandes@ jmoreillyassoc.com
Tax ID # 26-1545790

Attorney
Name: Warren Brodie
Address: 40 Grove Street, Suite 220, Wellesley, MA 02482
Phone 781-235-1100

Email wbrodie@brodielaw.com
Tax ID # 04-328-4332

Mkting/ Lottery Agent
Name: Habitat
Address: _____
Phone _____
Email _____
Tax ID # _____

Housing Consultant
Name: n/a
Address: _____
Phone _____
Email _____
Tax ID # _____

Wellfleet Housing Authority
Town Hall - 300 Main Street
Wellfleet, MA 02667
508-349-0349

July 9, 2015

Alana Murphy
Department of Housing and Community Development
Local Initiative Program
100 Cambridge Street, Suite 300
Boston, MA 02114

Dear Ms Murphy,

On behalf of the Wellfleet Housing Authority, I am pleased to submit this letter of support for Habitat for Humanity of Cape Cod's Local Initiative Program Application to build three homes on Old King's Highway in Wellfleet.

The Town gave this parcel of land to the Wellfleet Housing Authority to develop affordable homes. Habitat was selected for this project in March 2014 based on their submission to our RFP. Since then they have worked diligently to provide an excellent plan that will help meet the crucial need for affordable ownership opportunities in Wellfleet. Currently under 3% of the housing in Wellfleet is affordable. We have worked with Habitat for Humanity of Cape Cod in the past and know they have the capacity to get the job done. They have kept us well informed throughout the design process. This is an excellent project that will provide much needed housing.

Sincerely,

Elaine McIlroy

Elaine McIlroy, Chairman
Wellfleet Housing Authority

TOWN OF WELLFLEET

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

July 14, 2015

Leedara Zola
Land Acquisition and Permitting
Habitat for Humanity of Cape Cod
411 Main Street Suite 6
Yarmouthport, MA 02675

Dear Ms. Zola:

The Town of Wellfleet Board of Selectmen at their meeting of July 14, 2015 voted to support and authorized the Chair to sign this letter of support for the Local Initiative Program Application by Habitat for Humanity Cape Cod for an affordable housing project to be located at 2254, 2260 and 2270 Old King's Highway in the Town of Wellfleet.

Respectfully Submitted,

Paul Pilcher, Chair Board of Selectmen

TOWN OF WELLFLEET
Department of Public Works
220 West Main Street
Wellfleet, MA 02667

Mark Vincent
Director

Phone: 508-349-0315
Fax: 508-349-7085

October 1, 2015

Harry S. Terkanian
Town Administrator
300 Main Street
Wellfleet, MA 02667

Reference: Bid Recommendation for roof at Town Hall

Dear Mr. Terkanian,

After reviewing bid proposals submitted for the Town Hall roof replacement and checking references, I am recommending that the bid be awarded to Plan B Construction Co., of Barrington, Rhode Island, in the amount of $18,444.00.

Sincerely,

Mark Vincent

Mark Vincent
Director
MV/jgl

October 5, 2015

Mr. Harry Sarkis Terkanian
Town Administrator
Town of Wellfleet
300 Main Street
Wellfleet, Massachusetts 02667

Subject: REVISED Change Order #1 – Route 6/Main Street - MassDOT Project 607397
Intersection Improvements
Wellfleet, Massachusetts

Dear Harry:

As discussed, we are submitting REVISED Change Order #1 to account for items of work that are outside our current Scope of Services, originally dated September 4, 2014. These items include the following:

- Preparation of a Design Exception Report (not a task item in the original Scope of Services) to provide the technical documentation in support of the non-compliance with MassDOT engineering directive, E-14-006 requiring sidewalks on both sides of Main Street and both sides (east and west) of Route 6, north and south of Main Street. MassDOT indicated their initial concurrence with the design exception in our meeting on March 24, 2015 and the Board of Selectmen recently supported a sidewalk on only one side of Main Street.

- Additional meeting time, including preparation, attendance and public presentation. These meetings occurred on March 24, 2015 and June 11, 2015 and are out-of-scope.

