



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, January 12, 2016 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.** Application received on December 3, 2015 from Barbara Boone, Manager of Chequessett Yacht and Country Club (690 Chequessett Neck Rd) to alter the licensed premises to include a proposed patio and the boathouse in the licensed premises.
- III. Licenses/Appointments/Reappointments/Use of Town Property**
 - A.** Licenses - NONE
 - B.** Appointments/Reappointments
 - 1) Brian Carlson as an alternate member to Cape Cod Municipal Health Group
 - 2) Town Administrator Search Committee (see below)
 - C.** Use of Town Property
 - 1) Request of WOMR/John Braden & Kathleen Walker to hold a Sprint Triathlon on June 11, 2016 from 8 am to 11 am. Areas used: Long Pond Rd. including grassy area and parking lot; Lawrence Rd.; Gross Hill Rd.; Ocean View Dr.; WES parking lot.
- IV. Business**
 - A.** Nauset Regional School District and Wellfleet Elementary School FY 2017 Budgets
 - B.** Review of Fiscal 2015 Auditor's Report [Richard Sullivan]
 - C.** Possible reuse of funds from repaid Community Development Block Grant (CDBG) loans. [Alice Boyd]
 - D.** Housing Authority request for letter supporting creation of Housing Courts Statewide [McIlroy]
 - E.** Letter of Support for grant application Lower Cape Community Development Partnership [Coburn]
 - F.** Loans for Wellfleet Shellfishermen – joint collaboration between SPAT and Lower Cape Community Development Partnership [Insley and Coburn]
 - G.** Continued discussion on FY 2017 capital, general fund and enterprise funds budgets [TA]
 - H.** Discussion on possible increases of town fees [TA]
 - I.** 2015 Annual Town Report Cover Contest – winner announcement [TA]
 - J.** Town Administrator search planning including possible search committee charge and possible committee appointments. Applications on file from: John Morrissey, Amy Voll, Roger Putnam, Jr., Moe Barocas, Jeanne Maclauchlan, Curtis S. Felix [TA]
 - K.** Review of status of preschool voucher program [Pilcher]
 - L.** Establish the automobile mileage reimbursement rate for 2016 (IRS 2016 Mileage Rate is \$0.54 per mile) [TA]
 - M.** Mayo Creek Restoration Committee – request for a letter in support of grant application for additional modeling of Mayo Creek [TA]
 - N.** Request for approval of tax insert for the Recycling Committee
 - O.** Award if contract for On-Call and Emergency Repair Services for the Wellfleet Municipal Water System [TA]
- V. Town Administrator's Report**
- VI. Future Concerns**
- VII. Correspondence and Vacancy Report**
- VIII. Minutes [December 15, 2015]**
- IX. Adjournment**

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with M.G.L. Chapter 138, notice is hereby given that the Board of Selectmen will hold a public hearing on Tuesday, January 12, 2016 at 7:05 p.m. in the Wellfleet Council on Aging, 715 Old King's Highway, to consider the following:

- Application received December 3, from Chequessett Yacht & Country Club, 680 Chequessett Neck Road, Wellfleet, MA, Barbara Boone, Manager, to alter the licensed premises to include a proposed patio and the boathouse in the licensed premises.

WELLFLEET BOARD OF SELECTMEN

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER 15158

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134800028

LICENSEE NAME: Chequessett Yacht & Country Club, Inc

ADDRESS: 680 Chequessett Neck Road

CITY/TOWN: Wellfleet

STATE MA

ZIP CODE 02667

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> Other |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

134800028

ABCC License Number

Wellfleet

City/Town

The licensee Chequessett Yacht & Country Club, Inc. respectfully petitions the Licensing Authorities to approve the following transactions:

- | | |
|--|--|
| <input type="checkbox"/> Change of Manager | <input checked="" type="checkbox"/> Alteration of Premises |
| <input type="checkbox"/> Pledge of License/Stock | <input type="checkbox"/> Cordial & Liqueurs |
| <input type="checkbox"/> Change of Corporate Name/DBA | <input type="checkbox"/> Change of Location |
| <input type="checkbox"/> Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") | |

☐ Change of Manager

Last-Approved Manager:

Requested New Manager:

☐ Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

☐ Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

☐ Change of License Type

Last-Approved License Type:

Requested New License Type:

☒ Alteration of Premises: (must fill out financial information form)

Description of Alteration:

Add the boathouse as a licensed premise and add a patio on the side of the clubhouse as a
licensed premise *proposed*

☐ Change of Location: (must fill out financial information form)

Last-Approved Location:

Requested New Location:

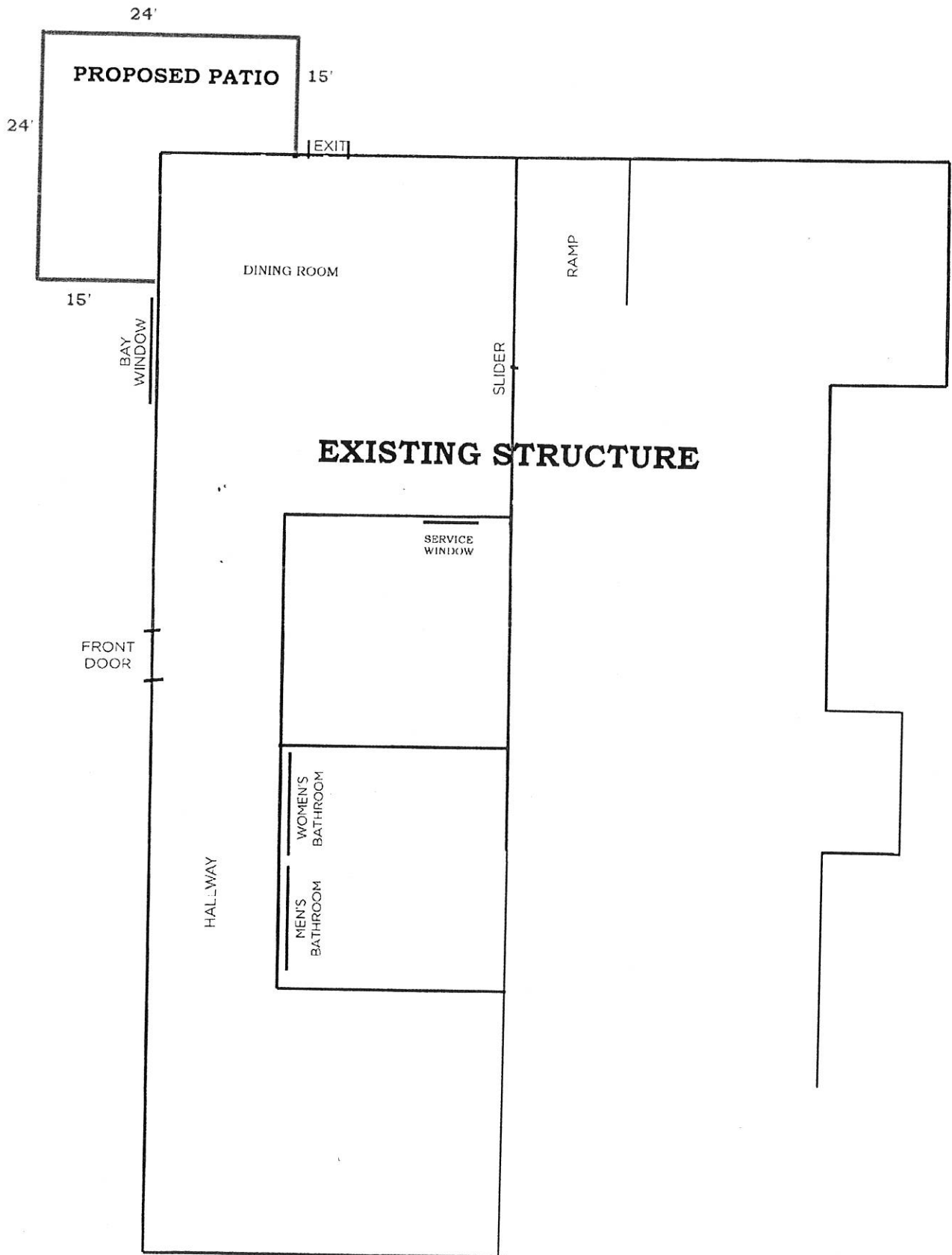
Signature of Licensee

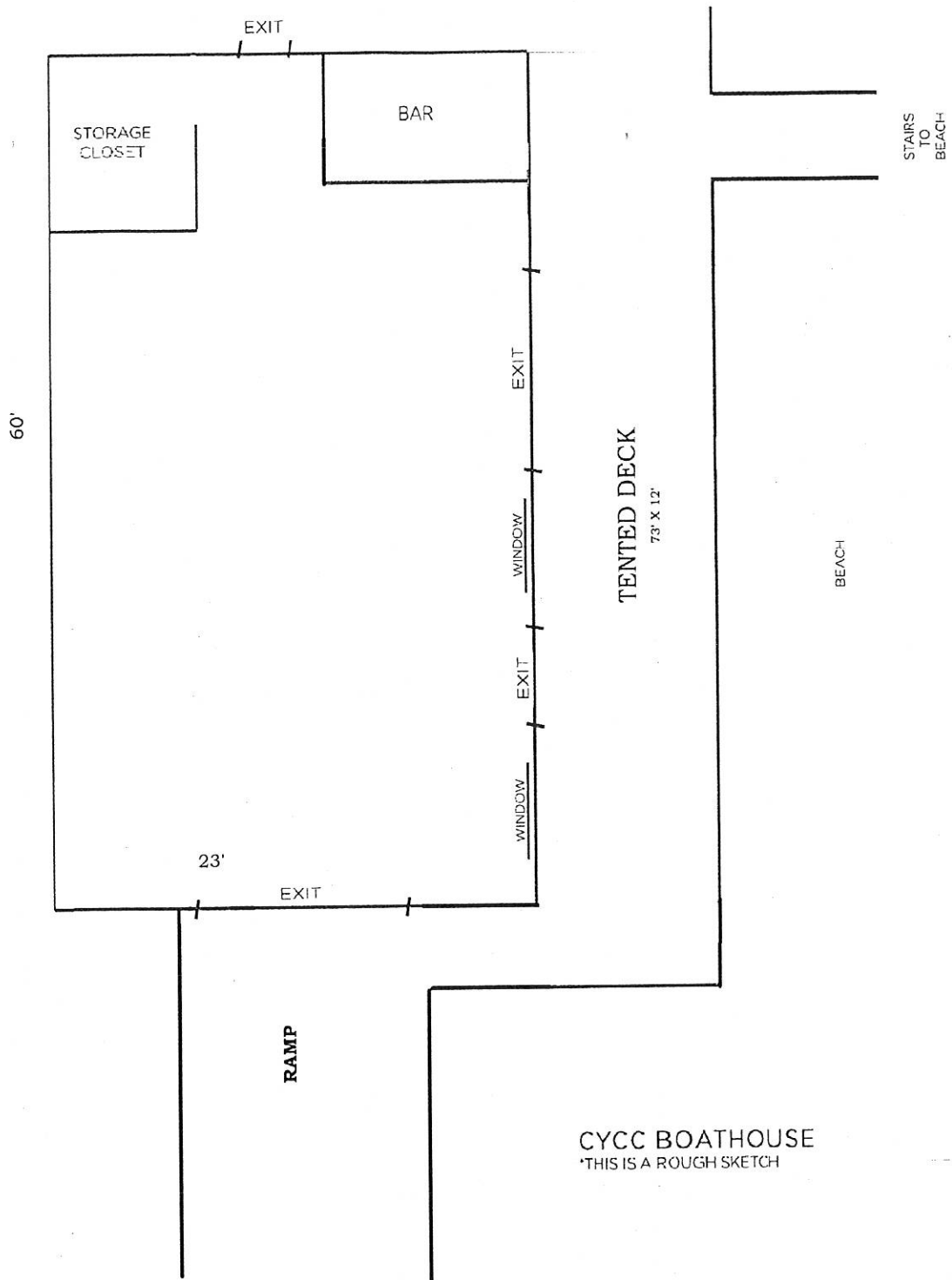
Bah Ben

(If a Corporation/LLC, by its authorized representative)

Date Signed

12-3-2015





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

Applicant WOMR/John Braden & Kathleen Walker Affiliation or Group Wellfleet Sprint Triathlon
Telephone Number 508.487.2619 Mailing Address POB 975
Email address john@womr.org Provincetown 02657

Town Property to be used (include specific area) Long Pond and grassy area & Long Pond parking lot,
Long Pond Rd, Lawrence Rd., Gross Hill Rd, Ocean View Drive, Elementary School parking lot

Date(s) and hours of use: 6/11/16 / 8 AM -11 AM, set up time between 5-8 am

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.

*1/4 mile swim in Long Pond. *Grassy area at Long Pond to serve as transition area. *Long Pond parking lot
for registrations, emergency vehicles, drop-off turn around and comfort station. *Long Pond Rd, Lawrence Rd, Gross Hill Rd,
Ocean View Drive for a 10 mile bike-loop. *Long Pond Rd & Ocean View Rd for a 3 mile run-loop *There will be food & water
at the LP lot, between 2 & 3 dozen volunteers and 100 triathletes. *Registrations fees will be charged and timing equipment will be used.

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

police, EMT, DPW, lifeguards

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: OCT 23 2015

Processing Fee: 20.00 paid

Fee: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature:

Comments/Conditions:

Permits/Inspections needed:

Inspector of Buildings Signature:

Comments/Conditions:

Permits/Inspections needed:

Police Dept. Signature:

Comments/Conditions:

Fire Dept. Signature:

Comments/Conditions:

DPW Signature:

Comments/Conditions

What is the nature of DPW assistance requested?

Beach Dept. Signature:

Comments/Conditions:

Life guards will be at Surf/Rescue that weekend.

Shellfish Constable Signature:

Comments/Conditions:

Harbormaster Signature:

Comments/Conditions:

Recreation Dept. Signature:

Comments/Conditions:

Town Administrator:

Comments/Conditions:

REC'D DEC 10 2015

DEC 8 2015

**Proposed FY 2017 Nauset Regional School District and
Wellfleet Elementary School Budgets are available for review
online at:**

<http://nausetschools.org/departments.cfm?subpage=733826>



M e m o r a n d u m

To: Wellfleet Board of Selectmen
From: Alice Boyd, CDBG Grant Administrator
Subject: Process for Expending Program Income
Date: December 3, 2015

I'm so pleased that your CDBG Program Income account is building up and is available to continue CDBG-eligible programs in Wellfleet. The following is a primer on program income as applicable to our conversation and I've attached the abbreviated DHCD program income regulations.

In Wellfleet Program Income (PI) has been derived from the payment of housing rehab loans during the time that Wellfleet was the "lead community" for our CDBG grant. These funds are very carefully controlled and all PI expenditures must be:

- a) Reported in the ocdgms grant management system (BBA can do this)
- b) Used for projects that meet a HUD National Objective
- c) Pre-approved by DHCD through the submission of a "Program Income Plan"
- d) Attached to an active or inactive Wellfleet CDBG grant as a new activity
- e) Managed in an identical manner to CDBG grant programs
- f) Follow state AND federal regulations

Sounds ominous, but it's all very doable!

First, the town may expend up to 18% for grant administration. So you can pay someone (BBA or another CDBG consultant) to handle this for you. And some of the eligible administration funds are reserved to monitor the existing loans. This is done by the Cape CDP (I prepared an RFP for the town a year ago). They are paid \$6,500 per year.

Second, the Board of Selectmen has the sole authority to prepare a Program Income Plan for DHCD consideration. A public hearing is required. These funds are typically used for

affordable housing creation (including acquisition of a property for affordable housing), rehab of units owned by low to moderate income residents, septic replacement programs, town water betterment subsidies to individual homeowners, infrastructure for affordable housing including (with limitations) streets, sidewalks and septic/water for areas with a minimum of 51% or more low to moderate income residents). Before committing program income funds all other monies must be in place and encumbered.

Third, up to 15% of these funds can be used for planning for eligible activities (i.e. affordable housing creation, downtown revitalization) and/or for social services programs (childcare subsidies, financial literacy classes, adult day care, etc.)

Fourth, funds can be used for eligible economic development activities that directly create jobs or benefit "underemployed" residents. For example, the Cape CDP has a regional microloan fund that assists microenterprises grow their businesses (owner and 4 or fewer employees). We also have "downtown revitalization" programs, signs and façade programs, etc. These are similar to housing rehab loans and are tied to LMI business owners or job creation.

It's important to note that funds cannot be used for town hall salaries and/or staffing that is not "direct service". In other words you could pay someone to come in and provide direct services for a recreation program for low to moderate-income children but you could not pay staff to administer the program.

And you should be aware that your program and finances will be monitored by DHCD and income documentation will be required from all participants.

The best way to proceed is to brainstorm ideas of how you'd like to use these funds. You'll need to be sure that funds primarily benefit low to moderate-income households and that the funds be fairly and equitably distributed. We can then prepare a Program Income Plan for submission to DHCD.

A few ideas:

- Top of the shop affordable housing on Main Street
- Workshops for artists or microenterprises (we had a business incubator in Wellfleet some time ago)
- Social service programs including recreation if parents are working, food pantry, financial literacy, homebuyer programs, etc.
- Business skills programs including basic bookkeeping, etc. for local "microenterprises"
- Development of a site for new affordable housing including engineering, clearing, roads, utilities, septic's, etc.
- Betterment programs for water or sewer

I look forward to answering any questions that you may have.

income, as opposed to grant funds, is used to establish an escrow account, the grantee is allowed to retain the interest.¹²

- Adding memos and/or footnotes to drawdowns and escrow account cash control records relating to specific rehabilitation cases help provide a complete audit trail for transactions involving escrow accounts. Within CDBG/GMS users should add notes to the comments box in the bank transaction screen or expense screen.

