



Board of Selectmen

RECEIVED

2017 AUG 18 P 3 38

TOWN CLERK
TOWN OF WELLFLEET

REVISED

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, August 22, 2017 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.

[The meeting materials are available by clicking HERE.](#)

- 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)**
 - A. Consider an amendment of the Shellfishing Policy and Regulations - 7.15.3. Use of Spat Collecting Devices
 - B. Consider a Transfer of transfer of shellfish grant license #14-1 from Jason Lance Weisman to Jason Lance Weisman, Berta Bruinooge and Elizabeth Salen
- III. **Appointments/Reappointments**
 - A. Appointment of Jesse Capello as full-time Firefighter/Paramedic
 - B. Appointment of Kristian Heyliger as an on-call member of the Wellfleet Fire Department
- IV. **Use of Town Property**
 - A. Request of Jonathan Gips and Chantelle Boudreaux to use Newcomb Hollow Beach on September 8, 2017 from 4:30 pm to 7:30 pm.
 - B. Request of Provincetown Aquasports to use public boat launch sites in Wellfleet from May through September to drop off and pick up kayaks and paddle board for rent.
- V. **Business**
 - A. Consider designating September 7, 2017 as "Samaritans on Cape Cod and the Islands Day."
 - B. Consider designating September 10-16, 2017 as a Suicide Prevention Awareness Week.
 - C. Approval of a Letter of Support for the Solarize Plus Program [Dick Elkin]
 - D. Request for "Slow Down & Share the Road" sign on Long Pond Rd [B. Harold]
 - E. Vote to close the Herring River on August 31, 2017 for shellfishing.
- VI. **Town Administrator's Report**
- VII. **Topics for Future Agendas**
- VIII. **Correspondence and Vacancy Report**
- IX. **Minutes [August 8 & August 14, 2017]**
- X. **Executive session and Adjournment**
 - A. Pursuant to G.L. c. 30A, §21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares: To review the Wellfleet Communications Union Grievance for a health insurance stipend denial to Eileen McCarthy.
 - B. Pursuant to G.L. c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body: Pleasant Point bulkhead land disposition.



Board of Selectmen

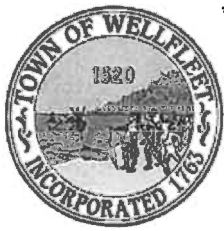
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2017 AUG 18 A 9 09

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 - B. Consider a Transfer of transfer of shellfish grant license #14-1 from Jason Lance Weisman to Jason Lance Weisman, Berta Bruinooge and Elizabeth Salen
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- VI. Town Administrator's Report**
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- VIII. Correspondence and Vacancy Report**
- IX. Minutes [August 8 & August 14, 2017]**
- X. Executive session and Adjournment**
 - A. Pursuant to G.L. c. 30A, §21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares: To review the Wellfleet Communications Union Grievance for a health insurance stipend denial to Eileen McCarthy.
 - B. Pursuant to G.L. c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body: Pleasant Point bulkhead land disposition.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

II

II. PUBLIC HEARING(S)

REQUESTED BY:	Helen Miranda Wilson
DESIRED ACTION:	Amend the Shellfishing Policy and Regulations - 7.15.3. Use of Spat Collecting Devices
PROPOSED MOTION:	I move to approve an amendment to the Shellfishing Policy and Regulations - 7.15.3. Use of Spat Collecting Devices as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, August 22, 2017 at 7:00 p.m. in the Wellfleet Council on Aging to consider the following:

To amend the Town of Wellfleet Shellfishing Policy and Regulations by making changes to Section 7.15.3, Use of Spat Collecting Devices.

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

WELLFLEET BOARD OF SELECTMEN

7.13. Annual Report

7.13.1. Due Date

Licensees shall file annual reports under oath, on their activities in accordance with [MGL Chapter 130; Section 65](#) on or before February 28th of the following year. The report must include any changes or deviation from the original plan filed with the original application or any subsequent application.

7.13.2. Penalization for False Report

Any licensee who submits a false licensed area report in violation of [MGL Chapter 130; Section 65](#) shall be penalized by the revocation of his or her license.

7.13.3. Notification of Failure to Meet Minimal Requirements

Subsequent to the filing of the annual report, the Constable will notify any license holder who, in the opinion of the Constable, has failed to meet the minimum requirements. The license holder has the right to appeal to the Board of Selectmen within two weeks after notification. If no appeal is filed on a timely basis, the license will be forfeited.

7.14. Annual Inspection of Each Grant

The Shellfish Department shall make no less than one visit per year to the site of each licensed area in the company of the license holder.

7.15 Shellfish Seed

7.15.1. Required State Seed Permit

No person shall harvest, plant, transplant, transport, sell or otherwise have in their possession seed shellfish, without first obtaining a state seed permit from the Massachusetts DMF, as required by [MGL Chapter 130, Section 80](#) and [CMR 322, Section 15.04\(b\) 1](#)

7.15.2. Special Circumstances for Taking of Seed

From time to time, with the approval of the DMF and the Board of Selectmen, the Shellfish Department may open up an area for the taking of oyster seed only by aquaculture licensees who hold a seed permit.

7.15.3. Use of Spat Collecting Devices

The use of spat collecting devices such as Chinese hats to catch oyster larvae in areas not licensed for aquaculture, may only be done by commercial permit holders who also hold a seed permit (Section 1, **Definitions**) **between June 15th and 30 minutes after sunset on October 20th. This may only take place during the spawning season, as determined by the DMF. This is usually from June 15th to September 15th. In 2016, the removal deadline for such devices from areas not licensed for aquaculture has been temporarily extended to October 15, 2016. This is a one-time only exception.**

During this period, catching oyster larva with such devices is legally considered to be fishing, not farming and the devices are classified as fishing equipment, not growing devices.

From time to time, upon receiving a recommendation from the Constable, the Board of Selectmen may vote to limit the areas in which such fishing is allowed or the numbers of Chinese hats or such other devices that may be set out by individuals in these same areas.

7.15.4. Catch Limit for Seed Specified on Permit

No license holder in any one calendar year may take, or cause to be taken, more than twenty-five (25) bushels of seed oysters per acre of licensed area or fraction thereof, pro rated at that rate.

7.15.4. No Seed Harvested by Dragging

No person shall harvest shellfish seed by dragging, except by the licensee within the boundaries of his or her licensed area.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

II

II. PUBLIC HEARING(S)

REQUESTED BY:	Jason Lance Weisman
DESIRED ACTION:	Transfer a shellfish grand license
PROPOSED MOTION:	I move to approve the request of Jason Lance Weisman to transfer shellfish grant license #14-1 from Jason Lance Weisman to Jason Lance Weisman, Berta Bruinooge and Elizabeth Salen
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
PUBLIC HEARING**

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, August 22, 2017 at 7:00 p.m. in the Wellfleet Council on Aging to consider the following:

- Application received August 8, 2017 from Jason Lance Weisman to transfer shellfish grant license 14-1 from Jason Lance Weisman to Jason Lance Weisman, Berta Bruinooge and Elisabeth Salen.

