

**Wellfleet Board of Selectmen  
Minutes of the Meeting of August 27, 2013  
Council On Aging Building, 7:00 p.m.**

**Present:** Berta Bruinooge, Jerry Houk, John Morrissey, Dennis Murphy, Paul Pilcher; Town Administrator Harry Sarkis Terkanian.

Chair Berta Bruinooge called the meeting to order at 7:00 p.m.

***Announcements, Open Session and Public Comment***

- Jerry Houk announced that the annual Alzheimer's benefit auction was 'the best ever' and he thanked all the participants for making the event such a great success.
- Town Administrator Harry Terkanian announcements:
  - Terkanian has compiled a complete list of sub-standard private pave roads that will need repair by the winter of 2014. This list will be published in the newspaper and posted on the Town web site.

**Report by the Fire and Police Departments on Oyster fest public safety plans**

Police Chief Ron Fisette and Fire Chief Richard Pauley reviewed the public safety plan for OysterFest. Fisette explained that the 30 page plan has been updated for every year for the past eight years, working with SPAT to address issues all emergency situations. Pilcher and Houk asked the Chiefs to address several specific scenarios, including a restaurant kitchen fire and medical emergency involving an ambulance. Fisette said that staff and trained volunteers are stationed on site and ready to usher people away from Main Street on assigned evacuation routes. Plans are also in place to adjust travel routes to quickly reach the scene of an accident. Murphy asked if a change of venue to the Marina or Mayo Beach/Kendrick Avenue would alleviate safety concerns. Fisette said that he was comfortable with the Main Street venue but emergency planning would be adjusted appropriately to address new issues. Houk asked Pauley about his comfort level with the plan. Although this is Pauley's first OysterFest, he handled similar size events during his tenure in NH and expressed confidence in the execution of the current comprehensive safety plan for 2013.

***Business***

**Cape Cod Selectmen and Counselors Association**

Ed Lewis and Ed McManus from the Cape Cod Selectmen and Counselors Association came before the Board to request increased participation from the Wellfleet Selectmen to help address common regional issues, such as wastewater treatment. The representatives explained that broader Cape-wide participation by would also strengthen the Association's lobbying efforts to state and federal officials on participants' behalf. The Selectmen agreed to increase their attendance and Murphy suggested that the Selectmen rotate attendance to the monthly meetings, held from September through June.

***Public Hearing 7:22 p.m.***

**Shellfish**

**Motion 14-0040:** Murphy moved to approve the applications received August 6, 2013 from James, Mary, Michael and Courtney Falcone to transfer shellfish grant license #01-01ext from James, Mary, Michael and Courtney Falcone to Ralph Bassett. Pilcher seconded the motion and it passed 5-0.

### **Review of OysterFest memorandum of understanding and fee for use of town property by OysterFest**

Town Administrator Harry Terkanian wanted to revisit certain issues regarding OysterFest that were not resolved at the July 16 meeting, including charging fees for the Use of Town Property. Terkanian next reviewed the proposed Memorandum of Understanding between the Town of Wellfleet and Wellfleet Shellfish Promotion and Tasting, Inc.<sup>1</sup> Alex Hay, representing SPAT, thanked Terkanian for putting discussed expectations for both parties into the MOU document, noting that safety is SPAT's main concern for festival participants. Several areas of the MOU were discussed, including designated points of entry into OysterFest, locations for on-site ticket sales and expected adherence for use of Town property by SPAT. SPAT also addressed several issues in a '2013 Wellfleet OysterFest Preparation Schedule'<sup>2</sup> and outlined a work responsibility chart involving each Town Department<sup>3</sup>. SPAT will augment police and hire outside security and continue to offer the scholarship and provide donations and grants to the Wastewater Committee, Conservation Committee, etc. Hay requested that the Use of Town Property fee be waived in light of their contributions to the Town. Morrissey concurred, stating that he viewed OysterFest as a partnership between the Town and SPAT. Pilcher would like to reconvene shortly after this year's OysterFest to discuss plans for 2014, which may include a venue move. The Selectmen agreed that the MOU was not in its final form and asked Terkanian to finalize the planning document.

**Motion 14-0041:** Morrissey moved to waived use of Town Property fee for OysterFest 2013. Bruinooge seconded the motion and it passed 5-0.

### **BWC update on Phase II Expansion of WMWS & Discussion of BWC staffing needs**

Justina Carlson, Chair of the Board of Water Commissioners (BWC), updated the Selectmen on the Phase 2 Expansion of the Wellfleet Water System, including the bidding, construction and funding schedule; status of the Water Enterprise fund for FY2013; status of marketing efforts to encourage connection to the water system; status of Baker Avenue easements; and staffing requirements to best manage the daily administrative operations of the water system<sup>4</sup>. Carlson is concerned that there is not adequate staffing to coordinate emergency response, handle marketing needs, budget analysis, and contract and grant oversight. The BWC would like to work with the Personnel Board to create a full time general manager position funded by the Water Enterprise Fund.

The Selectmen raised several questions regarding the discussion about the water system expansion and staffing. Morrissey was concerned that three weeks was not long enough for the bidding process but was reassured by the TA that the posting in the Central Register was sufficient. Terkanian does not believe that construction will commence during OysterFest. Morrissey also asked if the BWC was asking for a permanent position (yes, because the BWC does believes it is sustainable) and if the position needs to be advertised. Terkanian will look into the question about advertising the position and suggested that the Town Collector could process water payments. Pilcher had several questions about the need for a full time staff member. Carlson said current staff member already doing full-time work. Berta asked the BWC to prepare a job description. Houk was assured that Briar Lane can be included in the expansion of the water system if Baker Avenue is not included because easements can not be obtained.