Program Income

Grantees are encouraged to earn income to defray program costs.

For the purposes of the subpart, "program income" is defined as gross income received by a state, a unit of general local government or a subrecipient of a unit of general local government that was generated from the use of CDBG funds, except as provided in paragraph (e)(2) [see "program income does not include" on page 19] of this section.

The use of these funds is governed by CDBG regulations and may only be used for eligible activities. The activities which generate program income may include, but are not limited to the following:

- proceeds from the disposition by sale or long term lease of real property purchased or improved with CDBG funds¹³
- proceeds from the disposition of equipment purchased with CDBG funds¹⁴
- gross income from the use or rental of real property or personal property acquired by the unit of general local government or a subrecipient of a unit of general local government with CDBG funds; less the cost incidental to the generation of the income¹⁵
- gross income for the use or rental of real property owned by the unit of general local government or a subrecipient of a unit of general local government, that was constructed or improved with CDBG funds, less costs incidental to the generation of the income¹⁶
- payments of principal or interest on loans made using CDBG funds¹⁷
- proceeds from the sale of loans made with CDBG funds¹⁸

¹² Ibid.

¹³ 24 CFR 570.489(e)(1)(i)

¹⁴ 24 CFR 570.489(e)(1)(ii)

¹⁵ 24 CFR 570.489(e)(1)(iii)

¹⁶ 24 CFR 570.489(e)(1)(iv)

¹⁷ 24 CFR 570.489(e)(1)(v)

- proceeds from the sale of obligations secured by loans made by CDBG funds¹⁹
- interest earned on funds held in a revolving loan account²⁰
- interest earned on program income pending disposition of the income²¹
- funds collected through special assessments made against properties owned and occupied by households not of low and moderate income, where the special assessments are used to recover all or part of the CDBG portion of a public improvement²²
- gross income paid to a unit of general local government or subrecipient from the ownership interest in a for-profit entity acquired in return for the provision of CDBG assistance²³
- from the sale of commodities or items fabricated under a grant agreement
- fees from services performed

When income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds uses (e.g., a single loan supported by CDBG funds; a single parcel of land purchased with CDBG funds and other funds...²⁴

Grantees should have a separate program income account in order to facilitate tracking income on a calendar year basis. Interest earned on program income accounts is considered additional program income except as discussed in the section below.

¹⁸ 24 CFR 570.489(e)(1)(vi)

¹⁹ 24 CFR 570.489(e)(1)(vii)

²⁰ 24 CFR 570.489(e)(1)(viii)

²¹ 24 CFR 570.489(e)(1)(ix)

²² 24 CFR 570.489(e)(1)(x)

²³ 24 CFR 570.489(e)(1)(xi)

²⁴ 24 CFR 570.489(e)(2)(i) - 1/5/95 Federal Register

Program income does not include...

- Interest gained on the original source of funds in a grant depository account.
- Interest on grant funds, rebates, creditors, discounts, refunds, etc. and interest earned on any of them.
- The total amount of funds which is less than \$25,000 received in a single year that is retained by a unit of general local government and its subrecipients²⁵

If the total amount received in a single year is in less than \$25,000, the entire amount is treated as miscellaneous income (not program income); its use can be determined by the municipality.

- Amounts generated by activities eligible under section 105(a)(15) of the Act [assistance to neighborhood based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities on non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958] and carried out under the authority of section 105(a)(15).²⁶
- "Amounts generated by activities that are financed by a loan guaranteed under Section 108 of the Act and meet one or more of the public benefit criteria...."²⁷

Procedures for the Use of Program Income:

- The state may permit the unit of general local government which receives or will receive program income to retain the program income, subject to the requirements of paragraph (e)(2)(ii) [activity which does not generate program income assistance to neighborhood based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities on non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958] of this section, or the state may require the unit of general local government to pay the program income to the state.

The state, however, must permit the unit of general local government to retain the program income if the program income will be used to continue the activity from which the program income was derived. The state will determine when an activity will be considered to be continued....

◇ Program income retained by a unit of general local government.

²⁵ 24 CFR 570.489(e)(2)(i)

²⁶ 24 CFR 570.489(e)(2)(ii)

²⁷ 24 CFR 570.489(e)(2)(iii)

- (A) Program income that is received and retained by the unit of general local government before closeout of the grant that generated the program income is treated as additional CDBG funds and is subject to all applicable requirements of this subpart.
- (B) Program income that is received and retained by the unit of general local government after closeout of the grant that generated the program income is not subject to the requirements of this subpart, except:
 - (1) If the unit of general local government has another ongoing CDBG grant from the state at the time of closeout, the program income continues to be subject to the requirements of this subpart
 - (2) If program income is used to continue the activity that generated the program income, the requirements of this subpart apply to the program income as long as the unit of general local government uses the program income to continue the activity;
 - (3) The state may extend the period of applicability of the requirements of this subpart.
- Recipients may use program income for CDBG eligible activities. The Massachusetts CDBG recipient is required to submit a program income plan together with the application or as part of the special conditions of the grant agreement. Amendments to a program income plan must be submitted for DHCD approval.
- Use of Program Income for Administration:
 - a. Program income received may be allocated to general administrative costs to maintain the activity approved under the grantee's program income plan.
 - b. Program income should be applied towards administrative costs with the following points in mind:
 - ◇ The split between general administration and program administration / delivery should be in the same percentages as the year's grant to which the program income is applied.
 - ◇ The percent of program income allocated to administrative or program delivery costs should not exceed the grantee's existing administrative percentage.
- All CDBG and Massachusetts CDBG regulations apply to the use of program income. This includes income earned after close-out. The only exception is when less than \$25,000 in total program income is earned in a calendar year from all the MA CDBG programs in the community at the time, since such funds are not considered program income. However, if the grantee, after close-out, continues the activity which

originally generated the program income, the regulations stay in effect as long as the grantee continues the same activity.

- The state shall require units of general local government, to the maximum extent feasible, to disburse program income that is subject to the requirements of this subpart before requesting additional funds from the state for activities, except as provided in paragraph (f) [revolving funds] of this section²⁸

The grantee must use program income prior to the drawdown of additional funds from DHCD except when a grantee maintains a revolving fund for an activity. The program income (interest and loan repayments) may be maintained in the revolving fund account if the grantee is submitting a drawdown for funds for an unrelated activity.

MA CDBG retains the right to recapture program income when:

- a. the grantee has not complied with the approved program income plan; or
 - b. the grantee has used program income for ineligible activities; or
 - c. program income is earned from a Massachusetts CDBG EDF Loan project.
- Grantees earning program income will be required to return to the Massachusetts CDBG 2% of their gross program income, as an administrative fee, semi-annually beginning each January 1st. and July 1st In order to comply with the semi-annual requirement, grantees must project the amount anticipated to be earned for the year in order to forecast whether the \$25,000 threshold will be met. Instructions for the return of these funds may be found later in this chapter under Procedures for the Reporting/Returning of Program Income below.
 - When all programs have been closed, the grantee must inform Mass. CDBG whether there will be a continuing capacity to administer program income funds in accordance with the regulations. If the municipality does not choose to administer the funds, they must be returned to Mass. CDBG. The method and frequency of payment shall be attached to the "MA CDBG Final Close-Out Agreement, Special Conditions" section.
 - At the end of a grantee's program, the grant funds remaining may be drawn in a lump-sum to reimburse program income advanced for the grant in compliance with the U.S. Treasury drawdown regulations. The grantee must expend funds from the reimbursed program account before accessing funds from any future Mass. CDBG grant.

Procedures for the Reporting/Returning of Program Income:

²⁸ 24 CFR 570.489(e)

Grantees must

- Report program income on the CDBG/GMS Account Transactions section of the system and on the electronic Claim Summary Form.
- Report the receipt and expenditure, including payment of the 2% administrative fee to MA CDBG, of all program income in the Quarterly Report. The calculation for the 2% shall be shown in the transmittal letter to MA CDBG and the Quarterly Report. The check shall be made out to DHCD - MA CDBG Use the sample letter in Appendix 2 Chapter 11.
- The receipt and expenditure of all program income will automatically roll up on the MA CDBG Final Statement of Cost included in the close-out package.
- Adding Program Income to a grant is done via the budget amendment process in CDBG/GMS. This ensures the proper accounting and reporting requirements for program income.

Property Management

The State shall establish and implement requirements, consistent with State law and the purposes and requirements of this subpart (including paragraph (j) of this section) governing the use, management, and disposition of real and personal property acquired with CDBG funds.²⁹

When property is acquired, used and disposed of, the following property management standards must be followed. Recipients of Mass. CDBG funds may use a limited portion of their administrative funds to purchase supplies and equipment necessary to furnish and administer their program. Grantees are required to give a general breakdown of such costs in the grant application and must provide detailed documentation of the purchase, use, and disposition of this property in the file. The CDBG/GMS computer software contains a property register.

Exempt Property

Tangible personal property valued at less than \$300 and with a useful life of less than one year. This includes office supplies such as paper, pens, small calculators, file folders, etc.

²⁹ 24 CFR 570.489 (k)

Promoting Justice

Why Massachusetts Needs Housing Courts Statewide



MASSACHUSETTS ACCESS TO JUSTICE COMMISSION
Briefing Paper



Attorneys volunteer at the Boston Housing Court on Wednesday and Thursday mornings through the Boston Bar Association's Lawyer for the Day Program to provide legal assistance and representation to landlords and tenants. Since the program began 14 years ago, 12,000 volunteers have helped more than 15,000 individuals. The program is a collaboration between the Boston Bar Association, Boston Housing Court, Volunteer Lawyers Project of the Boston Bar Association, Greater Boston Legal Services, Harvard Legal Aid Bureau, and the Legal Services Center of Harvard Law School.

Cover Photos:

Before and after photos of 38 Leyfred Terrace in Springfield, Mass, a property placed into receivership by the Western Housing Court (Docket Number 11-CV-00152). On August 5, 2011, Lorilee Development LLC was appointed the receiver of 38 Leyfred Terrace. It was able to borrow funds from the Massachusetts Housing Investment Corporation's federal Neighborhood Stabilization Program and their Neighborhood Stabilization Loan Fund. After the work was completed, on August 21, 2012 the property was sold and the receivership was dissolved.

February 2014

Promoting Justice

Why Massachusetts Needs Housing Courts Statewide

The Massachusetts Access to Justice Commission unanimously endorses the expansion of the Housing Court Department to cover the remaining unserved areas of the state. Created by the Supreme Judicial Court, the Commission is a diverse group of judges, attorneys, low-income people, and agencies that serve low-income people.

The Housing Court effectively and efficiently provides the public with access to justice for the following reasons:

- **Housing Is the Priority:** Housing Courts are set up to handle code enforcement, evictions, and other housing issues on a daily basis.
- **Expertise:** Housing Court judges have the expertise to analyze the labyrinth of federal, state, and local laws on housing.
- **Housing Specialists:** Only the Housing Courts have Housing Specialists who mediate cases that save the time and expense of litigation. They also perform on-site reviews of property to resolve issues concerning housing conditions.
- **Code Enforcement:** Housing Court is set-up to quickly and efficiently respond to emergencies and building, fire, and sanitary code violations.
- **Tenancy Preservation Program (TPP):** Based in Housing Courts, TPP prevents homelessness among people with disabilities.
- **Efficient Problem Solving:** Housing Court expertise across the entire spectrum of residential housing law enables quick and efficient solutions to a broad range of cases.
- **User-Friendly:** Housing Court has been at the forefront in developing lawyer-for-the-day assistance and self-help forms to serve a large number of self-represented litigants.

As Co-chairs of the Access to Justice Housing Court Expansion Initiative, we **urge the Legislature to complete the expansion of the Housing Court statewide through a comprehensive bill.**

James T. Van Buren

James T. Van Buren

Commissioner

Access to Justice Commission

Georgia Katsoulomitis

Georgia Katsoulomitis

Executive Director

Massachusetts Law Reform Institute

Our city needs a Housing Court. Our residents are facing increasing gentrification. Investors are buying up foreclosed properties at bargain-basement prices, raising the rents, making no repairs, and displacing low-income tenants. We see evictions that are completely unfair of incredible tenants who care about their neighborhoods and who are displaced from their homes. Groups spend hours in Chelsea trying to avoid an eviction and are not successful because our district court does not have the resources, the staff, and the expertise necessary to avoid the displacement of tenants in our community. We need a Housing Court.

Gladys Vega, Executive Director of the Chelsea Collaborative

Housing Courts in Massachusetts

Housing Courts were created to provide landlords and tenants with a special legal forum with expertise in housing. They provide a forum that enforces the state and local health and fire codes, protects people from becoming homeless, brings abandoned property back into use, stabilizes neighborhoods, addresses mortgage fraud, and handles numerous complex housing matters.

In 1972, the Legislature passed Massachusetts General Law, Chapter 185C, Section 1 and established a Housing Court for the City of Boston. Since then local constituencies have successfully advocated for the expansion of the Housing Court Department into five divisions.

These five divisions currently cover about 80% of the state geographically. Over the years, individual municipalities have been added.

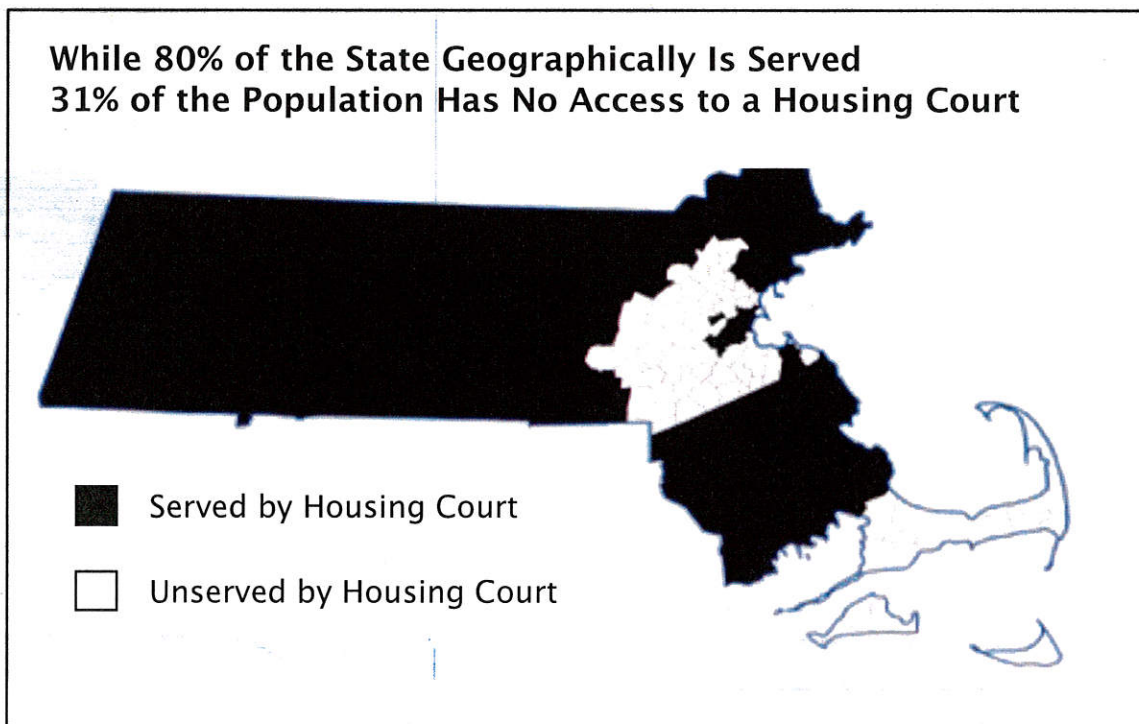
The Access to Justice Commission now recommends enacting comprehensive legislation to provide a Housing Court to the remaining 20% of the state geographically. This would provide housing court services to the 31% of the Commonwealth's citizens presently without access to any Housing Court.

Who Does Not Have Access to a Housing Court?

Nearly one-third of the people in Massachusetts do not have access to a Housing Court.¹ There is no Housing Court for all of Barnstable, Dukes, and Nantucket Counties, most of Norfolk County, and much of Middlesex County. A complete list of municipalities with no Housing Court is on the back cover of this briefing paper.

Major areas of the state still do not have a Housing Court. Cities with some of the highest number of rental units, such as Chelsea, Framingham, Malden, Cambridge, Medford, Somerville, Watertown, Woburn, and Waltham, do not have a Housing Court. Barnstable County, which also does not have a Housing Court, has a significant number of rental units.

In areas unserved by a Housing Court, housing cases are heard in a District Court where they compete with a broad range of legal matters. Within their high volume caseload, the District Courts' obligation to give prompt and proper attention to abuse prevention hearings and criminal matters inevitably impacts priority of other matters – including housing cases. More importantly, District Courts lack the specialized staff and programs established in the Housing Court.

