



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, June 20, 2017 at 4:00 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.

REVISED

- I. Announcements, Open Session and Public Comment [4:00]** *Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.*
- II. Business**
 - A.** Vote to approve issuance of bond for the Police Station (10 min.)
 - B.** Change order for a Lift at the Wellfleet Police Station (5 min)
 - C.** Interviews of finalists for the Shellfish Constable vacancy
 - 1) John Mankevetch
 - 2) Stephen Wisbauer
 - 3) Kathleen Murphy
 - 4) Nancy Civetta
 - 5) Michael Parlante
 - D.** Appointment of Shellfish Constable
- III. Adjournment**



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

II

BUSINESS A.

REQUESTED BY:	Treasurer
DESIRED ACTION:	Vote to accept bid and award bonds/signing related documents.
PROPOSED MOTION:	To be provided
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

II

BUSINESS

REQUESTED BY:	Rick Pomroy, OPM for Wellfleet Police Station Renovation Project
DESIRED ACTION:	Vote to approve a change order for a lift at the Wellfleet Police Station.
PROPOSED MOTION:	I move to approve lift change order for the Wellfleet Police Station renovation/construction be approved at the proposed figure of \$136,655.18 and that the Wellfleet Police Station Building Committee be authorized to approve change orders up to an upper limit of \$175,000.00, and to authorize the Town Administrator to sign the change orders.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

6/13/2017

PCO-016



JJ CARDOSI INC.
28 Boston Street
Providence RI. 02914

LOADED RATE MARKUPS	
FICA (inc. Medicare)	7.65%
SUTA	10.76%
FUTA	0.80%
Workers' Comp.	18.38%
General Liability	5.26%
TOTAL	42.85%

MARKUPS PER SPEC:

SUBCONTRACTOR DIRECT COSTS	OH&P	BOND
\$97,923.57	10.00%	0.00%
	<-Included	

SUBCONTRACTOR ON SUB (ITEM #5)	OH&P	BOND
\$6,854.65	5.00%	2.00%
	\$4,896.18	\$1,958.47

GC DIRECT COSTS ITEMS: 1,2,3 & 4	OH&P	BOND
\$28,461.57	10.00%	2.00%
	\$2,846.16	\$569.23

SUBCONTRACTOR DIRECT COSTS	OH&P	BOND
\$97,923.57	10.00%	0.00%
	<-Included	

GC MARKUP ON SUB (ITEM #5)	OH&P	BOND
\$6,854.65	5.00%	2.00%
	\$4,896.18	\$1,958.47

GC DIRECT COST + MARKUP	OH&P	BOND
\$31,875.96	10.00%	2.00%
	\$2,846.16	\$569.23

TOTAL PROPOSED CHANGE TO CONTRACT:

\$136,655.18

1 MATERIALS

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Trusses	1	ls	\$ 5,718.31	\$ 5,718.31
Truss Credit	1	ls	\$ (2,000.00)	\$ (2,000.00)
Sheathing	15	shfs	\$ 32.00	\$ 480.00
Additional Siding	150	sqft	\$ 3.75	\$ 562.50
Additional PVC Trim	20	lf	\$ 9.25	\$ 185.00
Louver Upcharge	1	ls	\$ 350.00	\$ 350.00
				\$ 5,295.81

2 EQUIPMENT

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
60 foot Boom	1	/s	\$ 780.00	\$ 780.00
			\$	780.00

3 LABOR

[illegible]

4 OTHER

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Dumpster/Disposal	30	yd	\$ 18.00	\$ 540.00
				\$ -
				\$ 540.00

5. SUB PROPOSALS

			PRICE	TOTAL
United elevator Lift Proposal	1	/s	48,775.00	48,775.00
North Shore Steel	1	/s	27,269.00	27,269.00
Drizo's Painting	1	/s	8,400.00	8,400.00
SMS Demo Dispose Slab	1	/s	840.00	840.00
Brite-Lite	1	/s	3,539.57	3,539.57
Silkdown Roofing (allowance)	1	/s	2,100.00	2,100.00
Seekonk Heating (allowance)	1	/s	4,500.00	4,500.00
Pilgrim Interiors (allowance)	1	/s	2,500.00	2,500.00
				\$ 97,923.57



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Tuesday, June 20, 2017

II

BUSINESS B.

REQUESTED BY:	BOS
DESIRED ACTION:	Interview a finalist for the Shellfish Constable vacancy 1. John Mankevetch
PROPOSED MOTION:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

MANKEVETCH

March 30, 2017

MAR 31 2017

John Mankevetch

Town of Wellfleet
300 Main St.
Wellfleet Ma.

Please consider me as an applicant for the vacant Town of Wellfleet Shellfish Constable Position. I have been employed in Wellfleet's shellfish industry for 23 years. From 1994-2005 I ran a rather large (10 person) crew engaged in quahog and oyster nursery and grow out operations. I was also instrumental in shellfish seed production and sales in both grant and hatchery settings. In addition, I was involved in the constructing a large shore based up-weller operation and was a key contributor to the hatchery based oyster remote set operations that provide the basis for oyster programs in most cape towns. My hatchery experience and a lifetime of observation and study have given me a very good understanding of shellfish biology and culture.