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

WELLFLEET BOARD OF SELECTMEN

AUG - 8 2017 APPLICATION FOR TRANSFER OF SHELLFISH GRANT LICENSE

Date: 8/8/17

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

I/We hereby request transfer of Shellfish Grant License # 14-1

From Jason Lance Weisman

To Jason Lance Weisman, Berta Bruinooge, Elisabeth Salen

Said grant license is located at Old Wharf Point, in Wellfleet, MA

and consisting of 1.75 acres, as shown on a plan prepared

by Slade Associates and dated 9-27-16



JASON LANCE WEISMAN

P.O. BOX #75

WELFLEET, MA 02663

774-722-4699

SONLANCE333@GMAIL.COM



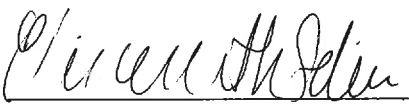
Berta Bruinooge

P.O. Box 294

So. Wellfleet, MA 02663

508-349-6080

jacobe@megaret.net



Signature(s)

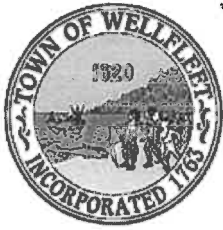
Elisabeth Salen

Name(s)

PO BOX #75, S. WELFLEET, 02663, MA
Mailing Address

508-237-2645
Telephone

elisabeth.salen@hotmail.com
Email



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

III

APPOINTMENTS

REQUESTED BY:	Fire Chief Rich Pauley
DESIRED ACTION:	Appoint a Full -time Firefighter/Paramedic
PROPOSED MOTION:	I move to appoint Jesse Capello as a full-time Firefighter/Paramedic.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

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

Memo

TO: Board of Selectmen
FROM: Chief Pauley
DATE: August 15, 2017
RE: Appointment of Full-time Firefighter/Paramedic
CC: Dan Hoort, Town Administrator

In accordance with Wellfleet Town Charter Section 3-5-3, I have appointed Mr. Jesse Cappello to the vacant position of full-time Firefighter/Paramedic. To comply with the provisions of the Charter, I request your approval of this appointment.

Mr. Cappello's appointment as a full-time Firefighter/Paramedic will be contingent on a satisfactory pre-employment physical exam and criminal offender records (CORI) check as well as passage of a physical ability test to the standards of the Massachusetts Human Resources Division.

Mr. Cappello is a resident of Wellfleet and has been an on-call member of this Department for seven (7) years, and, has full-time experience as a Truro Firefighter/Paramedic.

Mr. Cappello will be hired on a probationary basis for the first 12 months of his employment. As a condition of employment, he will also be required to pass the Massachusetts Fire Academy Recruit Training program.

Respectfully submitted,

Richard J. Pauley, Jr.
Fire Chief

Jesse Cappello

██████████ – Wellfleet, MA 02667
██

OBJECTIVE

Seeking a full-time Firefighter & Paramedic position.

FIRE & RESCUE EXPERIENCE

PROVINCETOWN FIRE DEPARTMENT
Paramedic/Firefighter

Provincetown, MA
July 2016- Present

TRURO FIRE DEPARTMENT
Paramedic/Firefighter

Truro, MA
Fall 2014- Present

WELLFLEET FIRE DEPARTMENT
Paramedic/Firefighter

Wellfleet, MA
Spring 2010- Present

EDUCATION

CAPE COD COMMUNITY COLLEGE

- PARAMEDIC PROGRAM
- EMT PROGRAM

Fall 2014
Winter 2010

BARNSTABLE COUNTY FIRE & RESCUE ACADEMY
Firefighter I & II

Winter 2011- Spring 2011

NAUSET REGIONAL HIGH SCHOOL

June 2005

CERTIFICATIONS & TRAINING

DEPARTMENT OF FIRE SERVICES
MASSACHUSETTS FIRE TRAINING

- Firefighter I & II (Pro Board)

EMERGENCY MEDICAL SERVICES

- EMT Paramedic
- Burns: Assessment and Treatment
- Bloodborn Pathogens
- Infection Control/ Silent Wars
- A.C.L.S – Advanced Cardiac Life Support
- P.A.L.S- Pediatric Advanced Life Support

BARNSTABLE COUNTY FIRE & RESCUE

- Flashover
- Water Rescue (Awareness Level)
- Water Rescue (Operations Level)

GREENWOOD EMERGENCY VEHICLES
TRAINING DIVISION

- Apparatus Safety & Operations Training

MASSACHUSETTS FIREFIGHTING ACADEMY

- Rapid Intervention
- Fire Prevention Officer – Basic
- Chemical Suicide Awareness for First Responders
- Fire Service Air Management
- Photovoltaics
- REHAB
- Compressed Natural Gas Awareness
- Traffic Incident Responder Training
- Company Officer Fundamentals of Transitional Fire Attack and Flow Paths

FEMA

- Introduction to Incident Command System
- National Incident Management System
- Intrastate Mutual Aid System
- Multi Agency Coordination System
- National Response Framework
- ICS for Single Resources and Initial Action Incident

COMMUNITY INVOLVEMENT

Safety grant classes for Kindergarten and local Cub Scout Troops, Wellfleet Firefighters Relief Association Trunk or Treat, Wellfleet Firefighters Relief Association Pancake Breakfast, Toys for Tots, Touch a Truck and Department sponsored run for addiction.

Handwritten text, possibly a signature or date, located at the top center of the page.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

III

APPOINTMENTS

REQUESTED BY:	Fire Chief Rich Pauley
DESIRED ACTION:	Appoint an On-call Member of the Wellfleet Fire Department
PROPOSED MOTION:	I move to appoint Kristian Heyliger as an on-call member of the Wellfleet Fire Department.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

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

TO: Board of Selectmen
FROM: Chief Pauley
RE: Appointment of On-Call Fire Department Member
DATE: August 15, 2017

In accordance with the Town Charter, Section 3-5-3, I have appointed Mr. Kristian Heyliger as an on-call member of the Wellfleet Fire Department.

Mr. Heyliger is a Massachusetts certified EMT, works full-time for a local builder, and, is a resident of Wellfleet.

Mr. Heyliger has indicated that he would like to attend the next available course at the Barnstable County Fire and Rescue Academy to obtain his Firefighter I/II certifications.

In accordance with provisions of the Town Charter, I respectfully request your approval of this appointment. Mr. Heyliger has successfully passed a pre-employment physical exam and a CORI (criminal records) background check, and, must successfully complete a twelve (12) month probationary period.

Respectfully submitted,

Richard J. Pauley, Jr.
Fire Chief

CC: Dan Hoort, Town Administrator
Theresa Townsend, Administrative Assistant

Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

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

August 15, 2017

Mr. Kristian Heyliger
P.O. Box 23
Wellfleet, MA 02667

Dear Kristian:

Under the Wellfleet Town Charter, appointments to the Fire Department are made by the Fire Chief, subject to approval by the Board of Selectmen.

As we discussed, you did very well in your interview with the Board of Fire Officers, and, it is my pleasure to formally appoint you as a probationary call member of the Department. This appointment will be forwarded to the Board of Selectmen for their approval in accordance with Section 3-5-3 of the Town Charter. Your appointment will be acted upon by the Board of Selectmen at their regularly scheduled meeting on August 22, 2017. Please plan on attending this meeting which will be held at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet. The meeting start time is 7:00 PM.

As a new member, you will be on probationary status of one year from the date of your effective start date. You will have to complete a series of probationary drills and we expect you to reside within pager range of the fire station to be able to respond to emergency calls.

Please contact our Administrative Assistant Theresa Townsend for the purpose of paperwork completion to continue the process of becoming a Department member.

I very much appreciate your willingness to serve the Town of Wellfleet as an emergency responder and I look forward to working with you as a call member of the Wellfleet Fire Department.