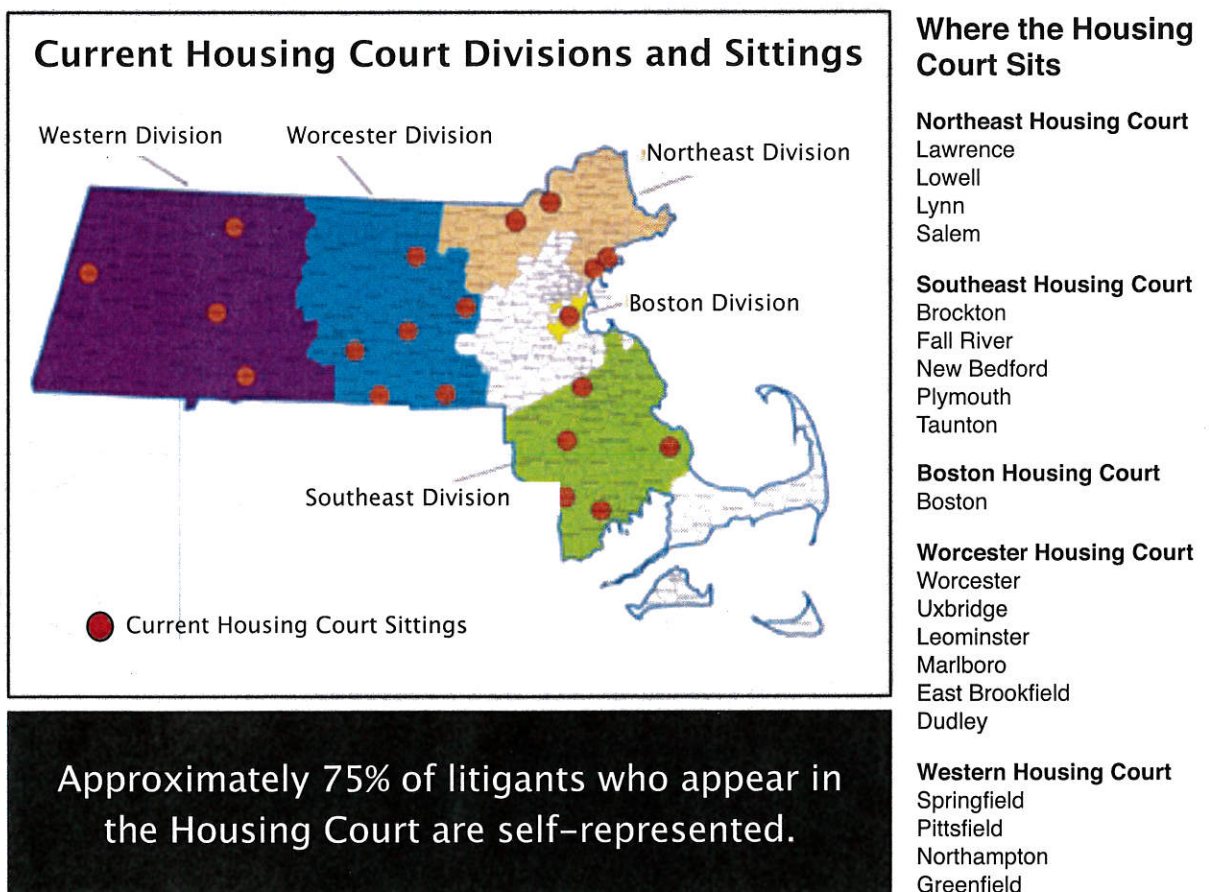


¹ The total population in the cities and towns not covered by a Housing Court is 2,047,000, which represents 31% of the state's total population of 6,547,629. Source: 2010 Census, Office of the Secretary of Commonwealth at <http://www.sec.state.ma.us/census/index.htm>.

Where Does the Housing Court Currently Sit?

The Housing Court Department has five divisions: Boston, Southeast, Northeast, Western, and Worcester. Each division, except for Boston, sits in different locations in its geographic area, and judges and other court personnel travel to hear cases. Ten judges ride circuit to cover these five divisions. The map below shows where the Housing Court hears cases.

Housing Courts have jurisdiction over all civil and criminal matters involving residential property. Housing Courts hear summary process actions (evictions), code enforcement, small claims, civil actions involving personal injury, property damage, breach of contract, discrimination, and other housing cases.



The 75% is the statewide average for both plaintiffs and defendants. When one breaks this down even further, those **defending a case are self-represented in 92.6% of the cases statewide.**

Source: Housing Court Department Statistics, Percent of Self-Represented Litigants in Cases Disposed in FY12 at: <http://www.mass.gov/courts/courtsandjudges/courts/housingcourt/2012-other-stats.html>.

Housing Courts Are Efficient Problem Solving Courts

The Housing Court Department efficiently and effectively resolves a large number of cases on a wide range of housing issues.

- In FY 2013, there were a total of 42,357 cases filed in Housing Courts statewide.²
- The number of eviction cases handled by the Housing Court has increased from 20,294 in FY 2004 to 27,380 in FY 2013.
- Where there are both Housing and District Courts, on average 80% of the eviction cases (4 out of 5) are filed in Housing Courts.
- The Housing Court Department has the lowest cost per case across all Trial Court departments.³
- The Housing Court Department has developed the expertise to address the multitude of housing issues that come to court.
- Housing Specialists are required by law to be knowledgeable about the maintenance, repair, and rehabilitation of housing, as well as funds and services available to assist landlords and tenants.
- Housing Courts have developed working relationships with municipal officials and housing advocates to address blight and resolve recurring concerns of both landlords and tenants.
- Housing Courts established the Tenancy Preservation Program (TPP) to help mentally disabled tenants retain their housing. TPP is highly successful at working with tenants and landlords to prevent some of most the vulnerable tenants from becoming homeless.
- Housing Courts provide access to services, financial assistance, and programs that help landlords and tenants stabilize tenancies and prevent tenants facing eviction from becoming homeless.
- All five divisions of the housing court work with the local bar and legal services to provide unrepresented tenants and landlords with the opportunity to work with a volunteer “lawyer for the day.”

² Housing Court, FY2013 Statistics, Total Number of Filings and Dispositions.

³ [Massachusetts Trial Court Strategic Plan](#) (June 2013) at p. 18.

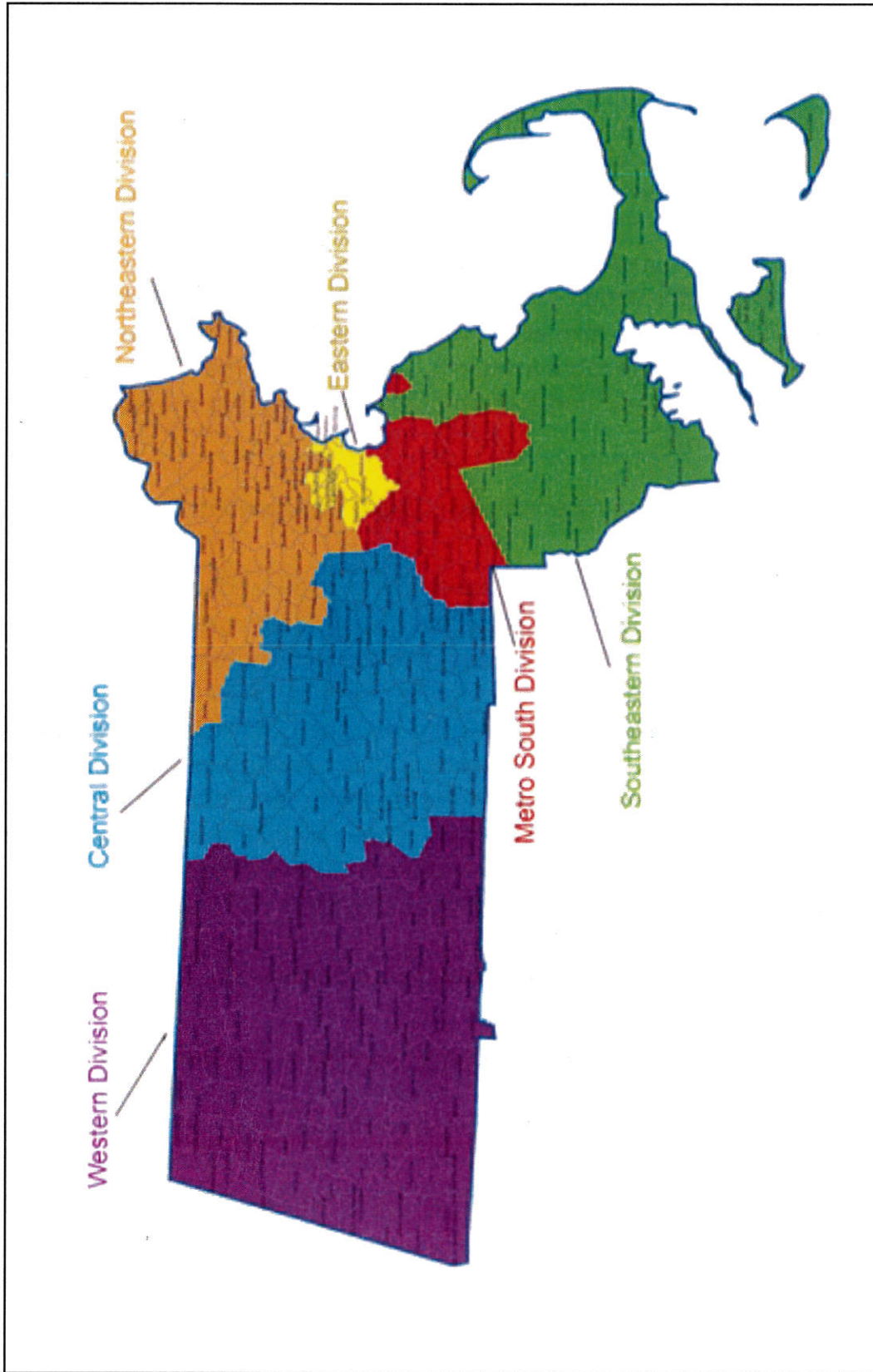
Statewide Housing Court Expansion

Given the current geography of the divisions within the Housing Court Department, the Commission proposes that a comprehensive expansion occur by expanding existing divisions and adding a sixth division.

Considering transportation and projected summary process case loads, the Commission proposes the following:

- Expand the Boston Housing Court to become the **Eastern Housing Court** and include the remaining parts of Suffolk County (Chelsea, Revere, and Winthrop) and areas in Middlesex and Norfolk county easily reachable into Boston by public transportation including Newton and Brookline.
- Expand the **Northeast Housing Court** to include Woburn, Malden, Melrose, Waltham, Watertown, and the surrounding areas.
- Expand Worcester Housing Court to become the **Central Housing Court** and include cities and towns in Middlesex County, including Framingham.
- Expand the **Southeast Housing Court** to include Barnstable, Dukes, and Nantucket counties.
- Create a new **Metro South Housing Court** that would include the existing Housing Court in Brockton and would cover Norfolk County and some areas of Plymouth County currently covered by the Southeast Housing Court.

New sittings will be established in the new areas and each division will continue to travel. Although new staff will be needed to handle the increased case load, expansion of existing divisions and the addition of only one new division is the most economical approach. The Massachusetts Trial Court is also currently engaged in implementing a strategic plan which will help to develop a staffing and budgeting plan to handle this expansion.



Comprehensive Housing Court Expansion Proposal

Benefits of a Housing Court

“Every year the City faces dozens of emergency cases where there is no or insufficient heat in rental units. The Housing Court has the capacity to schedule hearings on short notice and quickly respond to these emergencies. The Court also quickly responded to the tornado that struck Springfield, serving as a forum for the City, landlords, tenants and mortgagees, and as an effective conduit to offer displaced tenants and property owners information about FEMA, the Red Cross, and other resources. The Court has also effectively used receiverships to inspire the rehabilitation of uninhabitable properties. It is a crucial partner in preventing homelessness, combatting blight, and fighting the effects of the foreclosure crisis.”

Lisa deSousa, Associate City Solicitor, Legal Department in Springfield

“Part of my legal practice involves representing small landlords in both District and Housing Courts in Boston and surrounding communities such as Cambridge, Malden, Newton, Revere, and Watertown. I typically recommend to my clients that we bring their case in the Housing Courts, when possible. In numerous instances the Housing Court has helped devise a reasonable accommodation or a payment plan resulting in my client receiving his back rent while allowing the tenant to remain in the home. I have also saved my clients considerable money by taking advantage of the Housing Court’s trained Housing Specialists to reach settlement in cases that would otherwise have necessitated an expensive jury trial.”

Christopher T. Saccardi, Private Attorney in Somerville

“Metrowest Worker Center strongly supports efforts to create a separate housing court though out the state. Tenants need recourse to a court with expertise in housing issues that comes from an exclusive focus on housing. Substandard housing conditions, self-help evictions, and return of deposits are vital issues for tenant families that deserve real protection of the courts.”

Metrowest Worker Center in Framingham

Benefits of a Housing Court

“Housing Court has an understanding of the issues faced by fire service members responsible for public fire education, fire prevention, and code compliance. The court provides timely access and rapid resolution to issues of fire and life safety.”

Fire Prevention Association of Massachusetts

“Housing Courts keep both people and housing safe, while providing access to myriad options outside of eviction to landlords and tenants. One way is through the life-saving impact that the Tenancy Preservation Program (TPP) has on the most vulnerable users. TPP is based in the Housing Courts around the state. This program provides some of the most vulnerable tenants with the tools and resources to not only save their tenancy, but transform their lives. TPP along with the Housing Specialists, also only available in the Housing Court, resolve thousands of cases each year providing tremendous savings to landlords, tenants, communities and the Commonwealth.”

Brian O’ Connor, Justice Center of Southeast Massachusetts in Brockton

“The court is a vital partner in enforcing the state and local health and sanitary codes. Unlike District Court which deals with a vast number and variety of cases, the Housing Court focuses mainly on health and housing issues. The court has also been instrumental in helping Adams combat blighted and abandoned properties by allowing us to conduct a “clean and lien” on the property when we have an unresponsive property owner. The town is allowed to bring the property into compliance and then places the cost of such work against the property’s title. We also can place properties into receivership in which the court appoints a receiver to act as the manager to collect rents and make repairs, thus ensuring the safety of occupants.”

The court is a vital partner in enforcing the state and local health and sanitary codes.

Scott Koczela, Code Enforcement Officer in Adams

Cities and Towns **Without** a Housing Court

Suffolk County

Chelsea
Revere
Winthrop

Middlesex County

Arlington
Ashland
Bedford
Belmont
Burlington
Cambridge
Everett
Framingham
Holliston
Hopkinton
Lexington
Lincoln
Malden
Medford
Melrose
Natick
Newton
North Reading
Reading
Sherborn
Somerville
Stoneham
Sudbury
Wakefield
Waltham
Watertown

Wayland
Weston
Wilmington
Winchester
Woburn

Dukes County

Aquinnah
Chilmark
Edgartown
Gosnold
Oak Bluffs
Tisbury
West Tisbury

Nantucket County

Nantucket

Norfolk County

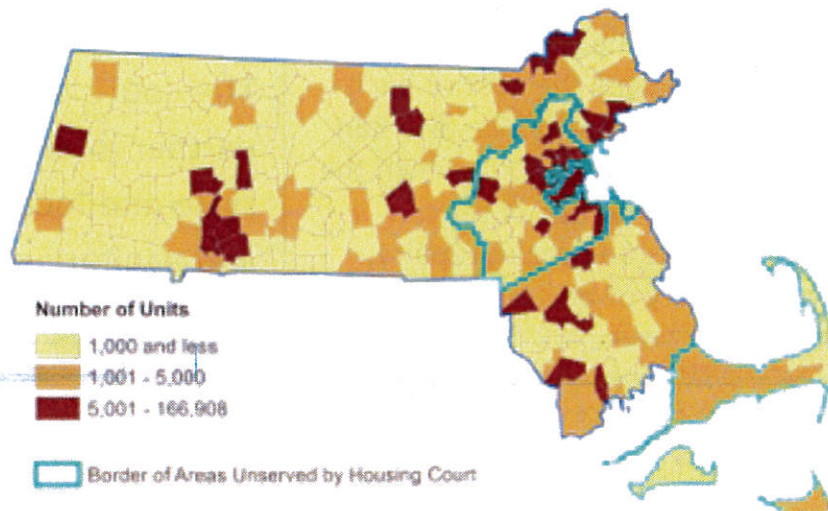
Avon
Braintree
Brookline
Canton
Cohasset
Dedham
Dover
Foxborough
Franklin
Holbrook
Medfield
Medway
Millis

Milton
Needham
Norfolk
Norwood
Plainville
Quincy
Randolph
Sharon
Stoughton
Walpole
Wellesley
Westwood
Weymouth
Wrentham

Barnstable County

Barnstable
Bourne
Brewster
Chatham
Dennis
Eastham
Falmouth
Harwich
Mashpee
Orleans
Provincetown
Sandwich
Truro
Wellfleet
Yarmouth

Density of Massachusetts Rental Housing Areas Presently Unserved by Housing Court



Source: U.S. Census Bureau 2010 Decennial Census Summary File 1



TOWN OF WELLFLEET

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BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

ASSISTANT
TOWN ADMINISTRATOR

January 12, 2016

Chrystal Kornegay, Undersecretary
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: Letter of support for DHCD Housing Rehabilitation Application for FY16

Dear Ms. Kornegay,

I am writing in support of the applications for three regional FY16 Community Development Block Grants (CDBG) applications to the MA Department of Housing and Community Development (DHCD) from the Towns of Dennis, Eastham and Truro.

These grants will allow these towns to continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents of the Lower Cape Cod Region. The grants for the Town of Dennis will provide funds for approximately 17 units to be rehabbed and childcare vouchers and financial literacy for 50 families. The grant for the Eastham Regional Grant will benefit the Towns of Eastham and Harwich and provide funds for 17 units to be rehabbed and childcare vouchers for 30 families collectively. The Outer Cape grant will benefit the towns of Truro, Provincetown, and Wellfleet and provide funds for approximately 16 units to be rehabbed and childcare vouchers for 33 families.