Since 2005 I have proudly served as the Assistant Shellfish Constable and have consistently performed beyond my job description. I am knowledgeable about the problems and issues with our fishery. My knowledge of Wellfleet harbor and its fishery is extensive and includes many topics that are unique to Wellfleet. I have a good working relationship with Division of Marine fisheries Staff and handle all water testing operations. I also have consistently participated in all pertinent meetings, D.M.F surveys and recall operations and have generally gone beyond the call of duty in all matters. Thank you for your consideration

John Mankevetch

Acting Shellfish Constable

John J. Mankevetch
16D Burgess Ln Wellfleet Ma. 02667

Education: Sterling College, Craftsbury Common, VT
Associate Degree in Resource Management

Oregon State University, Corvallis, Or
Coursework in Natural Resource Management,
Natural Resource Policy, Economics and
Communications

Experience:

2005-Present Town of Wellfleet Shellfish Department
Assistant Shellfish Constable

Enforced State and town rules and regulations
Coordinated aquaculture activities
Worked with State Personal on water quality,
Law Enforcement, and aquaculture issues
Handled all interpretive and educational opportunities
Paroled Town's Harbor, beaches, flats, and marshes
Assisted Shellfish Constable in planning, developing
and carrying out complete programs for shellfish
development and protection.
Assisted with Marine Standings
Ran Cultch Barge as needed

1994-2005 Aquaculture Research Corporation
Field Supervisor

Responsible of the rearing of shellfish in Wellfleet Harbor
Specific tasks included:
Overseeing the production of equipment used to grow out shellfish
Use and maintenance of inshore boats and gear used to rear,
Harvest, and transplant shellfish
Effectively working in a variety of inclement weather and tidal condition
Sale of aquaculture material

References: Furnished upon request

3/29/2017

WellFleet Town Hall
City Hall
286 MAIN ST.
WellFleet MA. 02667

MAR 31 2017

Re: Hiring John Mankevitch as Fulltime Shellfish
Constable for Town of WellFleet.

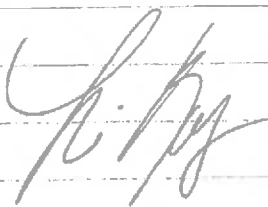
Dear Members of the board:

I, Lori Kondratowicz residing at 76 Trone Rd
WellFleet MA. 02667, am writing on behalf of
Mr. John Mankevitch, current acting head of
WellFleet Shellfishing Constable. I have known John
for 2 yrs. He's a friend and an associate.

John is committed, goes above + beyond and is very
personable. A quality everyone should have.

I highly recommend John as the new Fulltime
Shellfish Constable for the town of WellFleet.

Sincerely:



Lori Kondratowicz

March , 2107

HAND DELIVERED

Wellfleet Town Hall
City Hall
286 Main Street
Wellfleet, MA 02667

ATTENTION: BOARD OF SELECTMAN

RE: HIRING JOHN MANKEVETCH AS FULLTIME SHELLFISH CONSTABALE FOR THE TOWN OF WELLFLEET

Dear Members of the Board:

We Dino + Lilliana Cucci residing at 30 Avery Ave
Full Name Full Address
am writing on behalf of Mr. John Mankevetch, current acting town of Wellfleet Shellfishing Constable. I
have known John for 9 yrs, I know him Work Friend, Shellfishing
Time you've known John How you know John i.e. work, friend, shellfishing, etc.

*NOW LIST REASONS YOU FEEL JOHN WOULD BE THE BEST PERSON FOR JOB

(Things you could include could be specific information you know about John that you feel make him
an excellent candidate for the position, what you feel he would contribute to the job, whatever you
feel please write)

Back to example form letter:

John is deeply committed to his job and goes above and beyond when he is needed and most of all even
when he's not he's quick to volunteer.

Therefore, I highly recommend that he be considered being hired as the new acting Fulltime Shellfish
Constable for the Town of Wellfleet.

Thank you.

Sincerely,

MAR 30 2017

MARCH 31, 2017

✶ HAND DELIVERED ✶

MAR 31 2017

WELLFLEET TOWN HALL
CITY HALL
206 MAIN STREET
WELLFLEET, MA 02667

ATTENTION: BOARD OF SELECTMAN

RE: HIRING JOHN MANKEVETCH AS FULL TIME
SHELLFISH CONSTABLE FOR THE
TOWN OF WELLFLEET

DEAR MEMBERS OF THE BOARD:

I, TRACY ARENA, RESIDING AT, 2034
SCHOONER LANE, WELLFLEET, MA, AM
WRITING ON BEHALF OF MR. JOHN
MANKEVETCH, CURRENT ACTING TOWN OF
WELLFLEET SHELLFISHING CONSTABLE. I
HAVE KNOWN JOHN FOR 5 YEARS, I
KNOW HIM FROM SHELLFISHING.

JOHN IS A WONDERFUL, ENERGETIC,
INTELLIGENT PERSON. HE HAS A
LOT OF PATIENCE WITH PEOPLE &
IS DEEPLY COMMITTED TO HIS JOB. JOHN
HAD HELPED ME WHEN I GOT
A COMMERCIAL SHELLFISHING LICENSE
BY EXPLAINING THE AREAS THAT WERE

RE. JOHN MANKEVICH FOR FULLTIME SHELTER ASSISTANT ENSURING
DEAR BURRO OF SELTZMAN;

APR - 7 2017

1. DEEPLY DEVOTED TO JOB

2. WILL HELP ANYBODY & EVERYBODY

3. CONCERNED FOR YOUR SAFETY

I FISH EVERY DAY IN ALL KINDS
OF WEATHER, AND IN BAD PLACES
QUICK SAND MUD.

JOHNNY HAS ALWAYS WRITTEN AND
MADE SURE I MADE IT OFF THE
FLAT'S, I AM 60 YEARS OLD &
SLOWING DOWN, MANY A TIME
JOHNNY HAS HAD TO WAIT MORE
THAN A HOUR & HALF EXTRA
FOR ME, AND NEVER COMPLAINED
WHEN I AM LATE AND MY DAUGHTER
CALLS HIM, HE TELLS HER I
KNOW WHERE YOUR FATHER IS AND
HE IS FINE, THIS IS VERY COMFORTING
TO MY FAMILY.

4. WHEN THE VIRUS HIT JOHNNY HELPED
ME IN NUMEROUS WAYS, CAME TO MY
HOUSE GAVE ME A LETTER SAYING
TO GO TO LIBRARY TO GET ASSISTANCE

FOR
CAME & TOLD ME TO GO TO CHURCH
FOOD, AND IN JANUARY PUT ME IN
TOUCH WITH AGENCY THAT PAID FOR
MY CURRENT LIC, AS FAR AS I AM
CONCERNED THIS IS ABOVE & ABOVE HIS

JOB, I AM VERY GRATEFUL FOR THIS
KIND OF CONSIDERATION.