Very truly yours,

Richard J. Pauley, Jr.
Fire Chief

cc: Mr. Dan Hoort, Town Administrator ✓
Ms. Theresa Townsend

Wellfleet Fire Department
Call Department Member Application

Personal information

Heyliger Kristian E.
Last name First Name Middle Initial

[REDACTED] St. Wellfleet MA 02667
Street address City State Zip

P.O. Box [REDACTED] Wellfleet MA 02667
Mailing address City State Zip

Home phone Work phone Cell phone [REDACTED]

Kristian eh@msn.com
Email address

Are you over 18? ☒ / N

Are you authorized to work legally in the United States ☒ / N

Education and training

High school graduate? ☒ / N

GED Y / N

Years of college? 2 yrs.

Degree(s) and subject(s) _____

EMT certified? ☒ / N State, level, and certificate number MA, EMT Basic, E0908048

Paramedic certified? Y / ☒ State and certificate number _____

Firefighter I training? Y / ☒ Certified? Y / N Where were you trained? _____

Firefighter II training? Y / ☒ Certified? Y / N Where were you trained? _____

Please list any other fire or medical training you have taken, and any licenses or certificates you hold.

Wellfleet Fire Department
Call Department Member Application

Employment

Present employer Gary Lucas Your supervisor Gary Lucas
Address 55 Fresh Brook Lane City/State/Zip Wellfleet, MA 02667
Phone 508-294-5795 Your position Builder

Employment History

1. Have you ever had your job terminated involuntarily? No Explain _____

When _____ Employer _____

2. Have you ever been asked to resign? No Explain _____

When? _____ Employer _____

3. Have you ever left a job with out giving notice? No How many times? _____

Explain _____

When? _____ Employer _____

4. Have you ever received disciplinary action from an employer resulting in a suspension, demotion, or loss of pay? No Explain _____

When? _____ Employer _____

Wellfleet Fire Department
Call Department Member Application

Employment History, continued

List below the places you have worked before your current position, starting with the most recent.

Employer Manny Heyliger Phone 508-349-3444
Address 15 School St., Wellfleet MA 02667
Employed from 2001 to present Your supervisor Manny Heyliger
Your position Builder Reason for leaving _____

Employer _____ Phone _____
Address _____
Employed from _____ to _____ Your supervisor _____
Your position _____ Reason for leaving _____

Employer _____ Phone _____
Address _____
Employed from _____ to _____ Your supervisor _____
Your position _____ Reason for leaving _____

Employer _____ Phone _____
Address _____
Employed from _____ to _____ Your supervisor _____
Your position _____ Reason for leaving _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

IV

USE OF TOWN PROPERTY

REQUESTED BY:	Jonathan Gips and Chantelle Boudreaux
DESIRED ACTION:	Approve a request for use of Town Property
PROPOSED MOTION:	I move to approve the request of Jonathan Gips and Chantelle Boudreaux to use Newcomb Hollow Beach on September 8, 2017 from 4:30 pm to 7:30 pm. with an event fee of \$100 and conditions as listed on the use form.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
Application for Use of Town Owned Property

Applicant

Jonathan Gips and Chantelle Boudreaux

Affiliation or Group

Boudreaux/Gips Wedding

Telephone Number

202-553-7104; 617-785-7882

e-mail address

chantelle.boudreaux@gmail.com; jon.gips@gmail.com

Mailing Address

186 Commonwealth Ave; #62; Boston, MA 02116

Date(s) of use

8 September 2017

Hours of use

4:30 PM - 7:30 PM

Estimated Attendance

23 People

Is this a commercial venture requiring insurance?

No

Describe activity including purpose, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

We would very much like to have our small, family only wedding ceremony on Newcomb Hollow beach. Our group will include 17 guests, 2 photographers, an officiant, and ourselves. We will exchange vows near sunset and have photos taken before and after. We will bring a few chairs for older members of the party and a table to sign the paperwork on, but otherwise will not have any furniture or tents. The event will not be catered and there will be no fee charged for attending. We will have a total of 9 cars, including the officiant and photographers.

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

None

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to insure that all reviews may be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permits, etc., may be required and it is the applicant's responsibility to secure same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following conditions _____

_____ Disapproved with the following conditions _____

Date: 8/3/17

Processing Fee: \$50.00

Fee: _____

paid

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent:	Inspector of Buildings:
Comments/Conditions:	Comments/Conditions:
Permits/Inspections needed:	Permits/Inspections needed:

Police Department:	Fire Department:
Comments/Conditions:	Comments/Conditions:

DPW:	Community Services Director:
Comments/Conditions:	Comments/Conditions:

Harbormaster:	Shellfish:
Comments/Conditions:	Comments/Conditions:

Recreation:	Town Administrator:
Comments/Conditions:	Comments/Conditions:

REC'D AUG 09 2017



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

IV

USE OF TOWN PROPERTY

REQUESTED BY:	Provincetown Aquasports
DESIRED ACTION:	Approve a request for use of Town Property
PROPOSED MOTION:	I move to approve the request of Provincetown Aquasports to use public boat launch sites in Wellfleet from May through September to drop off and pick up kayaks and paddle board for rent with an event fee of \$350 and conditions as listed on the use form.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
Application for Use of Town Owned Property

Applicant

PROVINCETOWN AQUASPORTS

Affiliation or Group

KAREN MOFFETT

Telephone Number

508-413-9563

e-mail address

INFO@PTOWNAQUASPORTS.COM

Mailing Address

333 R COMMERCIAL ST. #1 PROVINCETOWN MA.

02657

Date(s) of use

SEASONAL MAY THROUGH SEPTEMBER

Hours of use

9 AM TO 6 PM

Estimated Attendance

80 PEOPLE SEASONALLY

Is this a commercial venture requiring insurance?

PROVINCETOWN AQUASPORTS HAS A 14 MILLION POLICY

Describe activity including purpose, equipment to be used, parking arrangements, food/beverage service, etc.
Also please indicate if fees will be charged by applicant.

DROP OFF AND PICK UP KAYAK AND PADDLE BOARDS
AT PUBLIC BOAT LAUNCH SITES IN WELLFLEET
KAYAKS AND PADDLE BOARDS ARE RENTALS

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

NO TOWN SERVICES REQUESTED

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to insure that all reviews may be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permits, etc., may be required and it is the applicant's responsibility to secure same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following conditions _____

_____ Disapproved with the following conditions _____

Date: _____

Processing Fee: \$50.00

paid

Fee: _____

PROVINCETOWN AQUASPORTS IS A MEMBER OF THE
WELLFLEET CHAMBER OF COMMERCE!

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent:	Inspector of Buildings:
Comments/Conditions:	Comments/Conditions:
Permits/Inspections needed:	Permits/Inspections needed:

Police Department:	Fire Department:
Comments/Conditions:	Comments/Conditions:

DPW:	Community Services Director:
Comments/Conditions:	Comments/Conditions:

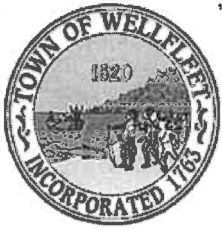
Harbormaster:	Shellfish:
Comments/Conditions:	Comments/Conditions:

Recreation:	Town Administrator:
Comments/Conditions:	Comments/Conditions:

REC'D AUG 03 2017

JUL 24 2017

Sum



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

V

BUSINESS

REQUESTED BY:	The Samaritans on Cape Cod and the Islands
DESIRED ACTION:	Designate September 7, 2017 as "Samaritans on Cape Cod and the Islands Day."
PROPOSED MOTION:	I move to designate September 7, 2017 as "Samaritans on Cape Cod and the Islands Day and sign the proclamation as provided with the meeting materials.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Founder *Alonzo Perkins*
Executive Director *Stephanie G. Kelly*

July 24, 2017

Address
P.O. Box 65
Falmouth, MA 02541

Phone
508.548.7999

Fax
508.548.7998

Email
ccsamaritans@verizon.net

Website
www.CapeSamaritans.org

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

Dear Board Members:

On September 7, 2017, Samaritans on Cape Cod and the Islands will be celebrating its 40 years of service in our community with an event at the Barnstable Performing Arts Center. In those 40 years, our organization has grown, supports have been added, and changes have been made to adapt to our changing world. While suicide unfortunately remains a public health concern, we are very proud of the work we have done to reduce the numbers of those lost and to assuage the pain that so many deal with on a day-to-day basis, including:

- training over 885 volunteers;
- answering over 630,000 incoming calls to the Crisis Lines
- making over 5,700 outgoing calls to seniors through the Senior Outreach program;
- sending over 375 Care Packages to survivors who have lost someone to suicide;
- facilitating over 375 support groups for survivors who have lost someone to suicide;
- presenting over 700 speaking engagements.