The additional scope of work and estimated hours and expenses associated with these tasks are as follows:

RECEIVED
OCT - 7 2015

Design Exception Report

A Design Exception Report will be developed to document what of the thirteen (13) controlling criteria cannot be satisfied for strict compliance with the *Healthy Transportation Compact* and MassDOT-related engineering directives. Specifically this report accompanies the 25% submission to provide the technical; basis why a sidewalk cannot be placed on both sides of Main Street,

Additional Meeting Time

Two out-of-scope meetings occurred at the Senior Center. One took place in the conference room on March 24, 2015 with three (3) MassDOT District 5 personnel and Wellfleet Town officials. The second meeting/presentation occurred in the assembly hall for a public informational meeting on June 11, 2015.

146 Main Street, Unit 3
Hyannis, MA 02601
T: 800.835.8666
T: 508.815.2040
F: 508.790.8998
www.fstinc.com

FAY, SPOFFORD & THORNDIKE
Offices in: Massachusetts, New Hampshire, Maine, Connecticut and New York

This included a total of 126 hours, plus expenses broken down as follows:

Labor	**$17,400**
FST Expenses	**$ 400**
TOTAL Change Order #1	**$17,800**

Approval of this Change Order # 1 on the subject project in the amount of $17,800 will allow us to stay focused on our original scope and budget while further assisting the Town on the above project.

FST will require amending our original contract, dated September 4, 2014 to adjust the contract price to include the additional scope of work. This adjustment is broken down as follows:

Current Contract Price	$269,000	($207,500 labor + $61,500 expenses)
Change Order # 1	$ 17,800	($17,400 Labor + $400 expenses)
Revised Contract Price	$286,800	($224,900 labor + $61,900 expenses)

Our original *General Terms and Conditions* still apply. Should you have any questions please do not hesitate to contact me.

Very truly yours,

FAY, SPOFFORD & THORNDIKE, LLC
By

Douglas C. Prentiss, P.E., PTOE
Senior Principal Engineer-Transportation

FAY, SPOFFORD & THORNDIKE, LLC
By

Frederick A. Moseley, P.E.
Vice President-Transportation

ACCEPT:

For Town of Wellfleet Date

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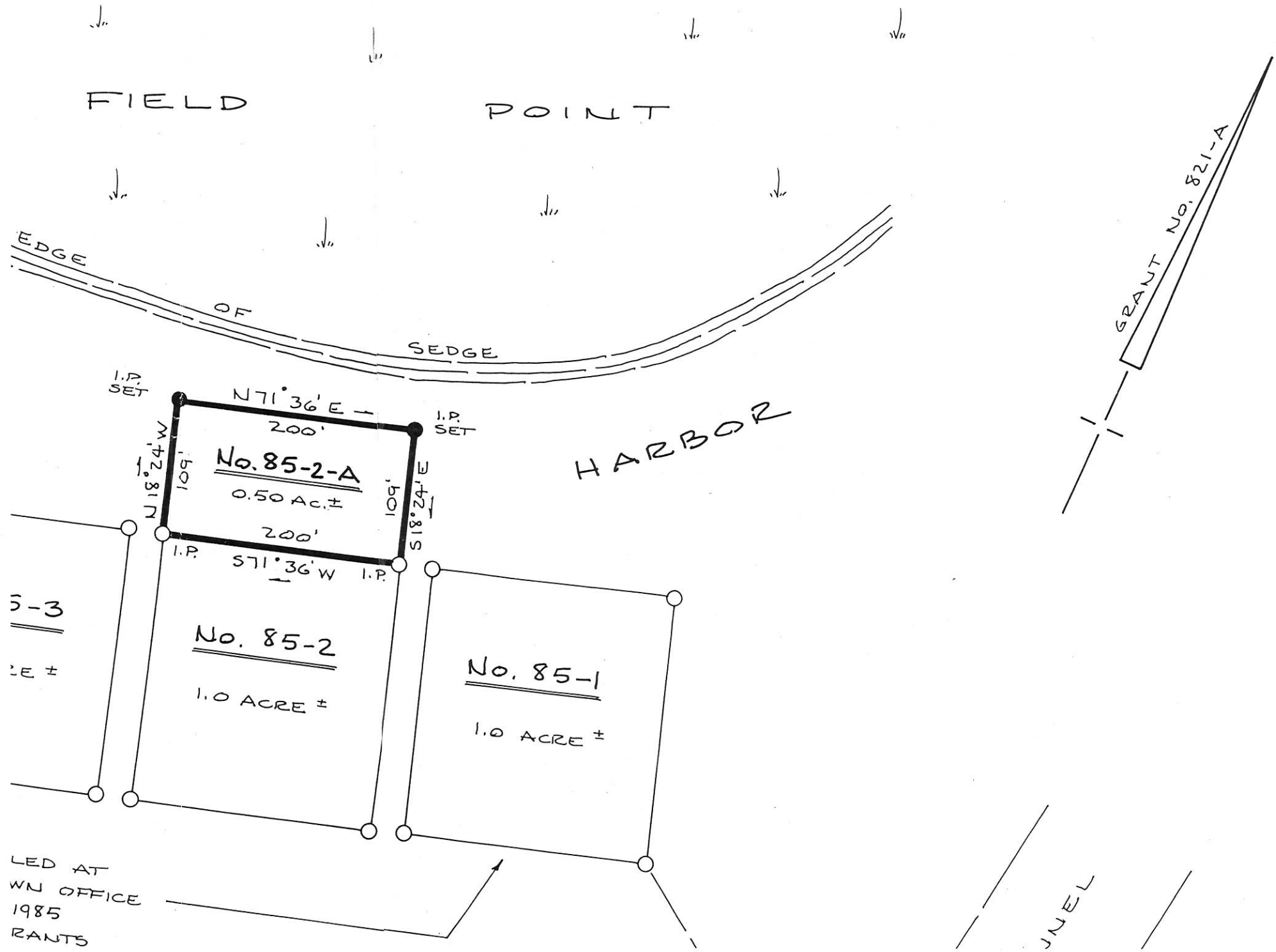
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Community Capital Conversations with MassDOT

Are current and future highway projects in your region important to you?

Do you have an innovative idea related to road and bridge maintenance?

OR

Are fare increases, winter resiliency on the MBTA, and multi-modal transportation higher on your priority list?

How can we better serve you at Registry of Motor Vehicle locations?

Join the conversation in what matters to your community. Make your voice heard!

Community meetings are scheduled as followed:

- **Monday, October 19, 6:00-8:00 p.m.**
  Boston English High School, 144 McBride Street, Boston
- **Monday, October 19, 4:00-6:00 p.m.**
  State Transportation Building, 10 Park Plaza, Boston
- **Wednesday, October 21, 6:30-8:30 p.m.**
  Union Station, 2 Washington Square, Worcester
- **Wednesday, October 21, 6:00-8:00 p.m.**
  Leominster City Hall, 25 West Street, Leominster
- **Thursday, October 22, 6:30-8:30 p.m.**
  Cambridge Rindge and Latin HS, 459 Broadway, Cambridge
- **Monday, October 26, 6:00-8:00 p.m.**
  Braintree City Hall, 1 John F. Kennedy Memorial Drive, Braintree
- **Monday, October 26, 6:00-8:00 p.m.**
  Bangs Community Center, 70 Boltwood Walk, Amherst
- **Tuesday, October 27, 6:00-8:00 p.m.**
  Heritage State Hall, North Davol Street, Fall River
- **Tuesday, October 27, 6:00-8:00 p.m.**
  Middlesex Community College, Lowell Campus, 33 Kearney Square, Lowell
- **Wednesday, October 28, 6:00-8:00 p.m.**
  Peabody City Hall, Wiggin Auditorium, 24 Lowell Street, Peabody
- **Wednesday, October 28, 6:00-8:00 p.m.**
  Natick Town Hall, 13 East Central Street, Natick
- **Thursday, October 29, 6:00-8:00 p.m.**
  Pittsfield City Hall, City Council Chamber, 70 Allen Street, Pittsfield
- **Thursday, October 29, 6:00-8:00 p.m.**
  Plymouth Town Hall, 11 Lincoln Street – Harbor Room, Plymouth
- **Monday, November 2, 6:30-8:30 p.m.**
  Mansfield Town Hall, 6 Park Row, Mansfield
- **Thursday, November 5, 6:00-8:00 p.m.**
  Springfield City Hall, 36 Court Street, Springfield

Online Capital Conversation: Monday, October 19th – Thursday, November 5th.
Join us online to provide your ideas at mass.gov/massdot/capitalconversations, or email comments to masscip@state.ma.us.