5. I HAVE SEEN HOW GIE DEAL'S
WITH ALL THE DIFFERENT PEOPLE, AND
HE KNOWS EVERYBODY AND DEAL'S
WITH THEM ON A INDIVIDUAL PERSONAL
BASS, EVERYBODY HAS DIFFERENT CIRCUM
STANCES AND JIMMY RECOGNIZES
THIS. HE IS FAIR AND UNDERSTANDING

6. JIMMY ALSO HAS A LOT OF EXPERIENCE
IN PROPAGATION OF SHELLFISH AND
I BELIEVE HE WOULD EXPAND THE
PROGRAM WHICH WOULD BENEFIT EVERYBODY

7. HE IS A DIE HARD RED SOX FAN!

THANK YOU

Shawn Avenant f.o.n.

100 Avery Ave, Wellfleet, Ma. 02667

P.S. PLEASE EXCUSE SPELLING AND PUNCTUATION

Town of Wellfleet Board of Selectmen
Town Hall, 300 Main St.
Wellfleet, Mass. 02667

RECEIVED
TOWN OF WELLFLEET
APR 11 2017
BY: [illegible]

To whom it may concern; my wife and I have been shellfishing commercially in Wellfleet for a number of years and as a result have come to know John Mankevetch at a professional level. He has checked our licenses and our catches throughout those years and has always conducted himself and his dealings with us in a truly professional manner and with courtesy. We would appreciate your consideration of John for the position of Constable for the shellfish department. In our opinion John will be an asset for the department in that position. We also feel that John will be an asset for the entire shellfishing community of Wellfleet. His training, knowledge, experience and demeanor will help ensure the health and prosperity for Wellfleet's aquacultural programs for years to come.

Thank you, sincerely
Steve and Linda Connolly
210 West Rd.
Wellfleet Mass. 02667

4-11-17

Steve Connolly
Linda J. Connolly



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Tuesday, June 20, 2017

BUSINESS B.

REQUESTED BY:	BOS
DESIRED ACTION:	Interview a finalist for the Shellfish Constable vacancy 2. Stephen Wisbauer
PROPOSED MOTION:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Stephen Wisbauer

WISBAUER

Date: March 29, 2017

Mr. Brian Carlson
Assistant Town Administrator / Human Resources Department
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

Mr. Carlson:

RE: Position of Shellfish Constable

It is rare that an opportunity for advancement, especially on the Outer Cape, presents itself to a Shellfish Constable. While grateful to the Town of Provincetown for my current appointment, I enthusiastically submit this application for employment.

For clarity, I have always found it useful to break a larger concept down to its essential parts. While many faceted, it could be viewed that the core elements of this position are permitting, propagation and enforcement.

As recorded in the minutes from the Shellfish Advisory Board's December 28th meeting, an updated Shellfish Management Plan has been suggested. This would be a critical tool for the Shellfish Department. Once a consensus from user groups is decided, I believe my skills will be valuable in seeing it realized in a clear and efficient manner.

If such a plan was to call for more aquaculture, I have experience with digital mapping and batch permitting. The learning curve to permit new aquaculture is practically insurmountable for an individual. Municipalities have tried, and failed, to streamline the process by either petitioning the State to change the process or creating Aquaculture Development Areas. Once understood, the process is complex for valid reasons. I have successfully been able to group together potential growers' applications and expedite the process. This "batch" permitting seems to be the answer. Other Towns have followed my progress and are adopting the method.

There are many choices for municipal shellfish propagation. I have experience with contaminated relays, seeding, clutching, remote set (seed on shell from hatcheries), spat collection and intermediate grow-out (shellfish nurseries). Both the municipal and private levels have separate associated permitting issues and I am familiar with the process for each.

Closely following Wellfleet's search for the proper employee, I noticed changes in the job description to eliminate hunting as well as marine and inland fish as an enforcement responsibility. The authority of a Shellfish Constable is understandably confusing. A Shellfish Constable has all of the authority of an Environmental Police Officer regarding inshore species of shellfish and limited authority with regards to lobster. While outside of a Shellfish Constables purview, there is nothing to prevent the Shellfish Department from documenting and reporting

other types of violations.

My approach to enforcement has been similar to other Constables that are not armed, uniformed local Police Officers. Criminal, State regulatory and Town regulations are the types of violations encountered. Unless it is a time sensitive issue, I have found it best to document and report to the correct authorities. Environmental Police Officers or the local Police best handle criminal prosecution. Violations of State regulations are best referred to the Division of Marine Fisheries and they may decide to hold a hearing to revoke a license or permit. On the local level, violators of town-specific regulations can either be issued a bylaw citation, denied renewal or the Board of Selectmen may hold a hearing. In my experience, a bylaw citation takes control away from the Town as after 30 days of nonpayment the citation is brought before the District Court. Either denying renewal or revoking a license within Town government keeps the authority local and has been my preferred method of enforcement.

An important aspect of my earlier career, as a photographer, was the ability to quickly put people at ease. One of my goals has always been to provide an inclusive and friendly environment. I am quickly able to find common ground with a wide and diverse group of people. This rapport creates a safe, orderly and enjoyable atmosphere. If hired as Wellfleet's Shellfish Constable I would hope to bring the same energy to the job.

I have a strong work ethic and produce excellent results working independently, as a supervisor and as well as under supervision. My past experience as a sole proprietor shows a successful track record of self-motivation and task completion.

For many years I have economically and efficiently maintained older homes, boats and cars. I may not be the fastest carpenter/mechanic but, in general, if I get a good look at something I can fix it and fix it well.