While our organization has changed during the last 40 years, there is one thing that has remained the same – our dedication to supporting those who feel isolated and lonely, those dealing with mental health issues, and those who are feeling suicidal.

On behalf of our organization, I hope that the Wellfleet Board of Selectmen will accept this proclamation request for inclusion on your agenda in late August. If approved by the Board, I would be honored to attend the meeting to accept on behalf of the Samaritans, or in the alternative, the proclamation can be emailed to me at ccsamaritans@verizon.net or by regular mail to P.O. Box 65, Falmouth, MA 02541.

We appreciate your consideration of this request, and look forward to hearing from you.

Best,


Stephanie G. Kelly
Executive Director

Crisis Phone Lines
508.548.8900
800.893.9900

JUL 27 2017

Proclamation

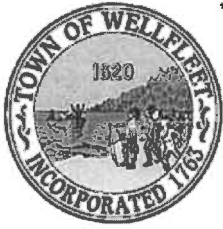
WHEREAS, FOR 40 YEARS SAMARITANS ON CAPE COD AND THE ISLANDS HAS STRIVED TO ADDRESS THE PUBLIC HEALTH ISSUE OF SUICIDE WITHIN OUR COMMUNITY BY ASSISTING THOSE WHO ARE LONELY, ALIENATED, AND DEPRESSED, THROUGH:

- COMMUNITY EDUCATION AND TRAINING PROGRAMS
- CONFIDENTIAL AND ANONYMOUS CRISIS LINE RESPONSE
 - CONFIDENTIAL OUTREACH CALL PROGRAMS; AND
- CONFIDENTIAL SUPPORT GROUPS AND MATERIALS FOR THOSE WHO HAVE LOST SOMEONE TO SUICIDE AND FOR THOSE WHO HAVE ATTEMPTED SUICIDE

THEREFORE, WE DO HEREBY OFFICIALLY DESIGNATE SEPTEMBER 7, 2017 AS
"SAMARITANS ON CAPE COD AND THE ISLANDS DAY"
IN THE TOWN OF WELLFLEET, MASSACHUSETTS.

TOWN OF WELLFLEET, BOARD OF SELECTMEN

DATE



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

V

BUSINESS

REQUESTED BY:	Cape & Islands Suicide Prevention Coalition
DESIRED ACTION:	Designate September 10-16, 2017 as a Suicide Prevention Awareness Week.
PROPOSED MOTION:	I move to designate September 10-16, 2017 as a Suicide Prevention Awareness Week and sign the proclamation as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Kevin A. Marshall
Co-Chair

Deborah K. Martin
Co-Chair



P.O. Box 119
Barnstable, Massachusetts
02630

www.suicidelspreventable.net

July 17, 2017

Dear Board of Selectmen:

Each year, we lose more than 30 Cape & Island residents to suicide. For each of these suicide deaths, it is estimated more than 40 people are affected, 6 of them profoundly. Suicide is a public health issue in our communities; and it is preventable.

In recognition of National Suicide Prevention Month, the Cape & Islands Suicide Prevention Coalition is once again seeking to have the week of September 10-16 2017 named "Suicide Prevention Awareness Week" in all of the Cape and Islands towns.

We aim to recognize this painful and often hidden part our communities, to demonstrate our commitment to suicide prevention, and to send a message of hope to those struggling, grieving, or affected in any way by suicide. We know that by decreasing the stigma that surrounds suicide, we increase the likelihood that someone will reach out for help.

Please accept this proclamation request for the selectman's agenda for an early September or late August meeting (Sample proclamation wording is attached) we appreciate your consideration of this request, and look forward to hearing from you.

The proclamation can be emailed to me at suicideprevention@capecoalition.com or mailed to me at: Cape and Islands Suicide Prevention Coalition, P.O. Box 119, Barnstable, MA 02630

Warm Regards,

Sunny Lee Jones

Steering Committee Member

Cape & Islands Suicide Prevention Coalition

**PROCLAMATION
SUICIDE PREVENTION AWARENESS
WEEK**

WHEREAS, in the United States, one person dies by suicide every 12 minutes and 121 people die by suicide each day; and

WHEREAS, 20 veterans die by suicide each day; and

WHEREAS, suicide is the second leading cause of death for Massachusetts residents ages 15-44 and the suicide rate on the Cape and Islands is 1.4 times higher than the State average; and

WHEREAS, suicide is a tragic and disruptive event for families and communities ~ it is estimated that annually, there are 6.3 million suicide loss survivors who have lost a loved one to suicide; and

WHEREAS, suicide is a public health issue and a community concern, and through increased education and awareness of the issue a great number of suicides can be prevented;

THEREFORE, we do hereby officially designate the week of September 10 - 16, 2017 as "**SUICIDE PREVENTION AWARENESS WEEK**"

Town of Wellfleet, Massachusetts



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

V

BUSINESS

REQUESTED BY:	Dick Elkin, Wellfleet Energy Committee Chair
DESIRED ACTION:	Approve and sign a letter of support
PROPOSED MOTION:	I move to approve the Request of the Energy Committee for a letter of support to be sent to the Massachusetts Clean Energy Center for Wellfleet's participation in the 2017 Solarize Massachusetts program and to authorize Chairman Dennis Murphy to sign the letter as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

ASSISTANT
TOWN ADMINISTRATOR

DRAFT

August 22, 2017

Massachusetts Clean Energy Center
63 Franklin Street, 3rd Floor
Boston, MA 02110

The Wellfleet Board of Selectmen is please to submit the following in support of Wellfleet's application to be a participant in the 2017 Solarize Massachusetts program.

Statement of Commitment:

The Wellfleet Board of Selectmen is fully committed to Wellfleet's participation in the 2017 Solarize Plus program in conjunction with the towns of Provincetown, Truro, Eastham and Orleans.

Municipal Representative:

Brian Carlson will be Wellfleet's municipal representative for the 2017 Solarize Massachusetts program and will help to facilitate the program within the Community.

Community Solar Coach:

Richard Elkin will be Wellfleet's Solar Coach, and will be the local volunteer point of contact to collaborate with MassCEC in organizing Community meetings and managing volunteer outreach efforts. Dr. Elkin will be responsible for participating in MassCEC's training program, organizing events and outreach efforts, and facilitating customer interest around the program.

Community Energy/Sustainability Committees

The Wellfleet Alternative Energy Committee, which was eventually renamed as the Wellfleet Energy Committee, was formed in March of 2005. The committee members currently are Richard Elkin (chair), Chuck Cole (vice chair), Lilli-Ann Green (secretary), Jeff Tash, Robert Shapiro, Christiann Mason (alternate) and David Mead-Fox (alternate). The committee has been meeting regularly, generally monthly, since March 2005.