Provide input on what is important to you, how we are doing, and what we can do to serve you better. These Capital Conversations will help guide our 5-year Capital Investment Plan (CIP) process. The CIP determines how we prioritize our largest investments, covering all MassDOT projects – everything from highway and municipal projects to regional airports and rail and transit, including MBTA and Regional Transit Authorities.

Representatives from the Highway Division, the MBTA, the Registry of Motor Vehicles, and our Aeronautics Divisions will be on hand to gather your input regarding whatever concerns, questions or thoughts you have relative to MassDOT. **Discussion topics are not limited. Please help spread the word about Capital Conversations to friends, family and business associates. Your participation is critical to our success!**

Meeting locations are accessible to people with disabilities and those with limited English proficiency. Accessibility accommodations and language services will be provided free of charge upon request, and as available. Such services include documents in alternative formats, translated documents, assistive listening devices, and interpreters (including American Sign Language). For more information or to request reasonable accommodation and/or language services, please contact Trish Foley at (857) 368-8907 or trish.foley@dot.state.ma.us.

Massachusetts Bay Transportation Authority

massDOT
Massachusetts Department of Transportation

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: October 8, 2015

This report is for the period September 18, 2015 through October 7, 2015.

1 Possible Charter Revisions. See separate memorandum dated September23, 2015 in the October 13, 2015 meeting materials.

2 Status of Review of Selectmen's Policies. See separate memorandum dated September 23, 2015 in the October 13, 2015 meeting materials.

3 A draft copy of the auditor's report for fiscal 2015 has been reviewed. Changes in accounting regulations require that the Town's unfunded pension liability be carried as a liability on the Town's financial statement. In future years accounting rules will require the Town's unfunded other post employment benefits ("OPEB") obligation also be carried as a liability.

4 The bi annual actuarial study of the Town's OPEB obligation was received on September 14, 2015 and has been reviewed. The assumptions on which the last three years of annual town meeting OPEB funding were based appear to be unchanged. The current liability is about $8.5 million and an annual OPEB contribution of about $400,000 is necessary to retire this obligation. The actuarial analyses of the Barnstable County Retirement Board and the Mass Teachers Retirement System are also available. Wellfleet's share of the County Retirement obligation is about $10.5 million. County retirement assessments are legally mandated to be adjusted periodically so that this obligation will be retired by 2038. Wellfleet's share of Mass Teacher Retirement obligation will also show up on future balance sheets, but the Commonwealth is obligated by law to fund 100% of this obligation.

5 The DPW has received a grant from the Commonwealth for up to 80 hours of technical assistance for recycling program planning and assessment.

6 The Town has received notice of a $7,150 grant from the Commonwealth's Sustainable Materials Recovery Program.

7 The Town has received a Community Compact grant for capital planning. The Lt. Governor will sign the grant agreement at a ceremony scheduled for 1:30 PM on November 19, 2015 at Barnstable Town Hall. The chairman of the Board should attend the ceremony to sign the agreement (or the Board should vote to authorize another attending individual to sign.)

8 DPW paving projects. The DPW is planning to re pave Chequessett Neck Road from Highland Street to the Kendrick Ave intersection and Ocean View Drive from the Southerly end at LaCount Hollow Road (Maguire's Landing) to Whitecrest Beach. Tentative date will be toward the end of October. An

announcement will be posted on the Town web site when precise dates are known.

9 The Health & Conservation Department has received a $2,250 grant from Barnstable County Cooperative Extension Service to partially fund the Gull Pond restoration project.