In conclusion, I am a self-starter. If hired I can seek consensus and move Wellfleet in the direction it wishes to go. I look forward to meeting with you and eventually Wellfleet's Board of Selectmen to discuss the possibilities of what we, as a community, can achieve for shellfish recreation and industry in the Town of Wellfleet. I will be away the week of April 10, 2017 but beyond that please feel free to contact me for further information or documentation. I feel that I meet the qualifications necessary for this position. Equally as important, I feel I have the attitude and personality to excel at it.

Sincerely,

Stephen Wisbauer

Stephen Wisbauer

Employment Experience

- | | |
|---|----------------|
| • Provincetown Shellfish Constable | 2015 - Present |
| • Truro Assistant Harbor Master / Deputy Shellfish Warden | 2014 |
| • Shellfish Farmer / Aquaculturist | 2013 - 2016 |
| • Commercial Photographer | 1993 -2018 |
| • Photographic Laboratory Manager | 1989 -1998 |

Related Certifications and Licenses

- Massachusetts Shellfish Officer Certification
- U.S. Coast Guard Boat Crew Member (BMC) Course
- Fishing Partnership Safety and Survival Training
- Basic Life Support and Adult CPR Certification
- SEMAC Fundamentals of Shellfish Farming
- Provincetown Police Citizens Police Academy
- State Ethics Commission Commonwealth of MA: Conflict of Interest Law Training
- Basic and Advanced Municipal Website Training Tutorials
- Weapons of Mass Destruction Incident Response to Terrorist Bombings Training: Course AWR 130-2
- NOAA Skywarn Spotter Certification
- MSAO Razor Clam Biology Course
- Class D Motor Vehicle Operator's License

Committees and Memberships

- Town Liaison to Provincetown Shellfish Committee
- Town of Truro Shellfish Advisory Committee 2010 -Present
- MSOA Massachusetts Shellfish Officers Association
- MAA Mass Aquaculture Association
- Cape Cod Shark Work Group
- Provincetown Representative to Barnstable County Coastal Resources Committee



Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
508-349-0300
fax 508-349-0305
www.wellfleet-ma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date March 29, 2017

Name Wishbauer Stephen Charles
Last First Middle

Address _____
Number Street City/Town State Zip Code

Mailing Address P.O. Box 123 Truro MA 02666
(If different) PO Box or Street Address City/Town State Zip Code

E-mail _____ Telephone _____

Position(s) desired Shellfish Constable

Salary desired \$70,000 Date Available June 1, 2017 (Negotiable)

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

☒ Self ☐ School/college

Newspaper or other publication - Name _____

☐ Employee referral - Name _____

☐ Other _____

If you are hired and are under the age of 18, can you furnish a work permit? N/A

Have you filed an application with the Town of Wellfleet before? No

If yes, give date: N/A

Have you ever been employed by the Town of Wellfleet before? No

If yes, give date and department: N/A

Are you employed now? Yes

May we contact your present employer?

☐ Immediately? _____

☒ After acceptance of employment? The Town of Provincetown / David Panagore; Town Manager

☐ No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

#1

Employer: The Town of Provincetown Dates: From: February 3, 2015 To: Present

Address: 260 Commercial Street, Provincetown, MA 02657

Hourly rate/salary - Starting \$39,230.75 / Yr Final \$41,682.20 / Yr

Job Title Shellfish Constable Work Performed All Shellfish Dept. Operations

Supervisor: David Panagore / Rex McKinsey Telephone: (508) 487-7000

(Logistics)

#2

Employer: The Town of Truro Dates: From: April 2014 To: October 2014

Address: Pamet Harbor / 24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

Hourly rate/salary - Starting \$18.44 / Hr Final \$18.44 / Hr

Job Title Assistant Harbor Master / Deputy Shellfish Warden Work Performed Collecting fees, Issuing permits, Assisting public, Enforcing Regs.

Supervisor: Anthony Jackett Telephone: (508) 246-5316

#3

Employer: Self Dates: From: 1993 To: 2013

Address: 44 Lispenard St., New York, NY 10013 / 4 Deer Path, Truro 02666

Hourly rate/salary - Starting \$90,000.00 / YR Final >\$100,000.00 / YR

Job Title Commercial Photographer Work Performed Completed Commissioned Photographic Assignments

Supervisor: Photo Editors/Art Directors from Mainstream Magazines Telephone: N/A

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

Please see attached work related training and experience

If applying for a clerical position, please answer the following questions

Can you type? (WPM) N/A Do you take dictation? (WPM) N/A

Can you use a computer? Yes Are you proficient with Microsoft Office? Yes

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 ④

John Glenn High School 487 Elwood Rd, Huntington, NY 11731

Complete Address

Graduated: X Yes No General studies / Regents Diploma
Major Course

COLLEGE Circle Last Year Completed 1 2 3 ④

Visual Arts

Major Course of Study

Purchase College: State University of New York, 735 Anderson Hill Road, Purchase, NY 10577
Complete Address

Graduated: ☒ Yes ☐ No Degree or Certification received **BFA**

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed ① 2 3 4

2016 Shellfish Constable Training Certificate Program

Major Course of Study

Mass Maritime Academy 101 Academy Drive, Buzzards Bay, MA 02532
Complete Address

Graduated: ☒ Yes ☐ No Degree or Certification received **Massachusetts Shellfish Officer Certification**

POLYGRAPH TESTS – It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.” (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Telephone	Years Acquainted
Thomas Shields; Senior Biologist	MA Division of Marine Fisheries	(508) 990-2860 x126	3
Scott Lindell; Biology Department Principal Investigator	Woods Hole Oceanographic Institution	(508) 289-1113	5
Owen Nichols; Director	The Center for Coastal Studies	(508) 487-3623 x128	7

AGREEMENT


Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature  Date March 29, 2017



TOWN OF CHATHAM
DEPARTMENT OF NATURAL RESOURCES
SHELLFISH DIVISION
(508)-945-5184 Fax: (508) 945-5183



May 8, 2017

Human Resources
300 Main Street
Wellfleet, MA 02667

To whom it may concern,

I am writing in support of Stephen Wisbauer for the position of Shellfish Constable for the Town of Wellfleet. I am acquainted with Stephen through the MA Shellfish Officer's Association as a fellow Shellfish Constable and active member of the organization. We've had a number of professional exchanges on shellfish regulations, policy and propagation. Stephen is knowledgeable, dedicated and respected in our small world of shellfish managers. I believe he will be a good fit for the Town of Wellfleet.