In 2017, the Outer Cape Energy coalition, consisting of members of the Provincetown, Truro, Wellfleet, and Orleans Energy committees, and the Assistant Town Administrator of Eastham was formed to pursue energy conservation projects jointly. This Solarize Plus joint application is a result of that effort.

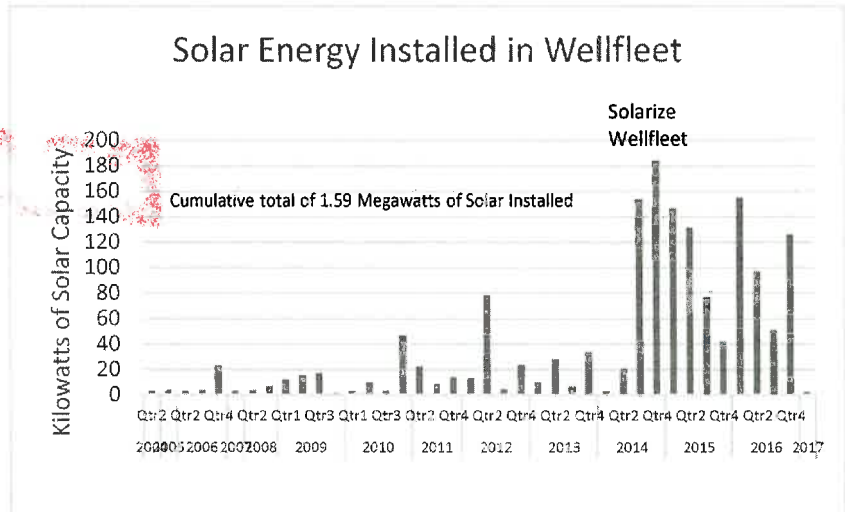
Utility Area Networks

There are no utility area networks in Provincetown, Truro, Wellfleet, Eastham or Orleans.

Demonstration of experience with a solar PV project or solar-related activities

The Town of Wellfleet has installed solar panels on the fire station, elementary school and the public library.

The town successfully completed a Solarize Wellfleet program in 2014, resulting in attaining a Tier 5 status. The number of installations increased many-fold in the year following the program, compared to the previous year. Since that time, solar PV installations in Wellfleet have remained much higher than before the Solarize program, but have declined to less than peak levels in the years following the Solarize Wellfleet program.



The Wellfleet Energy committee wishes to participate in the Solarize Plus program to increase Solar PV installations and to encourage energy savings and reduced carbon emissions through the use of other technologies that result in participants switching from hydrocarbons to green solar PV energy. Barnstable County is served by the Cape Light Compact for electricity. Energy supplied by the Compact is 100% green. Therefore, even if residents or businesses do not install solar to compensate for increased electric usage, the net effect will be to switch from hydrocarbon based energy usage to green generation electricity.

Respectfully,

Dennis Murphy,

Chair, Wellfleet Board of Selectmen

Executive Overview of the Solarize Plus Program

The energy committees of the towns of Provincetown, Truro, Wellfleet, and Orleans, and the administration of Eastham (which has no energy committee) have come together to facilitate solar photovoltaic installations, reduction of carbon emissions, and energy conservation in the member towns on the outer cape. We have developed an integrated joint program as a proposal to the Massachusetts Clean Energy Center (MassCEC) for the “Solarize Plus” program.

Solarize Plus is the community-based collective marketing and purchasing program supported by MassCEC. The program is centered on grassroots outreach and public communication programs driven by volunteer efforts with modest state support.

The program we envision has three goals:

- To encourage solar photovoltaic (PV) installations for residents and small businesses on the Outer Cape;
- To encourage the adoption of technologies that use green-generated electricity in place of carbon-based fuels;
- To encourage the overall reduction of energy usage through conservation measures.

For solar PV installations, in addition to the generally available incentives for solar installation, the selected solar installer will offer tiered pricing. The more solar purchased during the six-month intensive outreach program, the lower the price that participants will pay. The solar PV program will target two audiences, residential electricity users and small business users.

As a way to promote carbon reduction, the program will focus on the installation of air-source heat pumps and minisplits, but provide information about air-source hot water heaters and electric vehicles.

The core of the program will be a series of meetings, likely two per month, alternating across the towns, to educate residents and businesses. Individual canvassing of small business owners will supplement the small business program. We will request each town to include information about Solarize Plus in their tax mailings. Publicity and public outreach will occur in all towns.

The program will be primarily a volunteer effort. In the town of Eastham, with no energy committee, an alternative public organization will be sought to sponsor the effort and provide volunteer support. The Wellfleet Bay Wildlife Sanctuary of the Massachusetts Audubon Society has agreed to co-sponsor this effort, providing facilities and volunteer support. We anticipate support and participation from town Chambers of Commerce and Community Forums, among other groups.

The program will be partnering with Self-Reliance, Inc. in its efforts to replace technologies that consume carbon-based fuels with technologies based green electric energy. Self-Reliance is a non-profit 501(c)(3) corporation founded in 1980, that has been promoting energy efficiency and renewable energy technologies in the region for many years. Self-Reliance has been conducting group-buying programs for Ductless Mini-Split Heating and Air Conditioning Systems and for Air Source Heat Pump Water Heaters. The program will rely on the vendors and equipment recommendations vetted and selected by Self-Reliance as the primary source of installers for the carbon replacement technologies. Participants will be able to choose alternate equipment and installers if they desire.

The program will be supported in its conservation outreach efforts by the Cape Light Compact’s Energy Efficiency program. Our program will require an Energy Efficiency Audit within the last five years in order to participate. The incentives available for conservation measures will be promoted as part of this program. We will also be working on a follow up initiative to encourage that recommended energy efficiency measures are implemented.

July 9, 2017

Executive Overview of the Solarize Plus Program

Wellfleet and Provincetown have already participated in Solarize Massachusetts. Truro considered it, but determined that they were too small to qualify and can only participate in partnership with other towns.

The structure of Solarize Plus is slightly different from the programs in which Wellfleet and Provincetown previously participated. In those programs, the town contracted with MassCEC to run the program, but MassCEC issued an RFP and wrote a contract with the installers. The current model is that the town directly issues the RFP and contracts with the installers.

While this new approach might be favored when there is a single, large town involved, it presents a complication when there are a number of smaller towns. In this case, we could end up with five towns having to negotiate installer contracts and individually incurring legal and administrative costs.

The committee has decided to give the member towns a choice of either issuing their own contract, or letting the committee itself contract with the installers. We will create a nonprofit corporation, the *Outer Cape Energy Committees, Inc.*, to perform this function. The corporation will use a model RFP, model contract and technical consultants provided by MassCEC under the Solarize Plus program.

There are many benefits for a joint program. These include:

- Our previous experience with Solarize Wellfleet was that many individuals from neighboring towns attended outreach events held in Wellfleet, and often ended up pursuing Solar PV on their own.
- Solarize Provincetown had relatively greater success with small business owners and can share their experience and take the lead in this area.
- Newspaper and radio outreach and advertising in any one town will reach residents in all participating towns.
- A new electric code affects solar installations. Because of the number of towns involved, MassCEC is able to offer local training for the electrical inspectors for the participating towns conducted by an expert.
- By bringing together the energy committees and volunteers from all five towns, we will have more “people resources,” which will benefit each town individually as well as the Outer Cape region.
- With a total year round population of 20,000, we anticipate more interest and more competition from vendors, ideally resulting in an enhanced financial benefit to participants.
- With a coordinated, single point of contact program structure, the coordination with both MassCEC and vendors will be more efficient than on a town-by-town basis.