As you know the communities of Cape Cod continue to face many challenges and the CDBG funding is a vital resource for stabilizing and preserving existing homes in our region. This essential need is exemplified by the addition of a CDBG grant application solely for the town of Dennis and the addition of the town of Eastham as the lead community partnering with the town of Harwich. The housing rehab programs provide homeowners earning less than 80% of the area median income with an opportunity to address the safety and energy upgrades to their homes. Currently, the Community Development Partnership (CDP), is working on 50 rehab projects for the following grants; Dennis Grant, newly classified as a mini entitlement community, serving the target area of South Dennis; Eastham Regional Grant serving the Town of Eastham and Harwich Center target area and the Truro Regional grant serving Wellfleet, Truro and Provincetown. In addition, the childcare component of the grants provide financial assistance for the cost of childcare for LMI families who rely on our local licensed childcare providers to care for their children while they are at work. The FY15 programs are already filling up and will be at full capacity early in 2016. Both of these programs are playing a vital role in stabilizing the year-round families living in these towns.

I urge you to provide the funds requested, so these Cape towns can continue their work with LMI home owners in need of critical home repairs and working families with young children in need of safe and affordable childcare. Thank you for your consideration of these proposals.

Respectfully yours,

Paul Pilcher, Chair

DRAFT



TOWN OF WELFLEET

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www.wellfleetma.org

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Fiscal 2017 Outlook
Date: January 8, 2016
CC: Finance Committee

Attached is an updated version of the budget overview included in the initial Town Administrator's budget. It also includes a list of potential budget adjustments to close the funding gap.

Sheet 1 is a log of changes since the initial submission. There have been only four changes as listed. The net change to the amount to be appropriated is an increase of \$14,195.

Sheet 2 is the current estimate of revenues available for use. With the exception of the amount of free cash used, the estimates are the accountant's. The amount of free cash available was calculated by taking the certified free cash (about \$1,412,000) reducing it by the average amount used for budget adjustments under Article 2 and then subtracting the required reserve (4.5% of the operating budget.)

Sheet 3 is a summary of expenditures and a calculation of the resulting deficit. This deficit would have to be covered by a combination of budget cuts and a possible override.

Sheet 4 is a summary of available reserves. The three reserves covered by the financial policy are Free Cash, Stabilization Fund and Finance Committee Reserve fund. The stabilization fund is significantly below the goal of 5% of the operating budget and nothing has been added to it for two years.

Sheet 5 is the capital budget with a breakdown between sources of funding.

Sheet 6 is a summary of proposed expenditures in separate articles. The Marina Stabilization Fund is not included in the total because it is a transfer between funds. The Additional Police Officer, full time Building Inspector and Economic Development Funds have not been included in the total.

Sheet 7 is a list of possible budget reductions, changes in source of funding or overrides. These adjustments will have a measurable impact on services delivered by the Town. Note that the list of reductions does not completely close the deficit.

Changes to Operating Budget Since Initial Submission

141 Assessors - Revaluation
911 County Retirement

Total changes

Revised Operating Budget Total

Changes to Capital Budget Since Initial Submission

153 Information Technology
420 DPW - front end loader

Total Changes

Revised Capital Budget Totals

Original	Revised	Change
----------	---------	--------

\$29,200	\$33,200	\$4,000
\$1,006,438	\$1,051,633	\$45,195

\$49,195

\$16,631,135

Original	Revised		Change			
R & A	Borrow	Transfer	R & A	Borrow	Transfer	R & A

\$95,000			\$60,000			-\$35,000
\$200,000				\$0		\$0
						\$0

-\$35,000 -\$200,000 \$0

\$697,960

Revenue and Expense Estimates

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Revenue Sources:

		Notes
FY 2016 Levy	\$14,148,585	FY 2017 levy limit
Proposition 2 1/2 Increase	\$353,715	Estimate \$75,000; use \$0
Proposition 2 1/2 New Growth	\$0	From DE-1
Debt Exclusions	\$1,548,937	Estimated 2 1/2% increase
Cape Cod Commission assessment	\$99,730	
Subtotal - Tax revenue	\$16,150,967	

Receipts Reserved

Ambulance Fund to Operating	\$250,000	same as '16
Ambulance Fund to Capital	\$44,000	Was \$57,000 in '16
Beach Fund to Operating	\$860,000	Was \$886,400 in '16
Beach Fund to Marina	\$0	(\$10,000 to Marina Enterprise)
Beach Fund to Capital	\$23,000	
SEMASS Fund to Operating	\$250,000	Was \$220,000 in '16
Recreation Fund to Operating	\$65,000	same as '16
Shellfish Fund to Operating	\$40,000	Was \$60,000 in '16
Shellfish Fund to Marina	\$0	(\$2,000 to Marina Enterprise)
Septic to Cap. Debt Service	\$10,000	same as '16
Waterways Fund to Marina	\$0	(\$5,000 to Marina Enterprise)
Subtotal Receipts Reserved	\$1,542,000	

Other Sources

Local Estimated Receipts	\$1,300,000	Was \$1,351,000 in '16
Free Cash	\$492,000	\$445,649 used in '16
Cherry Sheet	\$261,114	same as '16
State Aid to Libraries	\$6,380	
Sale of Cemetery Lots	\$5,000	same as '16
Perpetual Care Interest	\$300	was \$350 in '16
Chapter 90 Highway Funds	\$248,742	Was 249,507 in '16
Prop 2 1/2 Override	\$0	Was \$100,000 in '16
Discover Wellfleet account	\$671	Remaining fund balance; was \$3000 in '16
Subtotal Other	\$2,314,207	

Total Available Revenue

\$20,007,174

Expenses		
Operating Budget	Current Estimate	
Articles	Long Term Debt Service	
	Projects and Equipment	
	Articles	
	Cherry Sheet Charges	
	Cherry Sheet Offsets	
	Overlay Reserve	
Total Articles		
Total Expenditures		
Surplus (Deficit)		

\$1,563,674
 \$764,960
 \$957,940
 \$482,051
 \$4,354
 \$120,000

\$16,631,135

\$3,892,979

\$20,524,114

(\$516,940)

Was \$1,270,180 in '16
 Capital Budget items not borrowed; was \$618,121 in '16
 Salary adjustments, Ch 90, Fund transfers
 Governor's proposed budget (was \$427,340)

HST 1/8/2016 10:24 AM

FY 2017 Budget Overview 2016-01-06.xls

Capital Items

	R & A	Amb Fund	Borrow	Beach Fund
161 Clerk Records Management	\$54,082			
153 IT Projects	\$60,000			
210 Police Cruisers (2)	\$80,000			
220 FD Water supply	\$7,000			
220 FD Turnout	\$12,000			
220 FD hose	\$9,000			
220 FD Medical		\$30,000		
220 FD MDT		\$14,000		
300 Elementary School	\$65,000			
301 NRHS Design	\$55,000			
301 NRSD capital projects	\$54,378			
417 DPW TH Doors	\$7,500			
417 DPW Library Flooring	\$40,000			
417 DPW COA Adult Playground	\$40,000			
420 DPW Front end loader			\$0	
420 DPW street sweeper			\$235,000	
				moved to FY 2018 (\$200,000)
422 DPW Indian Neck lot	\$36,000			
422 DPW Lt. Isl. Bridge repair	\$90,000			
422 DPW Lt. Isl. Road Eng.	\$80,000			
630 Recreation software	\$8,000			
699 Beach access mats				\$16,200
699 Beach ATV replace				\$6,800
Totals	\$697,960	\$44,000	\$235,000	\$23,000
Total appropriation items	\$764,960			
Total Borrowing	\$235,000			
Total all items	\$999,960			
Appropriation items as a % of the operating budget	4.60%			

Articles Article 2	Estimated free cash	7 year estimate
Wage & Salary Adjustments	\$162,866	
Water Enterprise Support	\$132,767	
Chapter 90 Highway	\$45,000	
OPEB	\$249,507	
Stabilization Fund	\$250,000	\$200,000 in FY 2016
Marina dredging study	\$75,000	\$0 in FY 2016
Main Street Route 6 change order	\$25,000	Borrow?
Marina Stabilization Fund	\$17,800	Borrow?
Additional Police Officer		\$10,000 Transfer from Marina Enterprise Fund Balance
Full Time Building Inspector		\$60,000 Override?
Economic Development		\$50,000 Override?
Total Articles		\$10,000 Amount to be determined
	<u>\$957,940</u>	

Analysis of possible reductions

Overall Appropriation Deficit (from Overview)	\$516,940
13th Police Officer	\$60,000
Full time Building Inspector	\$50,000
Economic Development	\$10,000
Assessing - contract services	\$4,000
Total adjustment required to balance	<u>\$640,940</u>

From Budget Overview

budget adjustment

Department Number	Department Title	Line Item	Adjustment
123	Admin. Exp		\$2,000
132	Reserve Fund		\$10,000
145	Treasurer	Contract Services	\$3,000
146	Collector	KCM Time	\$20,000
151	Legal		\$5,000
153	IT	Small Equipment	
177	Open Space	Contract Services	
179	Shellfish	Gasoline	\$2,000
182	Chamber of Commerce		\$3,000
196	Consultancy		\$5,000
210	Police	Gasoline	\$5,000
241	Building Insp	Travel	
422	DPV	Contract Services	\$50,000
520	Human Services		\$80,000
542	COA Board		\$300
610	Library		\$2,000
Article	Police Officer		\$60,000
Article	Building Insp		\$50,000
Article	Economic Development		\$10,000
Article	Wage Adjustents		\$22,894
Capital	Lt Isl Bridge		\$90,000
Article	Stabilization Fund		\$25,000
Article	OPEB		\$50,000

Comment

Reduction would violates policy

Reduce \$3,980?

Reduce to FY 16 amount

Reduce \$2,500?

Lower gasoline prices

Reduce from \$13,000

Reduce from \$20,500

Lower gasoline prices

Reduce \$1,500?

Eliminate Chapter 90 supplement

Eliminate program

Eliminate

Temporary help reduced to FY 16 amount

Remove or Override

Remove or Override

Remove or Override

Reduce reserve for wage adjustments

Use Chapter 90 instead of capital

Fund is \$224,500 below policy but reduce from \$75,000 to \$50,000

Fund is below Actuarial Requirements but reduce from \$250,000 to \$200,000

Total Adjustments

\$495,194

Deficit (Surplus)

-\$145,746



TOWN OF WELFLEET

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MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: ASSISTANT TOWN ADMINISTRATOR
SUBJECT: FY17 PROPOSED FEE INCREASES
DATE: 12/16/2015
CC: TOWN ADMINISTRATOR

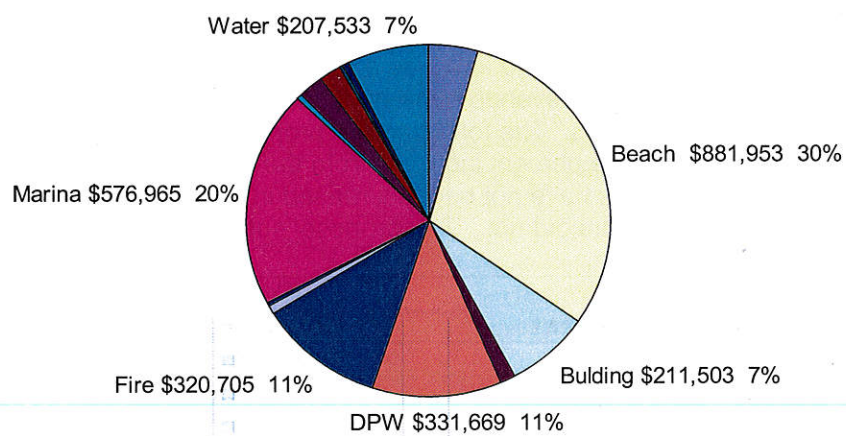
The following is an attempt to begin an examination of the universe of fees associated to several revenue centers within the Town. Using FY15 as a benchmark, the Town generated a total of approximately \$2.9 million from 17 revenue centers. These revenues are in the form of fees for a variety of services and purposes. The following are proposed increases to the fees for these revenue centers and shows the percent increase from the current fees to a new proposed FY17 fee. Many of these fees have not been increased in several years. Some departments offered increases and others did not. This proposal suggests fees for all revenue centers.

Department	FY15 Revenues
Administration	\$ 127,604
Assessors	\$ 1,048
Beach	\$ 881,952
Building	\$ 211,502
COA	\$ 41,463
DPW	\$ 331,668
Fire	\$ 320,704
Health/Cons	\$ 25,830
Library	\$ 12,329
Marina	\$ 576,965
Police	\$ 15,538
Recreation	\$ 64,077
Shellfish	\$ 62,314
Tax Collector	\$ 6,875
Town Clerk	\$ 15,187
Water	\$ 207,533
ZBA	\$ 1,180
Total Revenue	\$ 2,903,778

Revenue Centers From Fees

FY15, 7/1/14 - 6/30/15

Total Revenue \$2,903,778



ADMINISTRATION

	Current 1/20/15	Proposed FY2017	Percent Increase
Use of Town Property Permit	\$0.00	\$50.00	100%
Noise By-law Waiver	\$0.00	\$50.00	100%
Registration	\$20.00	\$25.00	25%
Inspection Fee	\$30.00	\$35.00	17%
Taxi Cab	\$50.00	\$75.00	50%
Taxi Operator/Driver	\$25.00	\$50.00	100%
Auctioneers - year	\$15.00	\$40.00	167%
- day	\$10.00	\$35.00	250%
Automatic Amusement	\$20.00	\$30.00	50%
Common Victualler	\$25.00	\$50.00	100%
Innholder	\$25.00	\$50.00	100%
Junk Collector	\$25.00	\$50.00	100%
Entertainment - Sunday	\$25.00	\$50.00	100%
- Weekday	\$50.00	\$75.00	50%
One Day Entertainment License	\$25.00	\$50.00	100%
General Retail	\$50.00	\$75.00	50%
Class IV (Vehicle Repair)	\$50.00	\$75.00	50%
Flea Market	\$500.00	\$550.00	10%
Charter Boat Booth	\$75.00	\$100.00	33%
Class II (Second Hand Car Dealer)	\$100.00	\$125.00	25%
Liquor License (filing fee)	\$25.00	\$50.00	100%
Annual - All Alcohol, restaurant	\$1,450	\$1,500	3%
Annual - All Alcohol, package goods store	\$1,450	\$1,500	3%
Annual - beer & wine, restaurant	\$1,275	\$1,325	4%
Annual - beer & wine, package goods store	\$1,275	\$1,325	4%
Seasonal - All Alcohol, restaurant	\$1,550	\$1,600	3%
Seasonal - all Alcohol, innholder	\$1,550	\$1,600	3%
Seasonal - all Alcohol, package goods store	\$1,550	\$1,600	3%
Seasonal - beer & wine, restaurant	\$1,400	\$1,450	4%
Seasonal - beer & wine, package good store	\$1,400	\$1,450	4%
Extension of Seasonal Liquor Lisence	\$100	\$125.00	25%
One Day Beer & Wine License	\$50.00	\$100.00	100%
One Day All Alcohol License	\$100	\$150.00	50%

ASSESSOR

	Current 6/23/15	Proposed FY2017	Percent Increase
BOH, CONS, LIQ, Abutters List	\$15.00	\$20.00	33%
ZBA Abutters list	\$35.00	\$45.00	29%

BEACH

	Current 1/21/15	Proposed FY2017	Percent Increase
Visitor Stickers			
Three Day	\$50.00	\$50.00	0%
One Week	\$85.00	\$85.00	0%
Two Week	\$160.00	\$160.00	0%
Seasonal	\$250.00	\$275.00	10%
Resident/Taxpayer Stickers			
Resident/Taxpayer Beach	\$25.00	\$25.00	0%
Combination Beach/Transfer 1st Vehicle*	\$50.00	\$55.00	10%
Combination Beach/Transfer 2nd Vehicle*	\$35.00	\$45.00	29%
First Vehicle Transfer Station*	\$25.00	\$35.00	40%
Second Vehicle Transfer Station*	\$10.00	\$20.00	100%
Third Vehicle Transfer Station*	\$35.00	\$45.00	29%
Third Vehicle Combination Beach/Transfer sticker*	\$60.00	\$65.00	8%
Beach Fire Permit	NA		
*Requires BOH approval			

BUILDING

effective 9/11/12- Proposed by building dept	Current 6/23/15	Proposed FY2017	Percent Increase
New Construction (New Structures & Additions) \$0.55 per sq. ft. or \$50 min.	\$50.00	.65 per sq ft	
Existing Structures (Alterations & Repairs) \$0.45 per sq. ft. or \$50 min.	\$50.00	.55 per sq ft	
New & Existing Un-Conditioned Space, Porch \$0.35 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Decks \$0.20 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%