Thank you for your consideration.

Sincerely,

Renee Gagne, Shellfish Constable
Town of Chatham

261 George Ryder Road
Chatham, MA 02633
508-945-5184



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Tuesday, June 20, 2017

BUSINESS B.

REQUESTED BY:	BOS
DESIRED ACTION:	Interview a finalist for the Shellfish Constable vacancy 3. Kathleen Murphy
PROPOSED MOTION:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Kathleen Murphy

To Mr. Daniel Hoort and the Wellfleet Board of Selectmen,

I am writing in response to the opening for Shellfish Constable.

I can offer you ten years combined professional experience and education in natural resources management, aquaculture, environmental consulting, and business administration and operations.

I believe my experience in the shellfishing industry combined with my educational background and previous professional experience qualify me for this important town position.

I have attached my resume for your review and welcome the chance to speak with you in person.

Best regards,

Katie Murphy

Kathleen Murphy

Profile:

- Ten years combined experience and education in natural resources, aquaculture, wild shellfish harvesting, and environmental consulting.
- Extensive knowledge of local and state shellfish regulations and compliance.
- Experience managing staff, budgeting and accounting, grant writing and research.
- Background in science, economics, and business with five years experience in shellfish propagation and production.

PROFESSIONAL EXPERIENCE:

Northern Collective, Inc. Secretary, Treasurer, Farm Manager, Wellfleet, MA, 2011 – present

Co-own and operate large-scale oyster farm on Indian Neck, Wellfleet. Manage day to day farm activities and employees; oyster cultivation from propagation to market, employee training and evaluations, compliance with local and state regulations and communication with enforcement. Off farm: strategic management of business goals, wholesale relationships, quality standards, sustainable and ecological best practices; payroll, bookkeeping, licensing, catch reporting, and grant writing.

Safe Harbor Environmental Consulting Group, Asst. to the Director, Wellfleet, MA, 2010- 2012.

Worked with Director to sustain and grow programs (coastal erosion management) and services (providing state and local permitting, project management, and compliance monitoring). Managed administrative functions to ensure smooth and efficient operations of the organization; trained and evaluated staff, created schedules, payroll; knowledge of federal, state, local environmental/conservation rules and frequent communication with ConsCom.

Supervisor, Treasury and Investor Services, JPMorganChase, Boston, MA, 2005 – 2007

Management and analysis of 150+ mutual fund budgets; position required rigorous attention to detail and deadlines, training and management of administrators, and monitoring for tax compliance.

EDUCATION:

M.S. Natural Resources

The Rubenstein School of Environment & Natural Resources,
University of Vermont, Burlington, VT, May 2009.

Certificate of Graduate Study

The Gund Institute of Ecological Economics, University of Vermont,
Burlington, VT, May 2009.

B.A. Economics

May 2003, Bryn Mawr College, Bryn Mawr, PA. Concentration in
Environmental Economics.

Awards:

2016: USDA MDAR Grant for food safety compliance in aquaculture and shellfishing

2014: USDA MDAR Grant for food safety compliance in aquaculture and shellfishing

2007: International Graduate Research Grant, University of Vermont, School of Natural Resources; competitive grant for international graduate research.

Publications:

Myers, N., Costanza, R., and Murphy, K. (2009) Overcoming Systemic Roadblocks to Sustainability: the evolutionary redesign of worldviews, institutions and technologies. *Proceedings of the National Academy of Sciences*. Feb. 24, 2009.



Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
508-349-0300
fax 508-349-0305
www.wellfleet-ma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date 4/27/17

Name Murphy Kathleen Ann
Last First Middle

Address _____
Number Street City/Town State Zip Code

Mailing Address PO Box 151 Wellfleet MA 02667
(If different) PO Box or Street Address City/Town State Zip Code

E-mail _____

Position(s) desired Shellfish Constable

Salary desired _____ Date Available immediately

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

☒ Self _____ School/college _____

Newspaper or other publication - Name _____

Employee referral - Name _____

Other _____

If you are hired and are under the age of 18, can you furnish a work permit? _____

Have you filed an application with the Town of Wellfleet before? _____

If yes, give date: _____

Have you ever been employed by the Town of Wellfleet before? No

If yes, give date and department: _____

Are you employed now? Yes

May we contact your present employer?

☒ Immediately? _____

After acceptance of employment? _____

No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

#1

Employer: Northern Collective Dates: From: 2011 To: present

Address: 162 Cranberry Hollow Rd, Wellfleet

Hourly rate/salary - Starting _____ Final _____

Job Title: Secretary, Treasurer, Farm Manager

Supervisor: _____ Telephone: _____

#2

Employer: Safe Harbor Env. Dates: From: 2010 To: 2012

Address: 95 Commercial St, Wellfleet

Hourly rate/salary - Starting _____ Final _____

Job Title: Assistant to The Director Work Performed: Assistant to The Director

Supervisor: Gordon Peabody Telephone: _____

#3

Employer: JP Morgan Chase Dates: From: 2005 To: 2007

Address: 73 Tremont St, Boston

Hourly rate/salary - Starting _____ Final _____

Job Title: Supervisor, Treasury Services

Supervisor: Melanie Little Telephone: _____

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking

Certification of Graduate Study in Ecological Economics
from The Gund Institute of Ecological Economics & Design,
Burlington, VT (2009)

If applying for a clerical position, please answer the following questions

Can you type? (WPM) _____ Do you take dictation? (WPM) _____

Can you use a computer? _____ Are you proficient with Microsoft Office? _____

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 4

Oakwood High School

Complete Address _____

1998

Graduated: ☒ Yes ☐ No Major Course _____

COLLEGE Circle Last Year Completed 1 2 3 ④
Economics, Concentration in Environmental Economics
Major Course of Study
Bryn Mawr College, Bryn Mawr, PA
Complete Address
2003 B.A.
Graduated: ☒ Yes ☐ No Degree or Certification received