10 Cash control policy. Based on feedback from department heads, on June 22, 2015 I recommended revisions for consideration by the treasurer. The acting treasurer has proposed a revised cash control policy which is on the Board's agenda for comment on October 13th. In discussions with the auditor he notes that there are no deficiencies in the Town's cash handling but recommends the adoption of a cash control policy requiring regular cash turnovers.

11 OPEB investment. Waiting for the treasurer's recommendations. Will follow up with the acting treasurer.

12 Assistant TA Carlson attended a course on FEMA flood plain mapping and has received his Flood Plain Manager certificate. Brian will work with the Building and Conservation Departments on flood plain issues. This will allow Wellfleet to participate in the Community Rating System which will offer some flood insurance premium relief for Wellfleet property owners.

13 Following up on Denny O'Connell's announcement at a previous Selectman's meeting that the Congregational Church lease of the Wright property at the rear of the church parking lot (Parcel 19.1) was expiring and will not be renewed, I did some additional research on the parcel. I understand that Edwina Wright is deceased and her estate may be preparing to offer the property for sale. The property consists of two parcels. Parcel 19 is a 1.02 acre parcel presently occupied by a local landscaper with frontage on School Street. Parcel 19 is presently assessed at $191,200. Parcel 19.1 is a 1.99 acre parcel without road frontage. Parcel 19.1 is assessed at $127,000 which reflects a 50% downward adjustment due to lack road frontage. The Wright estate has filed a preliminary subdivision plan with the Planning Board proposing a three lot subdivision with access to two of the lots by means of a subdivision road from School Street; the third lot would utilize existing frontage on School Street.

14 Additional Meetings.

a. September 22, 2015. Met with Suzanne Grout Thomas and Becky Rosenberg about expanding locations available for memorial benches and tables.
b. September 23, 2015. Met with Justina Carlson and Michaela Miteva to review Water Department issues.
c. September 24, 2015. Herring River Restoration – MOU III working group meeting.
d. September 28, 2015. Met with Denny O'Connell.
e. September 28, 2015. Personnel Board meeting.
f. September 29, 2015. Monthly meeting with Police Chief, Fire Chief and DPW Director.
g. September 30, 2015. Town Treasurer Screening Committee.
h. September 30, 2015. Bid Opening – Owner's Project Manager statements of qualifications due. Seven timely responses received. The selection

committee is tentatively scheduled to meet on October 19 to review the submissions.

i. October 1, 2015. Met with County IT to review disaster recovery procedures.
j. October 2, 2015. Met with Cape Cod National Seashore to discuss a number of real property issues.
k. October 3, 2015. Attended Community Policing workshop. Attended Fire Department open house.

15 Citizen Inquiries and Complaints.

a. September23, 2015. Met with Steve Cooney regarding relocation of Town utility service at the Marina.
b. September 23, 2015 & September 29, 2015. Met with Mr. Jautam Shah regarding Amy's Way signage on Paine Hollow Road.
c. October 5, 2015. Met with Provincetown and Truro town managers to discuss possible joint effort to implement a work order system.
d. October 6, 2015. Special Board of Selectmen's meeting.

16 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. Town Treasurer. Applications were due on August 21st. Six applications were received. A screening committee was appointed by the Board on August 28th to evaluate applicants and recommend a panel of finalists.
c. I have resumed conducting annual performance reviews. Nine have been completed to date.
d. 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

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To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Status of Review of Board of Selectmen Policies
Date: August 18, 2015; Revised September 4 & 23, 2015
CC:

The following policies have been revised by the Board and updated text posted on the Town web site:

Policy on Policies
Senior Tax Workoff Policy
Veterans Tax Workoff Policy
Baker Field Tent Use Policy
Use of Town Property Policy
Quorum Policy (revoked)
Information Technology Acceptable Use Policy (9/22/15)
Social Media Policy (9/22/15)

The following are the policies I am aware of as warranting review or revision:

Investment Policy – Revise to include OPEB investment policy.

Paved Private Road Maintenance Policy – Effective date of existing policy on snow removal from paved private roads has been deferred for one year. Separate discussion pending on snow & ice removal from both paved and unpaved private roads.

Shellfish Grant Awards – Revoke once incorporated in Shellfish Regulations.