Garages, Barns, Accessory Structures / Sheds over 120 sf \$0.20 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Accessory Structures / Sheds 120 sf and under \$50	\$50.00	\$55.00	10%
Window / Door Replacement, Re-roofing, Re-siding \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Chimneys, Wood Stoves, Fireplaces \$50	\$50.00	\$55.00	10%
Fire Sprinklers \$50	\$50.00	\$55.00	10%
Pools Above Ground \$100	\$100.00	\$115.00	15%
Pools In ground \$100 plus \$0.20 per sq. ft.			
Solar Panel \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Wind Generation \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Signs \$50 plus \$0.20 per sq. ft. over 24 sq. ft.	\$50.00	\$55.00	10%
Mechanical / Duct Work / Exhaust Hood \$50	\$50.00	\$55.00	10%
Retaining Walls, Foundation Walls only, Trench \$50	\$50.00	\$55.00	10%
Awnings, Tents, Temporary Construction Trailers \$50	\$50.00	\$55.00	10%
Demolition - 300 sq. ft. & under \$55	\$55.00	\$60.00	9%
Demolition - 301 sq. ft. & over \$100	\$100.00	\$115.00	15%
Moving Structures \$0.20 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Dock, Floats, Piers \$100 plus \$1.20 per sq. ft.	\$100.00	\$115.00	15%
Certificate of Occupancy - each unit \$50	\$50.00	\$55.00	10%
Re-inspection \$50	\$50.00	\$55.00	10%

Emergency, Off-hour, Week-end Inspections \$100	\$100.00	\$115.00	15%
New Construction (New Structures & Additions) \$0.60 per sq. ft. or \$50 min.	\$50.00		
Existing Structures (Alterations & Repairs) \$0.45 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
New & Existing Unconditioned Space, Porch \$0.35 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Decks \$0.20 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Garages, Barns, Accessory Structures / Sheds over 120 sf \$0.40 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Accessory Structures / Sheds 120 sf and under \$50	\$50.00	\$55.00	10%
Window / Door Replacement, Re-roofing, Re-siding \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Chimneys, Wood Stoves, Fireplaces \$50	\$50.00	\$55.00	10%
Fire Sprinklers \$50	\$50.00	\$55.00	10%
Pools Above Ground \$100	\$100.00	\$115.00	15%
Pools In ground \$100 plus \$0.40 per sq. ft.	\$100.00	\$115.00	15%
Solar Panel \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Wind Generation \$50 application fee + 1% of construction value	\$50.00	\$55.00	10%
Cell Towers \$200 plus \$0.20 per linear foot	\$200.00	\$215.00	8%
Signs \$100 plus \$0.20 per sf. over 24 sf.	\$100.00	\$115.00	15%
Mechanical / Duct Work / Exhaust Hood \$50	\$50.00	\$55.00	10%
Retaining Walls, Foundation Walls only, Trench \$50	\$50.00	\$55.00	10%
Awnings, Tents, Temporary Construction Trailers \$50	\$50.00	\$55.00	10%

Demolition - 300 sq. ft. & under \$55	\$55.00	\$65.00	18%
Demolition - 301 sq. ft. & over \$100	\$100.00	\$115.00	15%
Moving Structures \$0.20 per sq. ft. or \$50 min.	\$50.00	\$55.00	10%
Dock, Floats, Piers \$200 plus \$1.20 per sq. ft.	\$200.00	\$215.00	8%
Certificate of Occupancy - each unit \$50	\$50.00	\$55.00	10%
Certificate of Occupancy - Hotels & Motels \$50 plus \$5 per room	\$50.00	\$55.00	10%
Re-inspection	\$50.00	\$55.00	10%
Emergency, Off-hour, Week-end Inspections	\$100.00	\$115.00	15%
Commercial Annual Inspection	\$50.00	\$55.00	10%
Residential & Commercial (New, Addition, Alteration, Repair)	\$60.00	\$65.00	8%
New & Temporary Service	\$60.00	\$65.00	8%
Re-inspection	\$50.00	\$55.00	10%
Extra Inspection	\$50.00	\$55.00	10%
Emergency, Off-hour, Week-end Inspections	\$100.00	\$115.00	15%
PLUMBING PERMIT FEES			
Residential & Commercial (New, Addition, Alteration, Repair) \$60 plus \$10 per fixture	\$60.00	\$65.00	8%
Re-inspection	\$50.00	\$55.00	10%
Emergency, Off-hour, Week-end Inspections	\$100.00	\$115.00	15%

Residential & Commercial (New, Addition, Alteration, Repair) \$60 plus \$10 per fixture	\$60.00	\$65.00	8%
Re-inspection	\$50.00	\$55.00	10%
Emergency, Off-hour, Week-end Inspections	\$100.00	\$115.00	15%
Change in Use Only (No Construction):			
Affordable Accessory Dwelling Unit	\$85.00	\$90.00	6%
Residential Change in Use	\$60.00	\$65.00	8%
Commercial / Business Change in Use	\$185.00	\$195.00	5%
Construction of any sort: \$0 - \$1,000	\$85.00	\$90.00	6%
\$1,001 - \$10,000	\$135.00	\$145.00	7%
\$10,001 - \$50,000	\$185.00	\$195.00	5%
\$50,001 - \$100,000	\$285.00	\$295.00	4%
\$100,001 - \$250,000	\$385.00	\$395.00	3%
\$250,001 - \$500,000	\$50.00	\$55.00	10%
\$500,001 - \$1,000,000	\$50.00	\$55.00	10%
\$1,000,001 - \$1,500,000	\$50.00	\$55.00	10%
\$1,500,001 - and above	\$50.00	\$55.00	10%
Amendment to Active Special Permit \$85	\$50.00	\$55.00	10%
Request for Extension to Special Permit	\$50.00	\$55.00	10%
Appeal As Person Aggrieved	\$50.00	\$55.00	10%

Building Permit Renewal 10% of original fee, allowed for 6 months	\$100.00	\$115.00	15%
Replacement of Building Sign Off Card			
Building Commissioner Opinion Letter	\$50.00	\$55.00	10%
Building Permit Amended (All Departments)	\$50.00	\$55.00	10%
Not Calling For Required Inspection (All Departments) \$50	\$50.00	\$55.00	10%
Covering Up work Without Inspection (All Departments) \$100	\$50.00	\$55.00	10%
Removal of Stop Work Order (All Departments) \$200	\$50.00	\$55.00	10%

TOWN CLERK

	Current 6/23/15	Proposed FY2017	Percent Increase
Marriage License	\$40.00	\$50.00	20%
Burial Permit	\$10.00	\$10.00	0%
Professional Registration filings (Physician, Optometrist, Osteopath, Podiatrist)	\$20.00	\$50.00	150%
Voter/Resident Extracts (Resident)	---	\$10.00	100%
Voter/Resident Extracts (Non-Resident)	---	\$15.00	100%
Street Listing/List of Residents Book (Resident)	---	\$15.00	100%
Street Listing/List of Residents Book (Non-Resident)	---	\$25.00	100%
Vital Record Correction (Non-clerical)	\$10.00 - \$20.00	\$25.00	100%
For entering amendment, of a record of the birth of an illegitimate child subsequently legitimized	\$20.00	\$25.00	25%
For entering delayed record of birth	\$20.00	\$25.00	25%
For entering certificate of marriage filed by persons married out of the Commonwealth	\$10.00	\$20.00	100%
For furnishing an abstract copy or record of	\$10.00	N/A	100%

birth			
For furnishing an abstract copy of a record of marriage	\$10.00	N/A	100%
For furnishing an abstract copy of a record of death	\$10.00	N/A	100%
Document Certification ("A True Copy Attest" – First Page)	\$10.00	\$10.00	0%
Document Certification (Each subsequent page)	\$2.00	\$2.00	0%
Pole Locations, etc.	\$25.00	\$50.00	100%
copy of written instrument or declaration of trust by the trustees of an association or trust, or any amendment thereof	\$20.00	\$25.00	25%
Certified vital records	\$10.00	\$15.00	50%
Voter/Resident Extracts (Resident)	\$0.00	\$10.00	100%
Voter/Resident Extracts (Non-Resident)	\$0.00	\$15.00	100%
Street Listing/List of Residents Book (Resident)	\$0.00	\$15.00	100%
Street Listing/List of Residents Book (Non-Resident)	---	\$25.00	100%
Business Certificate (New/Renewal)	\$20.00	\$25.00	25%
Business Certificate (Discontinuance, amendment, etc.)	\$15.00	\$20.00	33%
Providing certified copy of business certificate (New/Renewal/Discontinuance, etc.)	\$5.00	\$10.00	100%
Raffle Permit (Local)	---	\$15.00	100%
Raffle Permit (Out of Town)	---	\$20.00	100%
Flammable Storage Permit	\$10.00	\$25.00	150%
Dog License (Spayed/Neutered)	\$5.00	\$10.00	100%
Dog License (Intact)	\$10.00	\$15.00	50%
Personal Kennel License (4-5 dogs)	---	\$100.00	100%
Personal Kennel License (6-10 dogs)	---	\$125.00	100%
Personal Kennel License (> 10 dogs)	---	\$150.00	100%
Replacement Dog Tag	\$5.00	\$5.00	0%
Commercial Boarding or Training Kennel	---	\$300.00	100%
Commercial Breeder Kennel	---	\$300.00	100%
Veterinary Kennel	---	\$150.00	100%
Dog License Late Fee	\$10.00	\$50.00	400%

COA

	Current 1/20/15	Proposed FY2017	Percent Increase
Refundable Deposit	\$150.00	\$160.00	7%
Building Use Fee by the Day			
Great Pond (entire big room)	\$300.00	\$310.00	3%
Long Pond (1/2 big room with kitchen)	\$225.00	\$235.00	4%
Duck Room (1/2 big room-no kitchen)	\$225.00	\$235.00	4%
Health Room	\$175.00	\$185.00	6%
Conference Room	\$175.00	\$185.00	6%
Building Use Fee by the Hour - up to 4 hours			
Great Pond (entire big room) per hr	\$50.00	\$55.00	10%
Long Pond (1/2 big room with kitchen) per hr	\$50.00	\$55.00	10%
Duck Room (1/2 big room-no kitchen) per hr	\$50.00	\$55.00	10%
Health Room per hr	\$30.00	\$35.00	17%
Conference Room per hr	\$30.00	\$35.00	17%
Building Monitor	\$30.00	\$35.00	17%
Lost or Missing Keys	\$50.00	\$55.00	10%

DPW

	Current 1/21/15	Proposed FY2017	Percent Increase
Residential Waste Disposal - 1st vehicle	\$25.00	\$35.00	40%
- 2nd vehicle	\$10.00	\$20.00	100%
- 3rd vehicle	\$35.00	\$45.00	29%
Pay As You Throw Bags			
Large 33 gal Rolls of 5	\$7.50	\$7.50	0%
Medium 15 gal Rolls of 5	\$5.00	\$5.00	0%
Small 8 gal Rolls of 5	\$2.50	\$2.50	0%
User Fee for non-PAYT Bags	\$5.00	\$5.00	0%
Construction & Demo Waste/per ton	\$270.00	\$280.00	4%
Commercial Waste - up to & including one ton	\$65.00	\$75.00	15%
- trucks over one ton	\$95.00	\$105.00	11%
Fee per ton for Commercial Waste using PAYT bags	\$0.00		
Fee per ton for Commercial Waste not in PAYT bags	\$80.00	\$100.00	20%
Appliances	\$5.00	\$5.00	0%
Brush - per carload	\$0.00		
- per truckload	\$10.00	\$20.00	100%

Bulk metal, auto parts, motors & engines per ton	\$40.00	\$50.00	25%
Carpets	\$10.00	\$20.00	100%
50 gallon drums	\$5.00	\$5.00	0%
Mattresses & Box springs - each	\$20.00	\$30.00	50%
Petroleum tanks, 300 gal	\$30.00	\$40.00	33%
Propane tanks - 20lb cap.	\$3.00	\$3.00	0%
- more than 20lb cap.	\$20.00	\$30.00	50%
Sofas & Chairs	\$10.00	\$20.00	100%
Sleeper Sofa	\$20.00	\$30.00	50%
Televisions & computer monitors	\$10.00	\$20.00	100%
Tires (car only) each	\$2.00	\$2.00	0%
Pick Up Truck Tires	\$5.00	\$5.00	0%
Water Tanks	\$5.00	\$5.00	0%
Other Bulky Items	\$10.00	\$20.00	100%

FIRE

	Current 1/16/15	Proposed FY2017	Percent Increase
Smoke & CO Alarms, single family	\$35.00	\$45.00	29%
Smoke & CO Alarms, Multi Family per unit	\$35.00	\$45.00	29%
Fire Alarm System, per dwelling - Type 1	\$150.00	\$160.00	7%
- Type 2	\$100.00	\$110.00	10%
Annual Fire Alarm Testing Certificate	\$35.00	\$45.00	29%
Above/Below Ground Fuel Storage >660 gallons	\$300.00	\$310.00	3%
Black Powder Permit	\$35.00	\$45.00	29%
Smokeless Powder Permit	\$35.00	\$45.00	29%
Blasting Permit, per day/site	\$35.00	\$45.00	29%
Cannon/Mortar Firing, per day/site	\$35.00	\$45.00	29%
Underground Tank Removal, per tank	\$75.00	\$85.00	13%
LPG; Comp. Gas; Propane - tank under 2000 gal	\$35.00	\$45.00	29%
- tank over 2000 gal	\$75.00	\$85.00	13%
Oil Burner, per burner	\$35.00	\$45.00	29%
Fuel Oil up to 660gal stor, per tank	\$35.00	\$45.00	29%
Fix Chem. Gas Exting System, per system	\$35.00	\$45.00	29%
Sprinkler System, per system - less than 21 heads	\$35.00	\$45.00	29%
- 21 - 50 heads	\$75.00	\$85.00	13%
- 51 or more heads	\$150.00	\$160.00	7%
Standpipe System, per system	\$35.00	\$45.00	29%
Auto. Exting. System Testing	\$35.00	\$45.00	29%
Flammable Storage, per site	\$35.00	\$45.00	29%
Flammable Decorations Certification, per sample	\$35.00	\$45.00	29%
Tank truck inspection, per truck	\$35.00	\$45.00	29%
Reinspection Fee, per inspection	\$35.00	\$45.00	29%

Copy of reports, plus \$.50/page after #1	\$10.00 + .20-.50/pg		
Dept. Reimbursement/Restitution	Varies		
Public Records Search 21E, plus \$18.95/hr	\$25.00/hr, 1 hr. min		
Fireworks Display, per day/display	\$75.00	\$85.00	13%
Theatrical Special Effects, per day/display	\$75.00	\$85.00	13%
Brush Burning (Jan 15 - May 1) Annual Permit	\$15.00	\$25.00	67%
Smoke/CO Alarms, Property transfer, per dwelling	\$35.00	\$45.00	29%
Open Air Fires other than Brush Burning	\$35.00	\$45.00	29%
Waste Oil Tanks, per tank	\$35.00	\$45.00	29%
Misc. Inspection, per inspection	\$35.00	\$45.00	29%
Misc. Permit	\$35.00	\$45.00	29%
Self Service Gas Station Plan, per site	\$150.00	\$160.00	7%
Work Performed without a Permit - Double the Permit Fee +	\$50.00		
Permit Replacement Fee (non-photo)	\$10.00	\$20.00	100%
Dumpster or Rubbish Container >6 cu.yds.	\$25.00	\$35.00	40%
Double Wall Oil Tank Waiver Permit	\$100.00	\$110.00	10%

HEALTH/CONS DEPARTMENT

Health/Cons Department	Current 1/16/15	Proposed FY2017	Percent Increase
Commercial Septic Const. Permit - New Construction	\$150.00	\$155.00	3%
- Varianced	\$250.00	\$255.00	2%
- Upgrade	\$100.00	\$105.00	5%
- Simple Repair	\$75.00	\$80.00	7%
Residential Septic Const. Permit - New Construction	\$125.00	\$130.00	4%
- Varianced	\$200.00	\$205.00	2%
- Upgrade	\$75.00	\$80.00	7%
- Simple Repair	\$50.00	\$55.00	10%
Re-Inspection	\$50.00	\$55.00	10%
Well Construction/Replacement Permit	\$50.00	\$55.00	10%
Soil Evaluation (Perc Test)	\$100.00	\$105.00	5%
Housing Inspection - Per unit	\$60.00	\$65.00	8%
Food Service Permit (0 - 50 seats)	\$100.00	\$105.00	5%
(51 -100 seats)	\$150.00	\$155.00	3%
(Over 100 seats)	\$200.00	\$205.00	2%
Temporary Food Permit - per calendar day	\$50.00	\$30.00	
Frozen Dessert Manufacturer	\$50.00	\$30.00	-40%
Mobil Food Service Vendor (Prepared Foods)	\$100.00	\$105.00	5%
Mobil Food Service Vendor (Packaged Foods)	\$75.00	\$80.00	7%

Retail Food	\$100.00	\$105.00	5%
Retail Food/Food Service Establishment	\$150.00	\$155.00	3%
Camps, Cabin Motel	\$50.00		-100%
Septic Installers	\$100.00	\$105.00	5%
Septage Haulers	\$100.00	\$105.00	5%
Refuse Haulers	\$100.00	\$105.00	5%
Commercial Refuse Haulers	\$95.00	\$50.00	-47%
Recreational Camp for Children	\$50.00	\$50.00	0%
Commercial Pool Permit	\$100.00	\$105.00	5%
Residential Pool Installation Permit	\$50.00	\$55.00	10%
Tobacco	\$100.00	\$105.00	5%
Funeral Director	\$100.00	\$105.00	5%
Animal Permit, Per animal or per 3 fowl	\$3.00	\$3.00	0%
Stable Permit	\$25.00	\$30.00	20%
Tanning Facility	\$200.00	\$205.00	2%
Body Art Establishment	\$600.00	\$605.00	1%
Body Art Practitioner - per person	\$400.00	\$405.00 per person	
Notice of Intent	\$45.00	\$100.00*	122%
Request for Determination of Applicability	\$20.00	\$30.00*	50%
Coastal Engineered Structure, per linear foot	\$2.00	\$2.00*	
Docks, per linear foot	\$2.00	\$2.00*	
Certificate of Compliance	\$15.00	\$15.00*	
Amended Order of Conditions	\$25.00	\$50.00*	100%
Reissuance of Orders of Conditions, Certificates of Compliance, Extensions of Orders of Conditions	\$20.00	\$20.00*	
After the Fact Filing	\$90.00	\$90.00*	
Continuance after Two Hearings		\$5.00/Hearing*	
Jurisdictional Opinion	\$15.00	\$15.00*	
*ConsCom Fees adopted Nov 2015			