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed 1 ② 3 4
Natural Resources
Major Course of Study
Rubenstein School of Natural Resources, University of Vermont
Complete Address
2009 M.S.
Graduated: ☒ Yes ☐ No Degree or Certification received

POLYGRAPH TESTS — It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability." (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Telephone	Years Acquainted
Jay Ciburn	CDP	508-237-3021	5
Trudy Vermeulen	ConsCom	508-349-1659	13
Geraldine Lapensee	WPD	508-737-6534	2

AGREEMENT

Please read before signing:

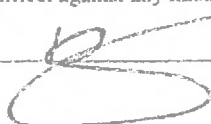
I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature



Date

4/27/17

Dan Hoort

From: Jay Coburn <jay@capecdp.org>
Sent: Friday, April 28, 2017 10:49 AM
To: Dan Hoort
Subject: Shellfish Warden Position
Attachments: K. Murphy 2017 final cv pdf.pdf; ATT00001.htm

Dan

Just wanted to pass along what a rock star I think Katie Murphy is. She's applied for the Shellfish position.

Katie has been a loan client of the CDP and has really impressed us over the 4 years we've worked with her and her partner Michael.

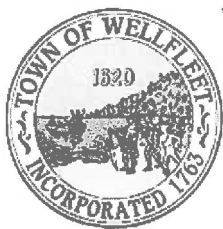
Jay

Sent from my iPhone

Begin forwarded message:

From: Kathleen Murphy <kathleen.murphy@capecdp.org>
Date: April 28, 2017 at 10:31:30 AM EDT
To: "jay@capecdp.org" <jay@capecdp.org>
Subject: Thank you

Hi Jay,
I've applied and listed you as a reference. Thank you again. Here is my CV.
Katie



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

BUSINESS B.

REQUESTED BY:	BOS
DESIRED ACTION:	Interview a finalist for the Shellfish Constable vacancy 4. Nancy Civetta
PROPOSED MOTION:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



MAR 30 2017

Human Resources
Town of Wellfleet
300 Main St.
Wellfleet, MA 02667

The new ideas the town has for the shellfish constable made me think that I would be a strong candidate for the position given my years of working with fishermen, my communications skills, and due to the time I have spent marketing and promoting Wellfleet oysters and clams as part of my involvement with Wellfleet SPAT.

For 10 years, I have collaborated with, then became communications director for, the Cape Cod Commercial Fishermen's Alliance, a nonprofit organization that works with fishermen to advocate for a healthy marine environment in order to support a thriving fishing industry. I have built relationships with fishermen to understand their issues, the science and the regulations, and worked to give them a voice in the community, in state and national arenas, and in the media.

For example, we are working together to make a case to federal authorities to move industrial herring vessels offshore in order to ensure that other fish have enough herring to eat and our small-boat inshore fishermen can find fish for our dinner plates. I also worked with fishermen on a segment for PBS NewsHour that featured the efforts they have been making to find new markets for the seafood they harvest. When the piece aired, the returns were significant: New orders for dogfish have been rolling in.

These efforts require initiative, resourcefulness, open and clear communication, listening abilities, and most importantly, leadership. I will bring these crucial skills to performing the environmental, ecological and law enforcement responsibilities of the town's shellfish department and use them to help shellfishermen work together toward common and community goals. I will employ a balanced approach to protect and manage Wellfleet's shellfisheries, natural resources, and aquaculture areas, as noted in the constable job description, not only for the economic benefit of people working in the industry and the town itself, but also for the health of the harbor and the public.

Propagation is essential for the future of Wellfleet's oyster and clam populations and for the health of the harbor overall. Through my involvement in ARC Hatchery, I learned how important healthy seed is for the livelihoods of the Cape's shellfishing industry – both for farms and for the wild, and I learned how to study the important issues in play. I would use this same tactic to build an initial three-year propagation and water sampling program for Wellfleet Harbor by studying the latest science and techniques, reaching out to the county and other town constables to gain knowledge about their programs, and listening to previous staff efforts and fishermen's experiences.

I have invested time and effort to learn the complex maze of federal and state fishing rules and comprehend the science that informs them, so that I could bring a deep

understanding of it all to my work. This experience will allow me to learn state and town shellfish harvesting regulations and craft policies for Wellfleet's shellfishing industry, communicating and enforcing them both on and off the water. I am able to turn dense, complicated fishing and public health regulations into easy-to-understand language. I was intricately involved in crafting all of the messaging used with the media and in public education outreach efforts for SPAT during the norovirus outbreak last fall, coaching spokespeople for media interviews. We got out ahead of the story and made clear statements about acting in the best interest of public safety. This proactive communication salvaged what could have been an irreversible damaging of the Wellfleet shellfish brand and the town's tourism reputation.

I owned my own business, Civetta Comunicazioni, for ten years. I hired and supervised staff, including promoting when deserved and firing when necessary. I created budgets, brought in new business and created employee work plans to deliver on our client contracts. I was accountable to many diverse clients, setting short- and long-term objectives and methods for achieving the identified goals, creating monthly reports and portfolios demonstrating the results of our services, and being accountable for our successes and shortcomings. I partnered with other businesses and professionals when specific expertise, such as science, was needed to accomplish our clients' goals. This managerial experience will serve me well running the town's shellfishing department and being accountable for its performance, liaising with other town departments, outside government entities and the scientific community, and ensuring the health and safety of the shellfish being harvested from Wellfleet's waters.

I have enforcement experience from my work for the Atlanta Committee for the Olympic Games. Specific media credentials are required for venue entrance. If media did not have the correct credentials, it was my responsibility to make sure they understood why, but also to prevent them from accessing the venue. It required command of the rules, diplomacy and fair implementation. I see these same skills as serving me well as a constable who is responsible for enforcing the town's laws and regulations for shellfishermen working our harbor in order to ensure public health and safety.