Attachment A
Authorized Applicant Information and Acceptance Form
Applicant Information

Applicant: Community	
City or Town Name Wellfleet	Street Address 286 Main St
Date of Green Community Designation (if applicable, not required) 2014	City/Town State Zip Code Wellfleet, MA 02667
Municipal Representative Contact	
Municipal Contact Name / Title Brian Carlson / Assistant Town Administrator	Signature
Telephone 508 349 0349	Email brian.carlson@wellfleet-ma.gov
Community Solar Coach	
Name / Title Dick Elkin / Chair, Wellfleet Energy Committee	Signature
Telephone 508 349 3854	
Additional Installer Proposal Review Team Participant 1	
Participant Name / Title David Mead-Fox	Signature
Telephone 617 480 6835	Email dmeadfox@gmail.com
Additional Installer Proposal Review Team Participant 2 Not recommended for group proposals	
Participant Name / Title	Signature
Telephone	Email

Organization/Individual who compiled this Application (if not the Community Solar Coach or Municipal Representative noted above)	
Name / Title	Signature
Telephone	Email

List any Communities that you are partnering with in this application.

Provincetown,	Truro
Eastham	Orleans

Applicant Acceptance

The undersigned is the Chief Executive Officer of the Applicant listed above. The Chief Executive Officer is defined as the manager in any city having a manager, and in any town having a city form of government, the mayor in any other city, or the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

The Applicant has read and understands the RFP requirements. The undersigned acknowledges that all of the terms and conditions of the RFP are mandatory.

The Applicant understands that all materials submitted may be subject to disclosure under the Massachusetts Public Records Law, as explained in Section 3.A. of the RFP. Applicant further acknowledges and agrees that MassCEC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that MassCEC's receipt of the application does not imply any promise of funding at any time.

The Applicant understands that, if selected by MassCEC, the Applicant and MassCEC will execute a contract that outlines the respective roles and responsibilities of the parties.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Community	
Printed Name of Chief Executive Officer	
Signature of Chief Executive Officer	Date



63 Franklin Street, 3rd Floor
Boston, MA 02110
P (617) 315-9355 • F (617) 315-9356
info@masscec.com • www.masscec.com
Follow us on Twitter: @masscec

ATTACHMENT B

Template MassCEC-Community Contract

[DATE], 2017

[COMMUNITY]

Re: Solarize Massachusetts Program

Dear [COMMUNITY],

Congratulations on being selected to participate in the Solarize Massachusetts Program (the "Program"). The Massachusetts Clean Energy Center ("MassCEC") is excited to collaborate with you to increase outreach, education and adoption of solar photovoltaic ("PV") systems within your community.

This letter (the "Letter Agreement") will set out the mutual understanding between MassCEC and [COMMUNITY] ("Community") regarding the Community's participation in the Program and the provision of marketing materials to the Community by MassCEC.

1. Solarize Massachusetts Program

a) The Community agrees to participate in the Solarize Massachusetts Program, which will drive the community adoption of solar PV projects through a partnership with MassCEC and the solar installer (the "Installer") selected by the Community (with assistance from MassCEC and a solar technical consultant) through a competitive process. As more customers contract for the purchase of solar PV installations within the Community, higher tiers will be reached, increasing the overall project savings to all customers under the program, whether they purchase the system directly, enter into a Power Purchase Agreement ("PPA"), or enter into a lease agreement.

2. Marketing Grant

a) MassCEC will provide the Community with a marketing grant and in-kind services, including but not limited to, template marketing documents and trainings for the selected Community Solar Coach and Municipal Representative (the "Materials"). The Materials will be specific to the Solarize Massachusetts Program and will assist the community with its education, outreach, and marketing efforts in order to gain attendance at local meetings, increase lead generation, and encourage participation in the Program. MassCEC will also participate in certain community events, including leading the Meet the Installer presentation.

b) MassCEC will provide the Community, in accordance with Section 4 below, with up to two marketing grants, with payments of up to Two Thousand Five Hundred Dollars (\$2,500), for a total of Five Thousand Dollars (\$5,000) for the reimbursement of any miscellaneous

marketing expenses directly related to the Program (the “Reimbursement Funds”), including, but not limited to, the costs of printing the Materials, postage for mailings, and any fees/deposits necessary to secure venues for community meetings (the “Expenses”). Up to One Thousand (\$1,000.00) of the Five Thousand Dollars (\$5,000) of the Reimbursement Funds may be allocated, upon approval by the Community, as a stipend to the Community Solar Coach for services rendered during the Program (the “Stipend”). A One Thousand dollar Stipend for the solar coach can be included as part of the first marketing grant, or the second marketing grant. It is the responsibility of the Community to determine whether to, and how to, allocate the Stipend to the Community Solar Coach. Additionally, the Community will provide one or both of the following options to one or more residents who volunteer their time during the Sign-Up Period of the Program (“Volunteer(s)”):

- i. Confirmation that the Reimbursement Funds may be used to reimburse for sales tax incurred on pre-approved marketing expenses and reimburse accordingly
- ii. An alternatively approved method for proving sales tax exemption, such as providing Volunteers with a Tax Exempt Certificate for use at point of purchase

The Community acknowledges that this is a maximum authorization, and MassCEC is under no obligation to transfer the full amount to the Community, or any amount, in the event the Community does not satisfy any requirements upon it to be completed prior to disbursement.

c) A Community is only eligible to receive the second marketing grant of \$2,500 when the Community demonstrates that the first \$2,500 in Reimbursement Funds has been expended on Materials and activities approved by MassCEC, and can additionally demonstrate the specific intended use for an additional \$2,500 marketing grant. At that time, MassCEC reserves the right to issue an additional \$2,500 marketing grant to the community.

3. Community Commitment and Deliverables

The Community agrees that it shall:

- a) Acknowledge that the Community-designated Installer Proposal Review team is responsible for developing and posting an installer Request for Proposals (“RFP”), and will be the lead participant in the competitive selection of the Installer under the Program selection process;
- b) Provide a fully developed Installer RFP to MassCEC for review prior to finalization and public launch;
- c) Enter into or require the Community-designated Installer Proposal Review team to enter into a letter agreement with the competitively selected Installer for the Installer participation in the Solarize Mass program and shall ensure that the Installer agrees to Program terms and conditions as contained in Exhibit 1.
- d) Cooperate and collaborate with MassCEC, the selected Installer, and the selected Community Solar Coach;