LIBRARY

	Current	Proposed FY2017	Percent Increase
Meeting Room Rental	\$60.00	\$70.00	17%
Overdue Fines - Book, per day	\$0.10	\$0.20	100%
- Video/DVD, per day	\$1.00	\$1.50	50%
Photocopy & Printouts, per page	\$0.10	\$0.20	100%
double-sided	\$0.15	\$0.25	67%
color	\$0.20	\$0.30	50%
Fax - Send, per page	\$1.00	\$1.50	50%
- Received, 1st page	\$1.00	\$1.50	50%

MARINA

*Suggested flat 10% increase	Current 1/16/15	Non-Tax Payer	Proposed FY2017	Proposed Non Tax Payer	Percent Increase
Concrete Floats - A Section	\$1,672.00	\$2,295.00	\$1,839.20	\$2,524.50	10%
- B Section	\$1,839.00	\$2,463.00	\$2,022.90	\$2,709.30	10%
- C Section	\$1,672.00	\$2,295.00	\$1,839.20	\$2,524.50	10%
- D Section	\$2,006.00	\$2,631.00	\$2,206.60	\$2,894.10	10%
- E Section	\$2,173.00	\$2,790.00	\$2,390.30	\$3,069.00	10%
Outboard Slips	\$1,184.00	\$1,672.00	\$1,302.40	\$1,839.20	10%
Skiff Tie Up	\$293.00	\$419.00	\$322.30	\$460.90	10%
Finger Pier/South Bulkhead	\$2,006.00	\$2,631.00	\$2,206.60	\$2,894.10	10%
L-Pier/Mosquito Dock per foot	\$37.00	\$44.00	\$40.70	\$48.40	10%
Axe Mooring Tags	\$219.00	\$263.00	\$240.90	\$289.30	10%
Waterways Mooring Tags	\$72.00	\$98.00	\$79.20	\$107.80	10%
Dinghy Tie Up	\$328.00	\$328.00	\$360.80	\$360.80	10%
Transient Dockage, per night + \$2/ft over 30'	\$55.00		\$60.50	\$0.00	10%
electricity	\$2/night or \$11/week			\$0.00	10%
F/V, Floats & Rafts Dockage, per night	\$39.00	\$39.00	\$42.90	\$42.90	10%
Off Season Dockage, per night	\$22.00		\$24.20	\$0.00	10%
per week	\$131.00		\$144.10	\$0.00	10%
Off Season Mooring, per night	\$6.00		\$6.60	\$0.00	10%
, per week	\$33.00		\$36.30	\$0.00	10%
Transient Mooring, per day + \$2/ft over 30'	\$39.00		\$42.90	\$0.00	10%
Daily Launch Ramp Fee	\$10.00		\$11.00	\$0.00	10%
Seasonal Launch Ramp Fee, per season	\$164.00		\$180.40	\$0.00	10%
Commercial Trailer Launch, Seasonal	\$820.00		\$902.00	\$0.00	10%
Slip Waiting List	\$11.00		\$12.10	\$0.00	10%
Mooring Waiting List	\$11.00		\$12.10	\$0.00	10%
Trailer Parking, Overnight	\$12.00		\$13.20	\$0.00	10%
Seasonal	\$600.00		\$660.00	\$0.00	10%
Showers, Marina users	\$3.00		\$3.30	\$0.00	10%
F/V Unloading	\$55.00		\$60.50	\$0.00	10%

Off Season (Comm F/V>25')	\$219.00		\$240.90	\$0.00	10%
Off Season (Comm F/V<25')	\$110.00		\$121.00	\$0.00	10%
Winter Storage	\$1,093.00		\$1,202.30	\$0.00	10%
Escrow	\$1,093.00		\$1,202.30	\$0.00	10%

POLICE

	Current	Proposed FY2017	Percent Increase
License to Carry	\$100.00	\$110	10%
BB Gun Permit to a minor	\$0.00	\$50	
Beach Party Permit	\$0.00	\$50	
Yard Sale Permit	\$0.00	\$50	
False Alarm Fee, within 12 months - less than 4	\$0.00	\$50	
4th false alarm	\$50.00	\$60	20%
each offense after, increases by...	\$25.00	\$35	40%
Private Duty	10%		
Report Request	\$5.00	\$10	100%

RECREATION

	Current 6/23/15	Proposed FY2017	Percent Increase
<u>Bakers Field Morning Recreation</u>			
Resident Registration - First Child	\$85.00	\$100.00	15%
- Each Additional Sibling	\$55.00	\$65.00	18%
Non-Resident Registration - First Child	\$130.00	\$140.00	8%
- Each Additional Sibling	\$100.00	\$110.00	10%
<u>Extended Recreation 12-3PM Program</u>			
7 weeks	\$200.00	\$220.00	10%
Per week	\$55.00	\$65.00	18%
Per day	\$20.00	\$25.00	25%
<u>Gull Pond Swimming Program</u>			
Resident Registration - First Child	\$85.00	\$100	
- Each Additional Sibling	\$55.00	\$65.00	
Non-Resident Fee - per week	\$55.00	\$75.00	36%
- seven weeks	\$200.00	\$225.00	13%
8-9 AM lessons for Morning Rec. participants	\$10.00	\$15.00	50%
<u>Wellfleet Road Race July</u>			
Adult 5 Mile - Pre Registration	\$20.00	\$25.00	25%
- Registration	\$25.00	\$30.00	20%
Children's 1.2 Mile Fun Run	\$15.00	\$20.00	33%

Day of Race Registration	\$20.00	\$25.00	25%
<u>Oyster Fest Road Race October</u>			
Adult 5K Mile Race Pre-Reg	\$20.00	\$25.00	25%
Adult 5 Mile Race	\$25.00	\$30.00	20%
Children's 1.2 mile pre-registration	\$15.00	\$20.00	33%
Children's 1.2 mile registration	\$20.00	\$25.00	25%
<u>Tennis Court Fees</u>			
- Singles, per hour	\$12.00	\$12.00	0%
- Doubles	\$15.00	\$15.00	0%
Cardio Tennis 1.5 G=Hr. Session	NA	\$20.00	0%
<u>Billingsgate Basketball Fees</u>			
5/6 Grade Teams (per team)	\$100.00	\$120.00	
Adult Teams (per team)	\$200.00	\$225.00	
<u>Off-Season Sports Programs</u>			
Per child, per sport	\$15.00	\$20.00	33%
(Soccer, Basketball, Baseball/Softball)			

SHELLFISH

	Current 1/16/15	Proposed FY2017	Percent Increase
Recreational - Residential	\$50.00	\$60	20%
- Senior Residential	\$10.00	\$20	100%
- Non-Residential	\$200.00	\$210	5%
- Seasonal Residential	\$30.00	\$40	33%
- Seasonal Non-Residential	\$75.00	\$85	13%
Commercial - Adult	\$300.00	\$310	3%
- Junior	\$100.00	\$110	10%
- Senior	\$50.00	\$60	20%
Permit Replacement Fee (Non-photo)	\$10.00	\$20	100%
Eel Permit	\$3.00	\$3	0%
Filing fees per grant/transfer	\$5.00	\$5	0%
Shellfish grant - per acre or portion	\$25.00	\$35	40%

TOWN COLLECTOR

	Current 1/16/15	Proposed FY2017	Percent Increase
Unimproved Land greater than one acre	\$50.00	\$60	20%
Residence of four or more families	\$100.00	\$110	10%
Commercial, industrial or public utility structure	\$150.00	\$160	7%
Municipal liens - all other properties*	\$25.00	\$35	40%
*Subject to Statute			

PLANNING BOARD

	Current 1/16/15	Proposed FY2017	Percent Increase
Approval Not Required (ANR)	\$275.00	\$285	4%
Preliminary Subdivision	\$275.00	\$285	4%
Definitive Subdivision	\$300.00	\$310	3%
Covenant/Bond Release	\$100.00	\$110	10%
Subdivision Modification/Rescission	\$125.00	\$135	8%
Road Name Change	\$200.00	\$210	5%
Road Inspection Fee	\$400.00	\$410	2%
Lot Release	\$100.00	\$110	10%
Site Plan Review	\$250.00	\$260	4%
Special Permit	\$200.00	\$210	5%

ZONING BOARD

	Current 1/20/15	Proposed FY2017	Percent Increase
	\$85	\$95	12%
Affordable Accessory Dwelling Unit	\$85	\$95	12%
Residential change in use	\$60	\$70	17%
Request for Extension to Special Permit	\$60	\$70	17%
Commercial/Business Change in Use	\$185	\$195	5%
Abutter List	\$15	\$25	67%
Appeal as Person Aggrieved	\$85	\$95	12%
Construction of any sort:			
\$0-\$1,000	\$85	\$95	12%
\$1,001-\$10,000	\$135	\$145	7%
\$10,001-\$50,000	\$185	\$195	5%
\$50,001-\$100,000	\$285	\$295	4%
\$100,001-\$250,000	\$385	\$395	3%
\$250,001-\$500,000	\$535	\$545	2%
\$500,001-\$500,000	\$1,035	\$1,045	1%



ANNUAL TOWN REPORT COVER CONTEST

Volunteer contributor/artist submission and release form

PLEASE SUBMIT TO: Town of Wellfleet | 300 Main Street | Wellfleet, MA 02667

P: (508) 349-0300 | **E:** Michaela.miteva@wellfleet-ma.gov

Date of submission: 12/1/2015

Full name: CELESTE WOODS KOPER

Address: BOX 22 WELLFLEET

Phone: [REDACTED]

Email: celesteart@[REDACTED]

Notes for the submitted artwork: "Duck Creek"

ART RELEASE

1. In exchange for allowing the artwork (ART) I submitted with this Release to the Town of Wellfleet (TOWN) to be considered for display on the 2015 Town of Wellfleet Annual Report Cover, I hereby grant the TOWN, its licensees and assigns, a non-exclusive, worldwide, royalty-free, perpetual license to use, reproduce, publish, display and edit the ART, in whole or in part ("USE"), with my name identification, in any and all media (whether now known or hereafter devised) for non commercial purposes, as well as for marketing and/or publicity purposes. I acknowledge and agree that The Town of Wellfleet may modify, crop, alter or retouch the ART as the TOWN deems appropriate under the circumstances. A copy of the ART is attached to this Release.

2. I hereby represent and warrant that: (a) I am 18 years of age or older (or, if not, that a parent or legal guardian will sign on my behalf); and (b) the USE of the ART will not, and this ART Release does not, violate any copyright, trademark, right of privacy, or any other right of any third party, nor be contrary to law, and no third party consent or permission is required for such USE of the ART. I agree to release and indemnify the TOWN from any claims, actions, liabilities, losses, or expenses of any kind ("CLAIMS") arising out of USE of the ART or any breach or alleged breach of this ART Release.

Signature: [Signature]

Print Name: CELESTE WOODS KOPER

Date: DECEMBER 1, 2015

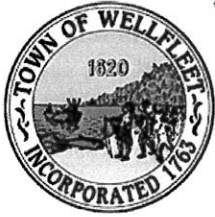
I am the parent/legal guardian of the above minor and consent to this agreement on his/her behalf:

Print Name: _____

Signature: _____

Date: _____





TOWN OF WELFLEET

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

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator Recruitment
Date: December 14, 2015, Revised January 6, 2016
CC:

The process of hiring a town administrator is basically the same as for any senior municipal staff position and consists of the following steps:

1. Determine whether to engage a consultant to assist in the search. Done, on December 15 the Selectmen decided not to engage a consultant.
2. Develop an understanding of the Town's expectations for the position and approve ad copy.
3. Determine the geographic scope of search and design and execute a plan of publicity appropriate to the scope.
4. Review applications for compliance with minimum qualifications.
5. Review qualified applications to select a pool of candidates to interview. (How many in the pool? It looks like at least 24 were interviewed in 2012.)
6. Conduct initial screening interviews. In 2012 the screening interviews included interviews by panels of department heads. This was a valuable process and should be included again. Prepare a list of finalists. (Probably no more than 5.)
7. Check references and verify education and experience. Screening Committee recommends a panel of finalists to the Board of Selectmen.
8. Final interviews before the Board of Selectmen, selection of final candidate.
9. Conditional offer of employment subject to:
 - a. Agreement as to terms
 - b. Physical exam (including stress test, drug test)
 - c. Background and credit checks

Typically steps 1 through 3 are conducted by the Board of Selectmen, steps 4 through 7 are conducted by a screening committee appointed by the Board of Selectmen and the final two steps are conducted by the Board of Selectmen. Steps 4 through 7 above can form the basis of a charge to the screening or search committee.

The screening committee can include up to two selectmen (must be less than a quorum of the Board of Selectmen if screening committee interviews are to be done in executive session.) The screening committee can conduct its reviews and interviews in executive

session providing meetings are conducted in compliance with the open meeting law. (Candidates are often reluctant to apply unless they can be assured of confidentiality until a final list of candidates is referred to the selectmen.)

The timing of the process is, to a large degree, driven by publication dates and application periods. The February, 2016 issue of The Beacon has a classified ad deadline of January 15, 2016. The MMA also offers web site job posting which is not subject to the same delay. Daily papers like the Cape Cod Times have deadlines that are less of a problem. A minimum publication plan might include the MMA web site, The Beacon, the Town's web site and the Cape Cod Times. Assuming that the decision is made to advertise in the February issue of The Beacon, the following is a possible schedule:

1. January 15, 2016. Place ads in selected publications.
2. February 10, 2016. Approximate publication date for The Beacon.
3. February 29, 2016. Application deadline. Note: The relatively short deadline for responses assumes posting on the Town, ICMA and MMA web sites.
4. March 14, 2016. Complete initial review of applications and prepare a list of qualified applicants for review.
5. March 28, 2016. Complete screening committee review of applications, begin scheduling interviews.
6. April 25, 2016. Complete initial interviews and select candidates for final public interviews.
7. May 10, 2016. Final public interviews before the Board of Selectmen. Possible vote on conditional offer of employment.
8. May 24, 2016. Employment agreement executed.
9. June 30, 2016. Transition completed.

The February Beacon publication date is ambitious because copy would have to be agreed upon no later than the January 12, 2016 Board of Selectmen's meeting. If this ad copy deadline cannot be met and publication is made in March instead, the schedule would have to be adjusted, but it is possible that the process could still be completed by June 30, 2016 by shortening some of the other time periods.

Attached are the following documents:

1. Town Administrator current job description.

Position Title:	Town Administrator	Grade Level:	
Department	Town Administrator	Date:	
Reports to:	Board of Selectmen	FLSA Status	

Statement of Duties: The Town Administrator in accordance with the Town of Wellfleet Charter, Bylaws and Statute is responsible for the provision of administrative and supervisory responsibilities in the directing of town affairs, including planning, organizing, coordinating, and directing all activities and operations of town departments and other town agencies under the policy direction of the Board of Selectmen. The employee is required to perform all similar or related duties as required.

Supervision Required: The employee functions under the policy direction of the Board of Selectmen, exercising authority over total operations of the municipality in conformance with general directives and objectives set forth by the governing body. The employee participates in the development, implementation and administration of town policies, goals, objectives and statutory requirements related to the administration and operation of the town. The employee functions independently, referring specific issues or problems to the Board of Selectmen as necessary when clarification or interpretation of town policy or procedures is required.

Confidentiality: In accordance with the State Public Records law, the employee has regular access on a town-wide basis to confidential information such as department records, official employee files, collective bargaining information, law suits and criminal investigations.

Supervisory Responsibility: The employee is accountable on a town-wide basis for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Assists or oversees the provision of personnel services to Town employees, including or effectively recommending hiring, training, and disciplining of employees. Employee provides direct supervision of (15) full-time and indirectly eighty-two (82) full-time equivalent employees and one hundred (100) seasonal employees. The regular work is not cyclical in nature, but subject to changing priorities and emergency situations and conditions. Functions, programs, work processes and staff size is well established and relatively stable throughout the year.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

The employee is required to direct the overall activity of the municipality while exercising authority for planning, operating and oversight responsibilities on behalf of the Board of Selectmen.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for all departments within the municipality.

Work Environment: The work environment involves everyday discomforts typical of a municipal office, with occasional exposure to outside elements such as traffic when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationship: Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties involve primary responsibility for the operation of the Town and could result in monetary loss, legal repercussions, labor/material costs, jeopardize programs and danger to public safety. Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence in the town government.

Occupational Risk: Duties of the job present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting. Employee may be required to work beyond normal business hours in response to emergency situations, to attend evening meetings or town sponsored events.

Essential Functions:

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

Responsible for the coordination of the daily operation of the Town on behalf of the Board of Selectmen (Board) in accordance with existing policies, procedures, bylaws, state statutes, regulations and federal laws pertaining to the Town of Wellfleet.

The Town Administrator may delegate essential functions to subordinates under the Town Administrator's direct supervision.