### **Update on Wellfleet Solar Mapping**

Energy Committee Chair Marcus Springer reviewed a proposed plan to create a solar map of Wellfleet to facilitate the installation of solar panels to help lower the carbon footprint of the Town<sup>5</sup>. The proposed solar mapping project, which creates a detailed map of the optimal placement of solar panels throughout the Town, will be executed with private funds through Mapdwell Solar Systems. The mapping will take five weeks to complete and then will be available to all residents and businesses so they can determine if they are good candidates for solar panels. Mapdwell will also help participants realize a better return on investment by tapping into federal and state incentives. The Turn Foundation will fund educational outreach this fall and either Solar Challenge or the Mass Clean Energy Center will oversee installations at

a reduced cost. Springer's project cost estimate is \$34,000 but he has raised half the funding already through private donations. The remainder of the funding should be raised by the end of September.

### **Update of Sustainable Wellfleet Workshop**

Energy Committee Chair Marcus Springer proposed an 'intra-committee and town administration workshop to focus on the environmental and sustainability impacts that affect the future of our Town'<sup>6</sup> on November 16, 2013 at the Council On Aging. The Fundamental purpose is to begin a new dialogue amongst decision makers through highlighting environmental and sustainability issues and the Town is facing and to discuss ways to address the issues. One objective of the workshop is to have a positive impact of the Comprehensive Plan. Springer asked the Town for a \$1,300 donation to cover costs of the event. From the audience Jeanne MacLauchlan suggested that the group ask an outside organization such as SPAT for the money to fund the workshop.

**Motion 14-0042:** Pilcher moved allocate funding of up to \$1,300 for the Sustainable Wellfleet Workshop from the Town's consultancy budget line if other fundraising efforts are unsuccessful. Morrissey seconded the motion and it passed 5-0.

### **Approval of letter to Comcast**

Town Administrator Harry Terkanian reviewed a draft letter to Mary O'Keefe, senior manager of government and community relations for Comcast regarding their lack of progress on a contract to extend cable and high speed internet service to members of the community who do not currently have access to Comcast service<sup>7</sup>. Terkanian will schedule a public hearing on the issue this fall and extended and asked for a Comcast representative to attend. Terkanian requested that the Selectmen approve the draft letter to send to Comcast and various Massachusetts government representatives.

**Motion 14-0043:** Houk moved to approve the letter to Comcast regarding their lack of progress on a contract to extend cable and high speed internet service in Wellfleet. Morrissey seconded the motion and it passed 5-0.

### **Agenda for September 17<sup>th</sup> BOS Meeting**

Terkanian discussed the agenda for a special Selectmen meeting on parking issues at the Town Hall, Marina and area near General Store. After discussion with the Selectmen, Bruinooge suggested adding 'problems that we have noticed over the summer,' including signage on the front lawn at Town Hall and bicycle/pedestrian safety issues.

### **Report by the Bike & Walkways Committee**

Terkanian announced that the Bike & Walkways Committee will have a report ready by fall on committee activities.

### **Approval of 208 Wastewater Planning MOU with Eastham**

**Motion 14-0044:** Morrissey moved to approve the 208 Wastewater Planning Memorandum of Understanding (MOU) with the Town of Eastham. Murphy seconded the motion 5-0.

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

Town Administrator Harry Terkanian reviewed the Town Administrator's report<sup>8</sup>, which contained supplementary information on the following issues:

- Terkanian sent a correspondence to Dunkin Donuts' advising them of the hours of operation specified in their business license and requested compliance.
- RFQ for Baker Field restroom designer services has been posted in the newspaper and the Mass Central Register where it will be published on September 9<sup>th</sup>. It will also be advertised on Comm-PASS and will be posted on our web site.
- RFQ is in preparation for a designer study of police department needs and current building suitability.

- The CCC MSW Committee has negotiated additional terms with ABC Disposal and ABC has agreed to extend those additional protections to Wellfleet.

#### ***Future Concerns***

- Draft budget message and related documents will be on the September 10, 2013 BOS agenda.
- Bruinooge will not be at September 10, 2013 BOS meeting as she will be on vacation. She asked Paul Pilcher to chair the meeting.

#### ***Correspondence and Vacancy Report***

John Morrissey had prepared the Correspondence Report<sup>9</sup>. A copy was made available for review.

#### ***Adjournment***

**Motion 14-0045:** Pilcher moved to adjourn the meeting. Murphy seconded the motion and it passed 5-0. The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Amy Voll, Executive Assistant

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<sup>1</sup> 2013-08-27 Draft MOU: Town of Wellfleet and SPAT for OysterFest 2013

<sup>2</sup> 2013 Wellfleet OysterFest Preparation Schedule

<sup>3</sup> 2013 Wellfleet OysterFest work responsibility chart by Town Department

<sup>4</sup> 2013-08-22 BWC Phase II water system expansion update

<sup>5</sup> 2013-08-27 Wellfleet Solar mapping proposal

<sup>6</sup> 2013 Sustainable Wellfleet memo

<sup>7</sup> 2013-08-28 Terkanian memo re: Town of Wellfleet CATV Expansion Progress

<sup>8</sup> 2013-08-27 Harry Terkanian Town Administrator's Report

<sup>9</sup> 2013-08-27 Correspondence Report