I feel that I am a proven leader who will be accountable for guiding the town's shellfishing department and the shellfishermen of Wellfleet in a strong, positive direction, working collaboratively towards the common goal of producing safe, healthy, sustainable, delicious shellfish for all to enjoy. I would be honored to work with the town to improve the shellfishing industry through fair enforcement, clear and open communications and a focus on propagation.

Sincerely,



Nancy Civetta

80 W. Main St., Wellfleet, MA 02667

617-901-7193 / nancy@civettacom.com

Competent seafood industry professional with 15 years experience positioning nonprofits and for profit businesses as leaders in their fields, recognized for innovating creative solutions to today's challenges. Interested in leveraging expertise and passion to instigate meaningful change leading to new growth.

Professional Highlights:

- Led multi-channel communications campaign to support advocacy efforts bringing wholesale change to the way the federal fishery for groundfish was managed in New England
- Implemented integrated public relations campaign to influence state officials on distribution of federal disaster funding to include more Cape Cod fishermen, who then received more than \$660,000 in relief, an increase of 19 percent
- Built and fundraised for a program to bring locally-caught seafood to families in need on Cape Cod, resulting in more than 85,000 meals for 20,000 families
- Collaborated on federal, state and private foundation grant writing, resulting in more than \$250,000 in awards in one year

Experience:

Cape Cod Commercial Fishermen's Alliance
Communications Director

August 2011-present

- Works closely with fishermen, managers and scientists to understand fisheries regulations, science and day-to-day fishing operations, developing a mastery of diverse fisheries at the federal, state and local levels
- Learns complex scientific and regulatory issues, distilling them into easy-to-understand language, garnering media exposure and constituent engagement
- Oversees all communications from fundraising pieces and constituent outreach to website development and social media content to build and manage organization's reputation
- Provides media training and thought leadership for CEO, Board of Directors, staff and fishermen to serve as industry experts on wide range of fishing issues
- Brokers editorial partnerships to provide engaging multimedia content to local news outlets
- Created series of events to connect with community, which expanded individual membership by 60 percent in four years.
- Provided high-level guidance to development team communications efforts, which increased donations by 43 percent over three years.
- Publicized efforts to develop new markets for sustainable seafood, attracting new customers and garnering exposure on a wide range of influential media, including PBS NewsHour, WCVB-TV's "Chronicle," PRI's "The World" and "Marketplace," Boston Magazine and Associated Press.

The Pew Charitable Trusts, Communications Officer September 2008-August 2011

- Developed and implemented communications strategies for Pew Environment Group's Northeast Fisheries Campaigns.
- Worked directly with fishermen on campaigns regarding New England groundfish, bluefin tuna and herring fisheries, federal fisheries policy and National Ocean Policy.
- Learned complex fishing regulations and developed messaging and communications targeting decision-makers, government agencies and elected officials, the media and the general public to secure policy wins for campaigns.
- Supervised public survey and focus groups to ascertain public perceptions of fishing industry, identified important elements and disseminated results.
- Built advertising campaigns, produced fact sheets, brochures and advocacy collaterals, and served as media liaison and trainer for team of six.

Civetta Comunicazioni, Owner June 1999-September 2008

Boutique media relations company focused on sustainable seafood. Provided strategic media communications, positioning of experts and brand launch/development services. Built positive reputation for clients and products. Developed strong media relationships with journalists covering environment, oceans, food politics and culinary beats. Relevant clients:

- Massachusetts Aquaculture Association: September 2007 – August 2008
- Blue Ocean Institute: August 2007 – August 2008
- Monterey Bay Aquarium's Sustainable Foods Institute: March 2007 – August 2008
- EcoFish/Henry & Lisa's Natural Seafood: January 2007 – August 2008
- OceanBoy Farms: February 2005 – May 2006
- Conservation Law Foundation/Cape Cod Commercial Hook Fishermen's Association: April – June 2002
- Wellfleet Shellfish Promotion and Tasting: January 2002 – December 2012
- Chefs Collaborative: July 2001 – August 2008

Conventures, Inc., Account Manager October 1997 – June 1999

Special Event Management, Media Relations, Budget Management, Promotions, Collateral Development, List Management, Vendor Negotiations, Sponsorship Development

Lived and worked in Florence, Italy from 1985 to 1997, providing translating and interpreting communications services to a variety of clients in diverse business settings.

Education:

United States Department of State Italian/English Escort Interpreter Certification
Skidmore College, Saratoga Springs, NY Bachelor of Arts, Psychology

Affiliations:

Lower Cape Community Access TV, Board of Directors
Wellfleet Shellfish Promotion and Tasting, Board of Directors
Wellfleet OysterFest Shuck-Off, producer

**Nancy Civetta References
(Others available upon request)**

Peter Baker, Director, Northeast Fisheries Program, The Pew Charitable Trusts

Known: 13 years

Mike Maguire, Extension Director, Cape Cod Cooperative Extension

Known: 2 years

**Nick Muto, Orleans fisherman and Chairman of the Board of Directors, Cape Cod
Commercial Fishermen's Alliance**

Known: 6 years



Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
508-349-0300
fax 508-349-0305
www.wellfleet-ma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date 3-29-17

Name CIVETTA NANCY ANN
Last First Middle

Address _____
Number Street City/Town State Zip Code

Mailing Address _____
(If different) PO Box or Street Address City/Town State Zip Code

E-mail _____ Telephone (____) _____

Position(s) desired SHELLFISH CONSTABLE

Salary desired \$70,000 + to be determined together Date Available 2-4 weeks notice required for current position, start date to be determined together

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

☒ Self

☐ School/college

☐ Newspaper or other publication - Name _____

☐ Employee referral - Name _____

☐ Other _____

If you are hired and are under the age of 18, can you furnish a work permit? _____

Have you filed an application with the Town of Wellfleet before? NO

If yes, give date: _____

Have you ever been employed by the Town of Wellfleet before? NO

If yes, give date and department: _____

Are you employed now? YES

May we contact your present employer?