Makes staffing and operational recommendations to the Board of Selectmen and assists in the recruitment and selection of all new Town personnel under the Board's jurisdiction; ensures the adherence to the Town's personnel codes and by-laws as well as applicable state and federal laws.

Coordinates the activities of town departments and agencies under the Board of Selectmen with officers elected directly by the voters.

Oversees the daily administration of the town's personnel system including but not limited to matters relating to recruitment, selection, performance evaluation, wage surveys and all collective bargaining agreements. Incumbent is responsible for drug testing of all personnel under the Federal Department of Transportation regulations and for implementation of a town-wide policy for drug testing and compliance with federal laws.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Board of Selectmen, Finance Committee, town boards/committees, local officials, and department heads; makes presentations to the Board of Selectmen, town boards/committees, state agencies, town meeting and the general public as necessary.

Attends all meetings of the Board of Selectmen. Receives and makes appropriate disposition or referral of all Selectmen correspondence and communications. Anticipates needs of the Board of Selectmen for information and background material. Ensures that all decisions of the Board of Selectmen are carried out. Keeps the Board of Selectmen fully advised regarding departmental operations and the financial status of the Town.

Establishes and oversees the development of the Town's annual operating and capital budget including but not limited to developing budgetary instructions and setting deadlines, to providing materials and recommendations for appropriations and capital planning reviews. Coordinates the development of strategic financial goals for the Town. Makes recommendations concerning financial policies and practices. Reviews all revenues collected and makes recommendations concerning fees, charges as well as new sources of revenue.

Participates on behalf of the Town in all collective bargaining meetings, the hiring of town employees, implementation of classification and compensation plans, and negotiation of employment contracts with Town Counsel. Develops and recommends bargaining concepts and strategies for the Board of Selectmen's approval. Attends all bargaining sessions and/or grievance hearings. Advises officials on the impact of contract terms on personnel system, classification of positions and wage administration. Works with Town Counsel to develop and implement responses to all legal issues impacting the Town.

Consults with department heads, board and committee members, and employees of every rank in the Town's employment on sensitive issues including but not limited to employee performance, health issues, management styles, contract interpretation, leave, attendance and job assignments.

Serves as the Board of Selectmen's liaison and public information officer to town boards or committees, local state-wide, inter-municipal, regional, and federal agencies. Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, Board of Selectmen's and committees in the delivery of town services.

Serves as the town's affirmative action officer, Americans with Disabilities Act Administrator, Procurement Officer, Contract Compliance Officer, Insurance Administrator and Fair Housing Officer, exercising all responsibilities for local compliance with federal and state regulations and mandates for these programs.

Responds to oral and written inquiries, requests for information, assistance, and investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Oversees all Town automated management information systems, makes recommendations for improvements and implements appropriate policies relative to technology systems.

Prepares applications for grants, administers grants received, works with appropriate state, federal, and private officials on various town projects as required.

Maintains professional competence through participation in workshops, seminars and training programs provided by professional organizations.

Conducts independent research; prepares reports for the Board of Selectmen as required. Coordinates the development and preparation of town meeting warrants, and ensures that warrants and annual reports are printed and published in a timely manner.

Oversees the preparation of all licenses and permits for consideration by the Board of Selectmen as mandated by state and local laws and by-laws; ensures the collection of fees; reviews tax liabilities for potential licensees to ensure timely tax payments.

Prepares reports and legislation for State and Federal agencies as required by law or as directed by the Board of Selectmen. Incumbent actively participates in the legislative process for any legislation that may be deemed important to the community.

Oversees the maintenance of current records of all appointees under the jurisdiction of the Board of Selectmen; ensures for timely appointments to vacant positions.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Political Science, Public Administration or a related field with Master's degree preferred; minimum of five (5) years of prior full-time, compensated executive experience in public or business administration experience; Alternatively, two (2) years or more of professional experience and a Master's Degree in an appropriate discipline; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Class D Motor Vehicle Operator's License. Massachusetts Certified Public Purchasing Official (MCPPO) is preferred.

Knowledge, Abilities and Skill

Knowledge: Incumbent should have considerable knowledge of municipal government functions, organization, methods and techniques; considerable knowledge of the statutory, by-law and other provisions relating to the organization, functions and operations of town government; knowledge of financial management, budgeting, personnel management, grant writing, marketing, and records management, as they apply to municipal government. Working knowledge of Massachusetts General Laws and regulations pertaining to local government; knowledge of municipal financial laws and regulations, labor laws, personnel practices and procedures. Working knowledge of emerging technologies and to recognize its value to the Town. Comprehensive knowledge of the various financial requirements of municipal government as well as the State's Procurement Law.

Abilities: Ability to direct and evaluate the work of department heads as well as professionals and other subordinates including office staff. Ability to plan, organize, and direct the development of projects, the preparation of reports, analyzes problems and formulates recommendations. Ability to bring people together around complex goals and develop consensus among community groups and individuals that may not share common priorities. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, Board of Selectmen/committee members, agencies and officials, media and the public. Ability to prioritize and manage multiple tasks, and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements and appropriate working arrangements. Ability to deal tactfully with disgruntled members of the public and town staff. Ability to read financial statements and do basic financial analysis.

Skill: Proficient oral communication skills and the ability to represent the Town before an array of organizations including providing statements to the media. Excellent writing skills required to prepare various reports and position papers. Strong organizational skills. Skill in the utilization of technology as a means of improving the effectiveness the organization and its services. Professional customer service skills. Skill in remaining non-political, yet understanding local and state government politics. Proficient contracting and negotiating skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands required to perform the essential functions of the position.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills to perform activities such as operating a motor vehicle, operating a telephone system, computer and/or most other office equipment, keyboarding. The employee is frequently required to use hands to finger, handle, or feel objects and reach with hands and arms and to sit, talk and hear for extended periods of time.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Town of Wellfleet
Town Administrator

The Town of Wellfleet, Massachusetts, population 3,000, with a seasonal peak population of 20,000, seeks a Town Administrator to replace the retiring Town Administrator. Wellfleet is a financially sound, historic Cape Cod town located in the Cape Cod National Seashore bounded by the Atlantic Ocean and Cape Cod Bay. The Town Administrator serves as Chief Administrative Officer, reporting to a five-member Board of Selectmen. The Town Administrator has broad responsibilities defined by the Town Charter, including preparation and management of the Town's annual budgets totaling approximately \$20 million, collective bargaining and administration of the Town's daily operations. Strong financial planning, proven leadership and excellent communication skills required. Consensus-building skills and inclusive management style desired. Candidates should have a proven record of team oriented and cooperative relationships with citizens, employees and local, state and federal government officials. Experience establishing regional partnerships and working with citizen committees desired. Bachelor's degree, preferably in public administration or a related discipline, and five years of full time compensated executive experience or a master's degree and two years of executive service required. Master's degree preferred. Salary \$100,000 to \$130,000 DOQ and excellent benefits package. Send Résumé and cover letter by February 29, 2016 to: Town Administrator Search, Board of Selectmen, Attention Michaela Miteva, 300 Main Street, Wellfleet, Massachusetts 02667. EOE/AA.

Charter requires the following publication:

In selecting a Town Administrator, the Board of Selectmen shall search for candidates by placing an advertisement in the International City Management Association Newsletter or similar professional publication and in at least two newspapers having statewide or regional circulation.

Proposed advertising in:

MMA Beacon and web site
ICMA Newsletter and web site
Cape Cod Times
Boston Globe
Wellfleet Town Web Site

WELLFLEET, MASSACHUSETTS (pop. 3,000, seasonal 18,000). Town Administrator. Salary \$100,000 to \$130,000 DOQ. Financially sound, historic Cape Cod town bounded by the Atlantic Ocean and Cape Cod Bay. The Town Administrator serves as Chief Administrative Officer, reporting to a five-member Board of Selectmen. The Town Administrator has broad responsibilities including budget preparation (\$20 million), collective bargaining and administration of the Town's daily operations. Strong financial planning, proven leadership and excellent communication skills required. Consensus-building skills and inclusive management style desired. Experience establishing regional partnerships and working with citizen committees. Bachelor's degree and five years of full time compensated executive experience required. Master's degree preferred. Send Résumé and cover letter to: Town Administrator Search, Board of Selectmen, ATTN: Michaela Miteva, 300 Main Street, Wellfleet, Massachusetts 02667, by February 29, 2016. EOE/AA.

Charter requires:

In selecting a Town Administrator, the Board of Selectmen shall search for candidates by placing an advertisement in the International City Management Association Newsletter or similar professional publication and in at least two newspapers having statewide or regional circulation.

Advertise in:

MMA Beacon and web site
ICMA Newsletter and web site
Cape Cod Times
Boston Globe
Wellfleet Town Web Site



TOWN OF WELFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

DEC 15 2015

Wellfleet depends on its citizens to carry out many of our government's activities. Your community needs your help. *Please volunteer.*

FILL OUT THE FORM BELOW and mail or bring it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name John MORRISSEY Date 12/23/15

Mailing Address P. O. Box 1816 Wellfleet MA 02667

Phone (Home) 349-0950 (cell) 508 240-4910

E-mail JOHN.T.MORRISSEY@GMAIL.COM

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

3 Years on Finance Committee
3 Years as Selectman

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

☐ Committees/Boards of Interest: 1) Town Administrator SEARCH COMMITTEE
2) _____
3) _____



DEC 15 2015

TOWN OF WELFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail or bring it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Amy Voll Date 12/23/15

Mailing Address PO Box 205 / 240 Chequessett Neck Rd.
Wellfleet, MA 02667

Phone (Home) 774-374-3939 (cell) 508-776-3427

E-mail avoll@amyvoll.com

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I worked as the assistant to the Wellfleet Town

ADMINISTRATOR UNDER Paul Sideloff + Harry Terkanian. I acted as
Secretary to the Search Committee for Harry Terkanian's Town Administrator
Search + was recently on the Search Committee for the Asst.
Town Administrator.

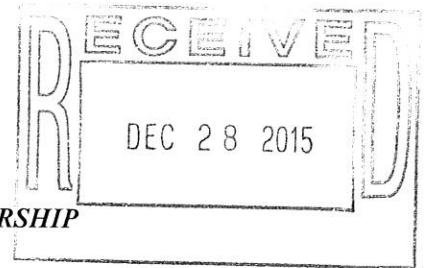
☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

Having worked closely with two town Administrators, the
Board of Selectmen, Town Staff + outside Committees,
I have both a Micro + Macro view of requirements needed to
successfully execute the job of Town Administrator. I would like
to draw on my unique experience to chose the optimal candidate
to oversee Town Administration.

☐ Committees/Boards of Interest: 1) Town Administrator Search Committee
2) _____
3) _____



TOWN OF WELFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP



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FILL OUT THE FORM BELOW and mail or bring it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name ROGER L. PUTNAM Jr. Date 12-28-15

Mailing Address 30 BEACH ST.
WELFLEET

Phone (Home) 508 344-7472 (cell) 508 776-5623

E-mail rjputnam@comcast.net

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

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

☐ Committees/Boards of Interest: 1) Search Committee for T.A.
2) _____
3) _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

Wellfleet depends on its citizens to carry out many of our government's activities. Your community needs your help. *Please volunteer.*

FILL OUT THE FORM BELOW and mail or bring it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name MOE BAROCAS Date 12/29/15

Mailing Address 166 HERRING RIVER RD
WELLFLEET MA 02667

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

E-mail ABIY0Y01@AOL.COM

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

I CURRENTLY SERVE ON THE BOARD OF
HEALTH. I HAVE SERVED ON THE BOARD OF
WATER COMMISSIONERS. THESE EXPERIENCES
HAVE GIVEN ME A SENSE OF TOWN OPERATIONS

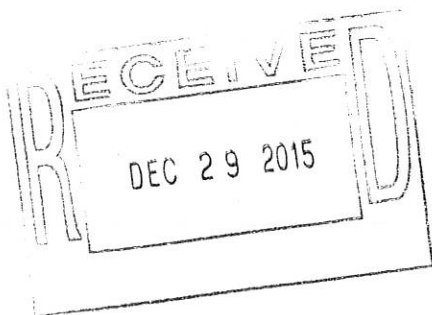
☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

☐ Committees/Boards of Interest: 1) _____

TOWN ADMIN. SEARCH COMM.

2) _____

3) _____





TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:

Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Leanne MacLauchlan Date 1/6/16

Mailing Address PO Box 129
Wellfleet MA 02667

Phone (Home) _____ (cell) 508 514 0407

E-mail yeanniemac@yahoo.com

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

Have worked in the administration office for
15 years, under 3 Town Administrators and
2 interim Town Administrators.

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

☐ Committees/Boards of Interest: 1) TA Search Committee

2) _____

3) _____

JAN - 5 2016



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail or bring it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

☐ Name Curtis S. Felix Date 12/7/2015

Mailing Address P.O. Box 967

S. Wellfleet, MA 02663

Phone (Home) 603 209-6000 (cell) 603-209-6000

E-mail c.felix@planktonpower.net

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Executive level business experience in a

number of organizations in energy, business development
and start-up businesses. President of Wellfleet Forum, Town
Appointee to Cape Cod Water Protection Collaborative, Vice Chair Wastewater
Committee, Project Manager Oyster Restoration Project

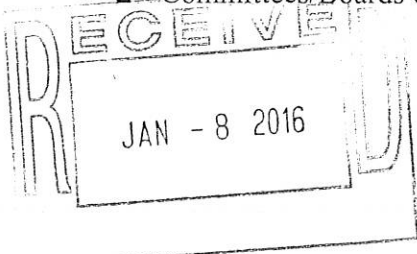
☐ Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

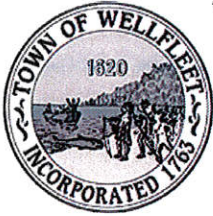
Degrees in Biology, Economics + Political Science
Mass Dept Agric Resources Pesticide License
Extensive post grad training + professional enhance ment ^{course} work

☐ Committees/Boards of Interest: 1) Town Manager Search Comm. Here

2) _____

3) served on prior TA Search Committee





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: Preschool Voucher Program Mid-Year Financial Report
Date: January 6, 2016
CC:

The following figures were provided by Community Services Director Suzanne Thomas and reflect disbursements through December 28, 2015:

School	As of 12/28/2015
CCCP	\$ 1,530.58
CCCP	\$ 2,280.00
CCCP	\$ 1,508.46
CCCP	\$ 1,870.92
CCCP	\$ 3,796.00
CCCP	\$ 1,987.86
CCCP	\$ 651.00
	\$
Montessori	\$ 2,072.00
Montessori	\$ 1,554.00
Montessori	\$ 2,072.00
Montessori	\$ 1,554.00
Montessori	\$ 2,072.00
Montessori	\$ 2,072.00
NIP	\$ 640.00
NIP	\$ 480.00
Partnership	\$ 1,450.00
TOTAL	\$ 27,590.82

In the first half of the year, we have expended \$27,590.82. (CCCP is the Children's Place and NIP is Nauset Integrated Preschool.) This program is a hit and I really hope it can be continued for next year. Suzanne



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January 12, 2016

Prassede Vella
Massachusetts Bays National Estuary Program
251 Causeway Street
Boston, MA 02114-2126

RE: RFR ENV 16 CZM 06

Dear Ms. Prassede:

Wellfleet's environment is a vital part of our Town. The health of this environment is broadly supported by the citizens of the Town. The Town revolves around its harbor, the well-being of which is a nexus of support bringing together visitors, environmentalists, shell fishermen and boaters. Dedicated volunteers are found on many environmentally focused Town committees and boards, such as Conservation Commission, Open Space and Natural Resources Advisory Board. Citizen support is also evident with many volunteers serving at Wellfleet Conservation Trust, Massachusetts Audubon Society, Cape Cod National Seashore and helping to move forward the major project in restoring the Herring River.

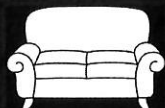
The Mayo Creek restoration is a smaller project but in a critical location at the marina inner harbor. This portion of the harbor suffers from siltation and higher nitrogen levels. Increasing the tidal flow of Mayo Creek, which empties directly into the inner harbor will help remediate both these issues. The study for which grant support is requested is designed to verify a revised culvert design which will increase the tidal flow in Mayo Creek without impacting abutting property owners. We, as Wellfleet Board of Selectmen, recognized this importance by forming a dedicated MCRC in 2014. We continue to support their work. We recognize that restoration of Mayo Creek requires much care in respecting concerns of abutters. The work of the MCRC reflects this concern. The modeling project for which CZM funds are requested promises a way forward allowing consideration of a technical path forward that balances restoration and abutters.

The Wellfleet Board of Selectmen enthusiastically support the work proposed.

Yours Truly,

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Paul Pilcher, Chair
Wellfleet Board of Selectmen



FURNITURE RECYCLING OPTIONS



WELLFLEET SWAP SHOP MAY ACCEPT SMALL PIECES OF QUALITY FURNITURE IN GOOD CONDITION

OPEN Saturday, Sunday, Tuesday from 8AM to 12PM

WELLFLEET TRANSFER STATION CHARGES A MODEST FEE TO DISPOSE OF BULKY FURNITURE

Often no more than \$10 per couch, dining set, etc. Please call ahead with questions 508 349.0335

OFFER LARGE FURNITURE TO LOCAL RECYCLERS INCLUDING

Potters Room Wellfleet 508 237.7749

Cape Abilities Furniture Rescue & Restore Program Eastham 774 722.1740

Habitat for Humanity ReStore Yarmouth 508 394.6400

POST YOUR FURNITURE AD ON THE WELLFLEET SWAP SHOP BULLETIN BOARD

POST YOUR FURNITURE AD ONLINE

Craigslist, Facebook Wellfleet Swap, Wellfleet Community Space

THANKS FOR RECYCLING!
WELLFLEET RECYCLING COMMITTEE 2016



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleetma.org

To: BOS
From: Harry Sarkis Terkanian, Town Administrator
Subject: Municipal Water System Repair IFB
Date: January 7, 2016
CC: Michaela Miteva, Water System Manager and BWC

On December 14, 2015 at 2:00 PM the responses to the above IFB were opened and publicly read. One responsive bid was received from Robert B. Our Co., Inc. Based on prior experience Robert B. Our Co., Inc. appears to be a responsible bidder. The bid amount for labor and equipment for an eight (8) hour day was \$4,200.00 and for a four (4) hour day was \$3,000.00. Both prices are exclusive of materials which are billed at cost plus 15%.