Commercial Slip Transfers – Revoke once incorporated in Marina Regulations

Off Season Marina Storage and Parking – Revoke once incorporated in Marina Regs

Sexual Harassment Policy – review for compliance with law and coverage of committee members.

Business Regulation/License Policy – review for compliance with and incorporate reference to General Bylaws, Article X

The following policies have non substantive corrections which have been made and updated on the Town web site:

Budget and Financial Management Policy – Renumbered as Policy 2013-02

Veterans Tax Workoff Policy – Renumbered as Policy 2014-03

Town of Wellfleet Committee Vacancies

Date: October 8, 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
2 Positions	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	Length of Term
11 positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Energy Committee (11 members total)

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

Requesting Appointment: No applications on file

Finance Committee (9 members, 2 alternate)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Town Moderator	3 years

Requesting Appointment: No applications on file

Herring Warden (1 Warden, 1 Assistant Warden)

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

Requesting Appointment: No applications on file

Historical Commission (7 Members)

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

Requesting Appointment: No applications on file

Recreation Committee (5 members)

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

Requesting Appointment: No applications on file

Recycling Committee (Up to 11 Members)

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

Requesting Appointment: No applications on file

Shellfish Advisory Board (7 Members, 2 Alternates)

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

Requesting Appointment: No applications on file

Taxation Aid Committee (4 Members)

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

Requesting Appointment: No applications on file

DRAFT

Wellfleet Board of Selectmen
Minutes of September 22, 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
Terkanian announced:

1. The FY 2016 tax rate has been set at $6.83 per thousand, which is $0.05 more than FY2015. The fall tax bills are expected to go in the first week in October. Terkanian said that Wellfleet was the twelfth community in MA that have set its tax rate and thanked the Assessor, Accountant and Treasurer for their work on setting the tax rate.
2. The wounded warrior event is scheduled for Friday, September 26 at 9:30 am in Provincetown.
3. The Community Policing forum will take place on Saturday, October 3, 2015 at 8:30 am at the Senior Center.

Denny O'Connell announced that the First Congregational Church has lost use of the back parking lot, because of the property being offered for sale and talked about challenges as a result of this situation.

Appointments
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
Terkanian explained the Town's policy on designer's selection and the need for two other town officials to serve with the Building and Needs Assessment Committee and recommended the appointments of Police Chief Ronald Fisette and DPW Director Mark Vincent.

MOTION 215-334: Wilson moved and Houk seconded to appoint Ronald Fisette and Mark Vincent 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. The motion passed 4-0.

Public Hearing
Murphy opened the public hearing at 7:05 pm.
Shellfish Constable Andrew Koch recommended the transfer of shellfish grant license #0902 from Rebecca Nazarian to Rebecca Nazarian and Brett Morse and the renewal of shellfish grant license #0902 for a ten year period. Wilson suggested that having a map of the land use grant available when the Board is making decisions will be helpful. Murphy asked Terkanian to address this request.

MOTION 215-335: Bruinooge moved and Wilson seconded to approve the transfer of shellfish grant license #0902 from Rebecca Nazarian to Rebecca Nazarian and Brett Morse and the renewal of shellfish grant license #0902 for a ten year period. The motion passed 4-0.

The public hearing was closed at 7:08 pm.

Appointments/Reappointments (*continued*)
Judy Taylor was not present, but Wilson recommended her appointment to the Local Housing Partnership. Terkanian said that Taylor has been on the Local Housing Partnership as a representative of the Housing Authority, and she would like to continue serving as a member.

MOTION 215-336: Wilson moved and Houk seconded to appoint Judy P. Taylor to the Local Housing Partnership with term ending June 30, 2016. The motion passed 4-0.

Use of Town Property
Wilson had comments on the Use of Town Property policy and wanted to know how the $100 per wedding fee was determined. Discussion ensued among the selectmen about the costs associated to provide a Town-owned property for private use.

MOTION 215-337: Bruinooge moved and Wilson seconded to approve the request of Alice Kellogg and Corey Brownell to use Duck Harbor for a wedding ceremony on May 21, 2016 from 4:30 pm to 6:00 pm; $20 application & $100 event fees paid. The motion passed 4-0.