☐ Immediately? _____

☒ After acceptance of employment? As long as I can tell them first. They do not know that I am applying for this position.

☐ No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

#1 Cape Cod Commercial Fishermen's Alliance Dates: From: Aug. 2011 To: present
Address: 1566 MAIN ST. CHATHAM, MA 02633

Hourly rate/salary - Starting \$97,500 Final \$85,000

Job Title Communications Director Work Performed Media Relations, Fishermen Liaison, All Communications, Fisheries Policy and Advocacy
Supervisor: John Pappalardo Telephone: 508-945-2432

#2 Pew Charitable Trusts Dates: From: SEPT. 2008 To: AUG. 2011
Address: 901 E Street, NW. WASHINGTON, D.C. 20009

Hourly rate/salary - Starting \$90,000 Final \$100,000

Job Title Communications Officer Work Performed Media Relations, Fishermen Liaison, Fisheries Policy, Communications + Advocacy
Supervisor: Peter Baker Telephone: 508-641-4064

#3 Civetta Communication Dates: From: June 1999 To: SEPT. 2008
Address: 90 HAMILTON ST. CAMBRIDGE, MA 02139

Hourly rate/salary - Starting \$60,000 Final \$120,000

Job Title Owner Work Performed Public and Media Relations, Events, Partnership Building
Supervisor: / Telephone: 617-901-7193

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

I am willing and able to complete all job training and certificates required of this position.

If applying for a clerical position, please answer the following questions

Can you type? (WPM) _____ Do you take dictation? (WPM) _____

Can you use a computer? _____ Are you proficient with Microsoft Office? _____

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 (4)
Wellesley High School - 50 Rice St. Wellesley Hills, MA 02481
Complete Address _____

Graduated: (Yes) No Major Course _____

COLLEGE Circle Last Year Completed 1 2 3 (4)

Psychology

Major Course of Study

Skidmore College - 815 N. Broadway, Saratoga Springs, NY

Complete Address

BA

12866

Graduated: (Yes) No Degree or Certification received

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed (1) 2 3 4

ITALIAN LANGUAGE ESCORT INTERPRETER CERTIFICATION

Major Course of Study

U.S. DEPT. OF STATE, OFFICE OF LANGUAGE SERVICES - SA-1

Complete Address

2401 E. ST., N.W. WASHINGTON, D.C. 20522

Graduated: (Yes) No Degree or Certification received

POLYGRAPH TESTS - It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability." (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Telephone	Years Acquainted
See attached for details.			
Peter Baker			
Mike Maguire			
Nick Mito			

AGREEMENT

Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature

Jenny Covatta

Date

3.29.17



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

BUSINESS B.

REQUESTED BY:	BOS
DESIRED ACTION:	Interview a finalist for the Shellfish Constable vacancy 5. Michael Parlante
PROPOSED MOTION:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

PARLANTE



Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
508-349-0300
fax 508-349-0305
www.wellfleet-ma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date 3/30/17

Name Parlante Michael S
Last First Middle

Address _____
Number Street City/Town State Zip Code

Mailing Address PO Box 777
(If different) PO Box or Street Address City/Town State Zip Code

E-mail _____ Telephone _____

Position(s) desired shellfish Constable

Salary desired _____ Date Available May 1 2017

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

☒ Self

☐ School/college

Newspaper or other publication - Name _____

Employee referral - Name _____

Other _____

If you are hired and are under the age of 18, can you furnish a work permit? _____

Have you filed an application with the Town of Wellfleet before? No

If yes, give date: _____

Have you ever been employed by the Town of Wellfleet before? yes

If yes, give date and department: Selectmen 2000-2003

Are you employed now? yes Constable

May we contact your present employer?

- ☐ Immediately? _____
- ☐ After acceptance of employment? _____
- ☐ No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

#1

Employer: Self Dates: From: 1974 To: 2017
Address: 3163 State Hwy
Hourly rate/salary - Starting _____ Final _____
Job Title shellfishing Work Performed Harvest shellfish
Supervisor: _____ Telephone: 508-349-9621

#2

Employer: Bookstore Hardware Dates: From: 1972 To: 2014
Address: 50 Kendrick Ave
Hourly rate/salary - Starting 130 week Final 25000 Year
Job Title _____ Work Performed Everything
Supervisor: _____ Telephone: 508-349-3154

#3

Employer: _____ Dates: From: _____ To: _____
Address: _____
Hourly rate/salary - Starting _____ Final _____
Job Title _____ Work Performed _____
Supervisor: _____ Telephone: _____

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

If applying for a clerical position, please answer the following questions

Can you type? (WPM) _____ Do you take dictation? (WPM) _____
Can you use a computer? _____ Are you proficient with Microsoft Office? _____

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 ④

Nauset 100 cable Rd Falmouth Ma 02642
Complete Address

1976
Graduated: ☒ Yes ☐ No Main Course

COLLEGE Circle Last Year Completed 1 2 3 4

Major Course of Study

Complete Address

Graduated: Yes No Degree or Certification received

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed 1 2 3 4

Major Course of Study

Complete Address

Graduated: Yes No Degree or Certification received

POLYGRAPH TESTS -- It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability." (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Telephone	Years Acquainted
----------------	---------	-----------	------------------

AGREEMENT

Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

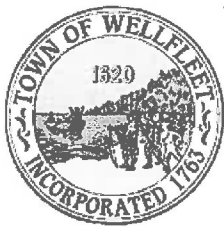
I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature

Muhayyadin

Date

3/30/17



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

II

BUSINESS C.

REQUESTED BY:	BOS
DESIRED ACTION:	Appointment of Shellfish Constable
PROPOSED MOTION:	I move to appoint _____ as Shellfish Constable for a term of three years subject to contract negotiations.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, June 20, 2017

III



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Tuesday, June 20, 2017

III