On January 5, 2016 the Board of Water Commissioners reviewed, discussed and voted 3-0 to recommend awarding the On-Call and Emergency Repairs Services contract as a result of received on December 14, 2015 at 2:00 PM responses to Robert B. Our Co., Inc. with terms, pricing and conditions as submitted with the Invitation to Bid documents.



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www.wellfleetma.org

To: Board of Selectmen
From: Harry Sarkis Terkanian, Town Administrator
Subject: Town Administrator's Report
Date: January 8, 2016

This report is for the period December 4, 2015 through January 7, 2016.

- 1 Procurement:
 - a. Police Station Renovation. The contract with Pomroy Associates for owner's project manager services has been executed. The next step is to begin the selection process for the project architect.
 - b. Electric Power Purchase agreement. The Assistant TA, Energy Committee and I are continuing to investigate the purchase of renewable energy credits with or without construction of a photovoltaic array on Town property. The most promising approach appears to be purchasing net metering credits from a third party operating a facility to be constructed elsewhere. This approach eliminates the need to enter into a manage a lease of Town property with a commercial enterprise. We are currently working to identify the risks and opportunities presented by such an approach and have consulted town counsel about the regulatory and contract issues.
- 2 Board of Selectmen's Policies. I have completed my review of the Board's policies. There are a few policies which are either candidates for minor revision or are candidates for revocation. I recommend adding these final items to a future Board agenda. See attached memorandum.
- 3 Fiscal Matters
 - a. 2017 budgets. A Meeting with the Nauset Region superintendent and Elementary School Committee is scheduled for the January 12, 2016 meeting. The detailed review of the DPW budgets is scheduled for January 19, 2016. A presentation of the Cape Tech budget and school renovation plans is scheduled for February 9, 2016.
 - b. Bond issue. We are preparing to issue a \$2,489,756 bond to permanently finance temporary borrowing. The sale is scheduled for January 14th. On January 7, 2016 a telephone conference was held with Standard and Poor to establish the bond rating for this issue.
- 4 A first draft of the 2016 Annual Town Meeting warrant has been prepared.
- 5 Additional Meetings.
 - a. December 4, 2015. Hugh Guilderson re selection of Police Station Owners Project Manager.
 - b. December 7, 2015. Cape Tech Building Committee.
 - c. December 8, 2015. Two staff meetings.

- d. December 8, 2015. Mark Vincent and Dennis Murphy re planning for DPW budget review.
 - e. December 9, 2015. Ted Castro-Santos and Dredging Advisory Committee re dredging permitting.
 - f. December 9, 2015. Cape Tech Building Committee.
 - g. December 10, 2015. Cape Cod Managers.
 - h. December 15, 2015. Cape Tech Building Committee.
 - i. December 17, 2015. Wellfleet Community Forum Board.
 - j. December 17, 2015. Board of Water Commissioners.
 - k. December 18, 2015. Herring River Restoration – MOU III Committee.
 - l. December 22, 2015. Herring River Restoration – HRRC Committee
 - m. January 4, 2016. John Reihl – Mayo Creek restoration grant application
 - n. January 5, 2016. Cape Tech Building Committee.
 - o. January 7, 2016. Conference call with Standard and Poor regarding bond rating.
- 6 Personnel Matters:
- a. Administrative actions (appointments are subject to disapproval by majority vote of the Board of Selectmen within 14 days; Charter section 5-4-1): NONE
 - b. Current employment vacancies (Charter 5-3-2 (i)):
 - i. Building – Building Inspector is part time.
 - ii. DPW mechanic. Dale Smith retired effective December 18, 2015. We have begun internal posting for the vacancy.
 - c. Contract negotiations for fiscal 2017 have begun with requests or meetings with four bargaining units and three contract employees.

Town of Wellfleet Committee Vacancies

Date: January 8, 2016
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 Regular Position	Town Moderator	
1 Alternate Position		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		



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**Wellfleet Board of Selectmen
Minutes of December 15, 2015
Wellfleet Senior Center**

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

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

Announcements, Open Session and Public Comment

- ❑ Terkanian announced that he had received a publication from the Concerned Citizens for Community Policing on opioid addiction problem and there are copies available for pick up.
- ❑ Wilson thanked Margaret E. Stolnacke for her many years of Services as Library Trustee.

Licenses

Amendment to liquor license – request received from Eliza Cox, Manager of Saveur De Pain, Inc. d/b/a PB Boulangerie Bistro to begin serving alcohol at 10 am on Sundays.

MOTION 215-402: Houk moved and Bruinooge seconded to approve the request received from Eliza Cox, Manager of Saveur De Pain, Inc. d/b/a PB Boulangerie Bistro to begin serving alcohol at 10 am on Sundays. The motion passed 5-0.

Appointments

Nomination of Wellfleet representative to Cape Cod National Seashore Advisory Commission.

Applications on file from Lilli Ann Green, Jeffrey Tash, Kathleen Bacon, Steven Larsen and Barbara B. Taylor. Barbara B. Taylor expressed her interest to serve as Wellfleet representative to the Cape Cod National Seashore (CCNS) Advisory Commission. All other applicants were interviewed on December 8, 2015. Pilcher thank all who expressed interest to represent Wellfleet and serve on the CCNS Advisory Commission.

MOTION 215-403: Houk moved to nominate Lilli Ann Green as a regular member to the Cape Cod National Seashore Advisory Commission. Wilson seconded and spoke highly about how detail-oriented Green is. The motion passed 5-0.

The Selectmen discussed options for alternate members as a result of the vacancy created due to Green's nomination for a regular member.

MOTION 215-404: Murphy moved and Bruinooge seconded to nominate Kathleen Bacon as an alternate member representing Wellfleet on the Cape Cod National Seashore Advisory Commission. Further discussion ensued where Wilson said that her first preference would have been Jeff Tash. Houk supported the original nomination. The motion passed 5-0 with the understanding that the Department of the Interior is the appointing authority.

Public Hearing(s)

At 7:13 pm Pilcher opened the public hearing on Winslow's Tavern license amendment to include front and back patios as licensed premises (*continued from December 8, 2015*)

Tracey Berry Hunt, Winslow's Tavern manager presented the request to include the front and back patios as licensed premises for serving alcohol without increasing the seating capacity. Houk wanted to know if this needs to go to the ZBA. Terkanian explained how this matter came up as a result of a letter

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mailed to all licensed establishments with reference to make sure their outdoor servings are licensed. He said that the description of licensed premises should be very specific with listing of the number of guest seats. Lydia Vivante expressed support to Winslow's Tavern as a good neighbor, but wanted to make sure that this amendment would not increase the noise and the back patio will be not used on daily bases.

MOTION 215-402: Bruinooge moved and Houk seconded to amend Winslow's Tavern license to include front and back patios as licensed premises for total venue seating capacity of 155 guests (no change in seating capacity). The motion passed 5-0.

Bombshelter Pub request to remain open until 2 AM on New Year's Eve.

Restaurant owner Caroline Parlante presented a request for the Bombshelter to remain open until 2 am on New Year's Eve.

MOTION 215-402: Houk moved and Wilson seconded to approve Parlante's request for the Bombshelter Pub to remain open until 2 AM on New Year's Eve. The motion passed 5-0.

Requests for designation of additional private ways for snow and ice removal

The Selectmen had requests on file for Aaron Rich Road, Baker Avenue, Beach Street, Clark Avenue, Day Road, Fox Island Road and Howard Court Ext. Pilcher gave a background history and presented the memo¹ received by the DPW Director. Vincent answered questions why the roads in discussion are no longer safe for plowing by saying that these roads do not meet the established minimum standards of the Paved Private Roads policy and gave examples of the reasons. According to Vincent if those concerns are addressed then the roads can be in compliance and will be accepted for plowing. He explained that for medical emergencies those concerns may not apply. Pilcher stated that all of the requests received are valid and now there is an issue that these roads are non compliant. Murphy made delineation between plowing a road and becoming compliant to be considered a plowable road and expressed concerns about liability in the event of damaging private property while plowing. Pilcher said that at the moment real human beings with medical disabilities are discussed and the road compliance should be out of the equation for this one-year exception. Wilson discussed a letter by Town Counsel for another Town in reference to private property damages as a result of snow plowing and the judgment was not in favor of the Town. Wilson talked about section 28 of the General Bylaw referencing to private roads being made usable for emergency vehicles. Bruinooge expressed her years-long experience with the private road she lives on and shared concerns how uncomfortable she feels getting information about people's health conditions. She said that all roads should be plowed if they meet the criteria regardless of the road ownership status. Vincent said that in order to accommodate these requests additional equipment may be needed.

MOTION 215-402: Pilcher moved to authorize snow and ice removal from Aaron Rich Road, Baker Avenue, Beach Street, Clark Avenue, Day Road and Fox Island Road provided requesting parties make necessary improvements. Murphy seconded, and talked about possible implications as a result of this change. Wilson expressed concerns about additional expenses and said that the letter for Day Road should be available for review and said that she was not ready to vote. Pilcher said that this has been discussed for a while and these people need a response. The motion passed 4-1 [Wilson].

Planning for Town Administrator search

Pilcher suggested not employing a consultant due to past experience. According to him a screening committee will suffice to review applications and recommend three to five finalists. Wilson talked about her experience with the last Town Administrator search process. The Selectmen agreed that

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appointing a committee is the way to go. The discussion concluded with no action taken by the Board.

FY 2017 Budget² Reviews – Joint meeting with Finance Committee (began at 7:50 pm)

Finance Committee Members present: Stephen Polowczyk, Bob Wallace and Janet Lowenstein, which did not constitute a quorum. The Board of Selectmen meeting carried on with the three FinCom members in attendance.

Pilcher opened the FY 2017 Budget reviews by saying that the budget is more than just numbers; it is a statement of a community and its vision. Terkanian informed that on January 12, 2016 the Superintendent of Nauset Regional School District and the Auditor Richard Sullivan will be present; and on January 19, 2016 the Department of Public Works will be extensively reviewed for zero based budgeting approach. He also briefly introduced the challenge of Outer Cape Health Services (OCHS) in terms of public water source needs.

Water Enterprise Fund

Justina Carlson, Chair of the Board of Water Commissioners presented the FY 2017 Water Enterprise Fund Budget request by saying that the budget is mostly level funded. Terkanian talked about the connection fees and operating revenues, challenges and potential shortfalls. He explained that the proposed \$45,000 water enterprise subsidy in the General Fund is a short term solution and more sustainable financial model needs to be identified. Pilcher wanted to know if the Board of Water Commissioners has thought of how to cover future deficits. Carlson answered by saying that once the Water Commissioners realized that the financial model is not sustainable the growth was on halt. She talked about updating the Master Plan, financial models and the future of the Municipal Water System. Stephen Polowczyk shared his recommendation for raise of the base service fee in order to make up the operating deficit and said that the rest of the FinCom members did not support it. He suggested eliminating the general fund subsidy for FY17. Terkanian explained why this would not be a good idea for number of reasons and running the fund balance to zero. Wilson suggested other rate adjustments. Carlson said that collaboration between the BWC and FinCom is needed to solve the Water Enterprise Fund challenges. Polowczyk said that according to him Wellfleet has done well by having affordable water system. Terkanian presented the OCHS public water needs as a result of their well water issue and challenges and stressed the urgency due to timing constraints imposed by Mass DEP. Gary Walker, OCHS Owner's Project Manager went over the details of the OCHS facility and the need for a sustainable public water solution. Houk wanted to know if the cost could be reduced if the main goes only to OCHS instead of Moby Dick. Wilson wanted to know if there will be a loop connecting the system to the Coles Neck Water main. Terkanian talked about possible funding discussion with USDA. Polowczyk supported the idea of considering pursuing the project because of the community importance of OCHS. Concerns arose about the loop, water usage per day and possible rate increases. Lowenstein wanted to see a detailed construction timeline. Wilson wanted to know more about what are causes for the current OCHS water challenges and if there are other ways to address the issue. The discussion concluded with no action taken by the Selectmen.

Marina Enterprise Fund

Harbormaster Michael Flanagan presented the Marina Enterprise Fund FY 2017 budget request and said that FY 2017 budget represents some cuts. Pilcher had questions on the gasoline line item. Flanagan said that this line item has been discussed to be reduced to \$160,000. The discussion concluded with no action taken by the Selectmen.

Police Department

Police Chief Ronald Fiset presented the FY 2017 Police Department request. Pilcher wanted to know if the 13th police officer will reduce the overtime budget. Wilson expressed her concerns and all costs associated with it and said that this should be decided by the voters. Bruinooge said if the Town and Selectmen feel that the 13th Police Officer is needed it should become part of the budget, not an override. The discussion concluded without any action item.

Fire Department

Terkanian went over the requested capital items and fire department over time. Fire Chief Rich Pauley said that the requested FY 2017 budget is level funded. He talked about two upcoming retirements – the first one of Lt. George White in FY 2017 and the second one of Captain Thomas Ferreira in FY 2018. Pauley said that these two retirements will complicate the overtime and emergency call coverage. This may require creating additional one or two full time positions to deal with this. Terkanian added that the County Dispatch number has been cut in half, and the two upcoming retirements will require an engagement in promotional process and assistance by a consultant. Wilson wanted to know if consultants have been used before. Pilcher asked if there have been any inter-municipal efforts to share human resources and equipment. Pauley explained about the challenges in the area of inter-municipal sharing of the same resources. Lowenstein said that the FinCom is not uncomfortable with these proposals for staffing. Houk expressed his concerns about the delayed response of the County dispatch system. Pauley explained the requirements by the State Protocol and how the response time operates. The discussion concluded with no actionable items.

Department of Public Works

Pilcher said that the DPW Budget will not be discussed in details at this time, because of the upcoming “Zero Based Budgeting” audit during the January 19, 2016 meeting. Terkanian explained the differences between zero based and performance based budgeting. Murphy explained the need for this budget approach for all major departments. DPW Director Mark Vincent presented his concerns about this budget process. Pilcher said that this process is intended to raise questions and identify areas of improvement rather than to put him on the hot spot. Vincent presented the highlights of the DPW FY 2017 budget request. Terkanian said that he took away \$50,000 from last year’s Chapter 90 budget and this is why line item 422 is higher now. Vincent talked about the ABC Disposal changes. Terkanian had questions about the snow removal budget. Over the last 10 years the average is \$130,000 and the actual request is \$93,300. Wilson wanted to know if there was any money received from the State. Houk asked if there was any consideration for solar panels on the DPW and Transfer Station. Terkanian explained the current process under way and how purchase lease and design work.

National Seashore Shorebird Management Plan – possible comment by the Board *(Continued from December 8, 2015)*

The Selectmen discussed the Cape Cod National Seashore Comprehensive Shorebird Management Plan alternatives and referred to Barbara Brennessel³ letter to the Board.

MOTION 215-402: Pilcher moved to recommend to the CCNS to carry on with their Comprehensive Shorebird Management Plan excluding use of poison. Wilson seconded and the motion passed 4-1 (Murphy).

Letter of support for the Cape Cod Economic Development Council, Inc. grant application to the Regional Economic Development Organization (REDO)

No action was taken on this matter. The Selectmen did not have enough information and understanding of the “Blue Economy” and therefore could not take a position.

Approval of 2016 Board of Selectmen meeting calendar

MOTION 215-402: Bruinooge moved and Wilson seconded to approve the 2016 BOS Meeting Calendar. The motion passed 5-0.

Approval of 2016 mileage reimbursement rate – deferred to a future meeting pending the IRS setting the 2016 rate.

Future Concerns

- ☐ Wilson suggested coming up with a policy for herbicide and pesticide application and ask the Conservation Commission to propose a by-law for future situations similar to POCCA and CCNS Comprehensive Shorebird Management Plan. Terkanian talked about a similar policy in the past that was not adopted.
- ☐ Pilcher requested a report on the status of the Preschool Vouchers Program from the Community Services Director.
- ☐ Pilcher asked for an updated report on PAYT.
- ☐ Houk expressed concerns about restaurant closures and wanted to know if there are any legal details related to closings of year round establishments.

Minutes

MOTION 215-402: Murphy moved and Wilson seconded to approve the minutes⁴ of December 8, 2015 with corrections. The motion passed 4-0. (Houk did not vote).

Adjournment

MOTION 215-402: Murphy moved and Wilson seconded to adjourn the meeting at 9:33 pm. The motion passed 5-0.

Respectfully submitted,

Michaela Miteva
Executive Assistant

¹ DPW Director memo on additional private roads for inclusion for snow and ice removal

² FY 2017 Budget Requests

³ Letter by Barbara Brennessel re CCNS Comprehensive Shorebird Management Plan

⁴ Draft minutes of December 8, 2015