- e) Make a reasonable effort to participate every other week in a conference call between MassCEC, the Community Solar Coach and the Installer.
- f) Ensure that the Community Solar Coach agrees to, signs, and abides by the Program Terms and Conditions form;
- g) Ensure that all members of the External Review Team agree to, sign, and abide by the External Review Form;
- h) Refer to the Program as “Solarize Massachusetts” or “Solarize Mass” or if applicable, “Solarize Mass Plus” in all community outreach materials and marketing efforts;
- i) Direct individuals interested in participating in the Program to www.solarizemass.com or in the event that the Community sets up its own website to publicize the Program, link to MassCEC’s Solarize Massachusetts website;
- j) Request and receive approval from MassCEC for all Community-developed marketing materials in advance of distribution. The Community agrees that MassCEC shall have the right to make use of and disseminate, in whole or in part, all work products, reports, and other information produced by the Community in the course of the Program. Community agrees to include the “MassCEC”, “DOER”, “Solarize Mass” and “Installer” logos on any additional outreach materials that may be developed directly by the Community;
- k) Provide MassCEC, upon request, with all email addresses of leads and contacts collected through the Program;
- l) Notify MassCEC in advance and collaborate with MassCEC on any events or news conferences concerning the Program. In any media produced by the Community, the Community will not represent that positions taken or advanced by it represent the opinion or position of MassCEC. All media produced by the Community is subject to MassCEC approval;
- m) Develop and track a plan to disperse marketing materials to be provided to MassCEC in order to evaluate how successful various disbursement methods were relative to the sign-up and adoption rate within the community;
- n) License or otherwise make available to MassCEC in perpetuity, without charge, all non-confidential materials prepared and produced for the Program, including without limitation, all plan and analyses developed in connection with the Program for MassCEC’s use and public dissemination;
- o) Provide feedback at the end of the Program to assist MassCEC in the analysis of the efficacy of different outreach strategies and community drivers in increasing community adoption of solar;

p) Utilize the Reimbursement Funds only for Program-related marketing, outreach and education efforts (or up to One Thousand Dollars (\$1,000) for the Stipend, if applicable);

q) Maintain accurate records of cost accounting. In addition, at the close of the sign-up period of the Program, the Community shall provide MassCEC with an itemized list of Expenses or Stipend, if applicable, that were reimbursed with the Reimbursement Funds; and

r) If applicable, provide a written plan to MassCEC detailing how any remaining Reimbursement Funds will be used for solar-related efforts within the community at the close of the Program.

4. Invoice and Payment Terms

a) All Expenses must be approved by MassCEC in advance (in writing, by email) in order to be considered approved for reimbursement by the Community, and;

b) The Reimbursement Funds for the first \$2,500 Marketing Grant shall become payable by MassCEC within thirty (30) days of receipt by MassCEC of a signed scanned copy of this Letter Agreement. The Reimbursement Funds for the second \$2,500 Marketing Grant shall become payable by MassCEC within thirty (30) days of receipt by MassCEC proof that first Marketing Grant has been expended, and MassCEC approval of plan for use of second Marketing Grant funds.

5. Term and Termination

a) This Letter Agreement shall take effect as of the first date listed above (the "Effective Date"), and shall remain in effect for the duration of the Program, which will last one year after the final PV system application award date (the "Term").

b) This Letter Agreement may be terminated by MassCEC with thirty (30) days written notice to the Community if the Community is in material breach of any term of the Letter Agreement, and such breach has not been cured within the thirty (30) day period. In the event of such termination, the Community shall return to MassCEC all Reimbursement Funds not utilized for Expenses approved and incurred prior to termination.

c) MassCEC may terminate this Letter Agreement in the event of loss of availability of sufficient funds for the purposes of this Letter Agreement or in the event of an unforeseen public emergency or other change of law mandating immediate MassCEC action inconsistent with performing its obligations under this Letter Agreement.

6. Legal Terms and Conditions

a) Indemnification. To the fullest extent permitted by law, the Community shall indemnify and hold harmless the Commonwealth, MassCEC, and each of their respective agents, officers, directors and employees (together with the Commonwealth, MassCEC the "Covered

Persons") from and against any and all liability, loss, claims, damages, fines, penalties, costs and expenses (including reasonable attorney's fees), judgments and awards related to or arising out of the Materials or Reimbursement Funds (collectively, "Damages") sustained, incurred or suffered by or imposed upon any Covered Person related to or arising out of the Materials or Reimbursement Funds resulting from (i) the breach of any of the terms of this Letter Agreement or any false representation by the Community, or (ii) any negligent acts or omissions or reckless or intentional misconduct of the Community or any of the Community's agents, officers, directors, employees or subcontractors. Without limiting the foregoing, the Community shall indemnify and hold harmless each Covered Person against any and all Damages that may directly or indirectly arise out of or may be imposed because of the failure to comply with the provisions of applicable law by the Community or any agents, officers, directors, employees or subcontractors. The foregoing notwithstanding, the Community shall not be liable for (i) any Damages sustained, incurred or suffered by or imposed upon any Covered Person resulting from any negligent acts or omissions or reckless misconduct of MassCEC, and (ii) except for liability for death or personal injury caused by the negligence or willful misconduct of Community or for claims of infringement of a third party's intellectual property by Community, the aggregate liability of the Community under this Letter Agreement shall not exceed the greater of the amount of the Materials and Reimbursement Funds received or the amount recovered under any applicable insurance coverage.

b) Compliance with Law. The Community agrees to comply with all applicable Federal and State statutes rules, and regulations, including, but not limited to, promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged, or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits, or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation, or for exercising any rights afforded by law.

c) Audit. At any time period prior to the conclusion of the Program and as otherwise provided in this Section, MassCEC will have the right to audit the Community's or the Community's other agents' records to confirm the use of the Reimbursement Funds provided. If such audit reveals that any portion of the Reimbursement Funds were utilized for purposes not permitted under this Letter Agreement, then the Community shall refund to MassCEC the amount determined by such audit within thirty (30) days of receipt of such audit and demand. The Community shall maintain books, records, and other compilations of data pertaining to the payments made under this Letter Agreement to the extent and in such detail as shall properly substantiate use of such payments. All such records shall be kept for a period of seven (7) years, starting on the first day after final payment under this Letter Agreement (the "Retention Period"). If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the Retention Period, all records shall be retained until completion of the audit or other action and resolution of all issues resulting therefrom, or until the end of the Retention Period, whichever is later. MassCEC or the Commonwealth or any of their duly authorized representatives shall have the right at reasonable times and upon reasonable notice,

to examine and copy of the Community's books, records, and other compilations of data which pertain to the Program. Such access may include on-site audits, review and copying of records.

d) **Lobbying.** No Reimbursement Funds may be used for any activities to influence any matter pending before the Massachusetts General Court or for activities covered by the law and regulations governing "legislative agent" or "executive agent" set forth in the Massachusetts Lobbying Law, M.G.L. c.3, §39.

e) **Public Records and Open Checkbook.** As a public entity, MassCEC is subject to the Massachusetts Public Records Law (set forth at M.G.L. c.66) and thus documents and other materials made or received by MassCEC and/or its employees are subject to public disclosure. All information received by MassCEC shall be deemed to be subject to public disclosure, unless the limited exception at M.G.L. c. 23J, Section 2(k) or another statutory exception applies. For more information, please see Chapter 66 of the Massachusetts General Laws. Communities should also be aware that MassCEC has the right to disclose the name of the Community, the amount of the grant and any other information it may deem reasonably necessary on Open Checkbook, the Commonwealth of Massachusetts' online database of state spending.

f) **Waivers.** Conditions, covenants, duties, and obligations contained in this Agreement may be waived only by written agreement between the parties. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the remedies available to that party.

g) **Counterparts.** This Letter Agreement may be executed in two or more counterparts, and by different parties hereto on separate counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

h) **Amendments, Entire Agreement, and Attachments.** All conditions, covenants, duties and obligations contained in this Letter Agreement may be amended only through a written amendment signed by the Community and MassCEC. The Parties understand and agree that this Letter Agreement supersedes all other verbal and written agreements and negotiations by the parties regarding the Program set forth herein.

i) **W-9 Tax Forms and Grant Taxability.** Community shall provide MassCEC with a properly completed United States Internal Revenue Service Tax Form W-9 (the "W-9") and returned to MassCEC's finance department. Failure to provide the W-9 shall be grounds for withholding grant payments until such W-9 is received. W-9s should be emailed to the email address finance@masscec.com.