Cape Light Compact update
Maggie Downey, Cape Light Compact Administrator announced that on October 14, 2015 there will be an Outer Cape presentation for amendments for the proposed 2016-2018 energy efficiency plan and invited the Selectmen and the public to attend. She gave a brief presentation[1] about the proposed changes, enhanced energy efficiency offerings and new opportunities, and said that she will have a flyer available at the end. Downey also talked about the 2014 Cape Light Compact annual report[2] and a letter[3] from Joyce Flynn to the Selectmen. She said that those documents will also be distributed at the end of her presentation. Downey updated the Selectmen on important happening during the past year and gave an opportunity for questions. Wilson wanted to know what an Aggregation Plan is. Downey citied Mass General Law Ch. 164, Section 134 for aggregating customers and becoming a municipal aggregator. She gave the web site www.capelightcompact.com for additional information on the subject. Lilli Green raised questions about the legality of the relationship between Cape Light Compact and Cape and Vineyard Electric Cooperative (CVEC). Downey advised Green to send a written request and to contact the Attorney General's office with these questions. Wilson wanted to know why Wellfleet is not a member of CVEC and how much of Wellfleet's funds went to CVEC. Downey referred to the 2014 Annual Report and said that $403,455 were given as grants from Cape Light Compact to CVEC to pursue renewable energy projects. Murphy thanked Downey for the update and the discussion concluded with no action taken by the Selectmen.

Energy Committee photovoltaic array update
Dick Elkin, Chair of the Energy Committee gave a brief update on the photovoltaic array status and said that Larry Franke is available to answer technical questions. He said that when all technical issues are ironed out a Town meeting vote will be needed to authorize a long term lease for solar panels at the Transfer Station. Elkin also updated the Board on the Green Communities grant status. ATA Carlson said that he is working on the project and the Town should be receiving funding as the project progresses. Elkin informed the Board that there may be other possible funding opportunities. Wilson

requested to see the list of upgrades provided by the Green Communities funding on the Town's web site. Houk had a question on what happens with the solar energy produced in excess. The discussion concluded with no action taken by the Selectmen.

Request for forgiveness of parking fees for SPAT volunteers during Oysterfest
Michelle Insley, Wellfleet SPAT Executive Director presented a request for forgiveness[4] of parking fees for OysterFest volunteers. She said that so far 115 volunteers have registered to help during 2015 OysterFest, of which 70 are out of Town. This would amount to $700 in parking fees. Wilson said that this request is reasonable and expressed her support for it. Houk wanted to know how this will be handled. Insley said it could be on an honor bases or that a simple bright colored card might be used as a permit – similar to the vendors parking permits. Wilson said a special permit or badge will be better than an honor system. Insley said that the permit could be emailed. Community Services Director Suzanne Grout Thomas recommended that all volunteers park at White Crest beach parking lot and if a list of volunteers is provided they will be admitted for free upon satisfactory identity verification. The Selectmen agreed that Thomas's proposal is appropriate and there was no other action taken.

Second review of the revised Information Technology Policy & proposed Social Media Policy
Terkanian said that the revised Information Technology Policy[5] and proposed Social Media Policy[6] have not changed since the last meeting and this is the second review for possible approval.

MOTION 215-338: Wilson moved to adopt the revised Information Technology Policy and proposed Social Media Policy as printed. Bruinooge seconded and the motion passed 4-0.

Approval of Budget Policy Message and FY17 budget/2016 annual town meeting calendar
Terkanian said that the Budget Policy Message and FY17 budget/2016 annual town meeting calendar are the same as presented during last meeting with the only difference of the changes from FY16 shown in color as requested by Bruinooge and Wilson.

MOTION 215-339: Wilson moved to adopt the Budget Policy Message[7] and FY17 budget/2016 annual town meeting calendar[8] as printed. Houk seconded and the motion passed 4-0.

Terkanian went over the changes of the FY17 budget and 2016 ATM calendar. He explained that there are many unknowns in the budget process and calendar due to the fact that Nauset Regional School budget and employee benefits premiums get released just a few days before the Warrant print deadlines. Terkanian then asked the Selectmen for guidance on the potential department candidate for a budget audit. Murphy said that during the slow time between the budget policy and the actual budget approval would be good time to review one of the big three budgets in order to identify savings and cost efficient measures, and suggested taking more time on some budgets in conjunction with FinCom. Wilson supported this idea and said that the FinCom should be informed. Bruinooge also supported Murphy's suggestion about the big ticket items.

Town Administrator's Report
Terkanian presented his report[9] and added that three interviews for the Treasurer vacancy have been conducted and two more are scheduled for Thursday.

Future Concerns
- Wilson requested a map of shellfish grants to be available when reviewing grant requests.

- Wilson suggested having a meeting with the Shellfish Constable for an update on all grants once a year to get an overview similar to the one Cape Light Compact gave.
- Houk had concerns about the bidding process on food concessions on Baker field and suggested having it in April rather than May for better planning purposes. Terkanian said that the bidding was originally done in April, but all bidders were rejected and the bid was done again in May.
- Wilson asked the Board to consider not having meeting on major Jewish holidays such as Yom Kippur.
- Terkanian asked the Selectmen if they like to consider accepting MGL Chapter 166 Section 32A that allows the Inspector of Wires to provide electrical services In the same town of serving as wiring inspector.

Correspondence[10] and Vacancy[11] Reports

Wilson spoke about a letter from Susan Peters about purchasing a lot that came before the 2015 Town Meeting as a request by the Housing Authority that lost by one vote. She said that this small piece of land will not take anything away from the Housing Authority and suggested considering this request for the 2016 ATM warrant. Terkanian wanted to know if the Request for Town Property disposition should be initiated. The Selectmen directed him to have this on the next agenda.

Minutes

MOTION 215-340: Wilson moved and Bruinooge seconded to approve the minutes[12] of September 8, 2015. The motion passed 4-0.

Adjournment

MOTION 215-341: Bruinooge moved and Wilson seconded to adjourn the meeting at 8:35 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

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[1] Cape Light Compact presentation by Maggie Downey
[2] 2014 Cape Light Compact Annual Report
[3] Letter from Joyce Flynn of Cape Light Compact to BOS dated September 17, 2015
[4] Wellfleet SPAT request for forgiveness of parking fees for volunteers during OysterFest
[5] Draft of revised Information Technology Policy
[6] Draft of proposed Social Media Policy
[7] Budget Policy Message and FY17 budget/2016 annual town meeting calendar
[8] FY17 budget/2016 annual town meeting calendar
[9] TA report of September 11, 2015
[10] Correspondence report of September 22, 2015
[11] Vacancy report of September 17, 2015
[12] Minutes of September 8, 2015

DRAFT

Wellfleet Board of Selectmen
Minutes of October 6, 2015
Wellfleet Town Hall Hearing Room

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 4:30 pm.

Business - Update on the Treasurer's vacancy recruitment process
Terkanian updated the Selectmen on the Treasurer's hiring process by referring to his memo[1] of October 2, 2015 and went over the three options:

1. To proceed with a recommendation by the Treasure's Screening Committee
2. To re-advertise the vacancy
3. To consider the proposal of the acting Treasurer to be hired as a permanent part time Treasurer until the Collector retires and then recruit a full time Treasurer/Collector.

Terkanian spoke about the possible challenges with all three options and asked the Selectmen for a direction. Discussion ensued among the Selectmen. Based on the received applications the Selectmen agreed that there is at least one outstanding candidate and expressed willingness to interview recommended finalist(s) by the Treasurer's Screening Committee. Town Accountant Marilyn Crary gave a background information on how the part time Treasurer idea came up. Terkanian said that he will schedule a Treasurer Screening Committee meeting for Friday. The Selectmen said that they can meet possibly on Wednesday or Thursday of next week to interview finalist(s).

There was no other business for discussion or action.

Adjournment
MOTION 215-342: Houk moved and Bruinooge seconded to adjourn the meeting at 4:50 pm. The motion passed 4-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

Public Record Documents

[1] TA Memo on the Town Treasurer vacancy recruitment process dated 10/02/2015