- i. Grants may be considered taxable income by the U.S. Internal Revenue Service and the Massachusetts Department of Revenue. All parties are strongly urged to consult with a tax professional to determine the federal and/or state implications of a receipt of a grant. MassCEC will issue a Form 1099 to each Community. For all tax-exempt entities (including government entities), a tax-exemption certificate or IRS tax-exemption determination letter must be emailed to finance@masscec.com.



63 Franklin Street, 3rd Floor
Boston, MA 02110
P (617) 315-9355 • F (617) 315-9356
info@masscec.com • www.masscec.com
Follow us on Twitter: @masscec

- j) **Independent Status.** Nothing in this Agreement will be construed or deemed to create a relationship of employer and employee, partner, joint venture, or principal and agent between MassCEC and the Community, its employees, agents, or officers.

MassCEC is excited to work with the Community to launch this innovative business model and increase solar adoption within your community. If you accept the terms and conditions referenced herein, please sign and scan one original copy of this letter and email to Solarize@MassCEC.com. Please note that MassCEC will not accept electronic signatures, unless validated by a third party service such as DocuSign, Adobe Sign, or other service. Please maintain one original copy of this letter for your records.

Very truly yours,

Stephen Pike
Chief Executive Officer

Accepted & Agreed

[COMMUNITY]

By: _____

Name: _____

Title: _____

Date: _____

**Exhibit 1
Installer Required Terms and Conditions**

Community shall ensure that in its contract with the selected installer that the installer agrees to abide by the following Program terms and conditions during the course of the program:

- a) Installer and Community agree to work cooperatively to implement the 2017 Solarize Massachusetts Program (the “Program”) in the Community which will drive the community adoption of solar PV projects through a partnership with the Community;
- b) Participate every other week in a conference call between MassCEC, the Community Solar Coach and the Installer.
- c) Installer agrees that the term of this Letter Agreement begins as of the Effective Date and shall continue until the final PV system and if applicable as part of the Solarize Mass Plus Pilot, any additional technology contracted under the Program is installed;
- d) Refer to the Program as “Solarize Massachusetts,” or “Solarize Mass,” or if applicable “Solarize Massachusetts Plus” or “Solarize Mass Plus” in all installer-developed community outreach materials and marketing efforts;
- e) Provide customers within the Community with pricing available at the appropriate tiered or fixed level, and provide tiered pricing reductions, as outlined in the Installer’s competitive bid, to all customers under the Program. Appropriate tiered pricing must be applied to projects at the time that the contracted capacity level is met for the Tier. Installer’s and associated partner’s contracts with the customers must include a “not to exceed” cost or lease payment/PPA payment through [Date of End of Program], at which time the cost will be reconciled based on the appropriate tier that has been reached;
- f) Utilize equipment listed in the *Pricing Proposal* submitted by Installer for all projects contracted during the Program. If an equipment substitution is required during the course of the Program, the Installer is responsible for getting the MassCEC appointed Technical Consultant approval in advance of contracting of the system;
- g) Include a disclaimer on all Installer customer intake forms and media (such as website and sign-up sheets) that outlines how customer contact information will be used under the Program and provide the customer with the ability to opt out of communications unrelated to solar PV installations under the Program;

- h) Provide objective information to enable customers to choose either the purchase, lease/power purchase agreement (if offered), or innovative financing (if offered) option;
- i) Track the total contracted capacity under the Program;
- j) Track the pricing associated with each project, and detail why a specific project requires a cost adder;
- k) If there are cost adders associated with a project, Installer must provide customer with a breakout of the cost adders required and their cost above the base pricing. This can be provided at or before contract signing directly in the Customer proposal or on a copy of the Cost Adder Form developed by MassCEC;
- l) Provide weekly metrics to the Community and MassCEC, which shall include, but is not limited to, the number of leads generated, the number of feasible project sites identified, the number of contracted projects, and the tracked information maintained by Installer pursuant to subsection h) and i);
- m) Agree and acknowledge that all contracted projects will meet the [Solarize Mass and Mass Solar Connect Minimum Technical Requirements](#);
- n) Coordinate with the Community to develop a plan to recommend alternative opportunities (i.e. through energy efficiency or other renewable energy projects) for customers without feasible sites for a solar PV project;
- o) Provide a mechanism to share the status of leads captured through the program such that they will be available to the core community volunteer team on a regular basis, and;
- p) Make a reasonable effort to track why customers decide not to contract for a solar PV project;
- q) If requested by MassCEC, Installer shall agree and accept certain program terms with MassCEC including, but not limited to, to the use of MassCEC's logos, website, and the provision of certain program data.

Attachment C

Community Solar Coach Program Duties and Commitments

The following outlines the duties and commitments that apply to a Community Solar Coach ("Coach") for the Town/City of [TOWN/CITY] (the "Community") for the Solarize Massachusetts Program (the "Program"). By signing below, you agree to the following terms and conditions.

- a) I understand and agree that the Massachusetts Clean Energy Center ("MassCEC") and the Community are relying on my promise to volunteer as a Coach and accordingly, I must be available to meet the requirements of this position. I agree to promote participation in the Program to the residents in the Community and work diligently with the Installer and Community in outreach efforts to increase the adoption of solar photovoltaic ("PV") systems. Further, I agree to cooperate fully with MassCEC, the Installer, and the Community.
- b) I understand and agree that as a Coach for this Program, I may be subject to the Massachusetts Conflict of Interest Law (M.G.L. c.268A). I also understand that it is my obligation to be knowledgeable of the conflict of interest rules that may apply, and if in doubt, I shall contact the State Ethics Commission to fully determine whether I may be subject to any conflict of interest issues (See <http://www.mass.gov/ethics/contact-us.html>). In the event the State Ethics Commission determines that a conflict does exist, I will immediately notify MassCEC.
- c) I shall disclose to MassCEC if at any time during the Program I become employed by or consult for a solar PV installation company that installs residential solar PV systems in Massachusetts. I understand that MassCEC reserves the right to remove me as a Coach and the Community will be responsible for re-designating someone in the Coach position.
- d) I agree to only distribute Program marketing and communications materials that have been distributed by or have been pre-approved by MassCEC, in its sole discretion. I agree to abide by Program branding rules, which requires me to appropriately label all program materials and communications with the "Solarize Mass" name, logo, website address, twitter hash tag, and/or phone number, as appropriate. I understand that "MassCEC", "DOER", "Solarize Mass", "Community", and "Installer" names and logos need to be included on all materials when appropriate. Furthermore, I agree to assist the Community to distribute Program marketing and communications materials.
- e) I understand that as a Coach, I am a volunteer organizer and am not authorized to speak as a spokesperson on behalf of the Commonwealth of Massachusetts or MassCEC. Such disclaimer shall be disclosed when speaking with members of the press, public or, where appropriate, in private conversations during the course of the Program.

- f) I agree to serve as the point of contact for the Community and will only answer questions from residents regarding basic questions about solar PV, including incentives. Further, I agree to facilitate communication between MassCEC, the selected Installer, and the community Municipal Representative contact.
- g) I understand that I will be responsible for collaborating with MassCEC and the Community to organize community meetings and identify volunteers to support outreach efforts.
- h) I understand that I am required to participate in MassCEC's Community Solar Coach training which will provide me with the tools to assist during the Program in answering common questions about solar PV, including incentives.
- i) I understand that I will be required to be available to participate in regular calls with MassCEC and the Installer, both for regularly scheduled (bi-weekly) status updates, and as needed.
- j) I acknowledge and agree that I will not disclose, share or utilize the contact information of individuals that sign up for the Program with non-affiliated parties, without MassCEC's prior approval. I agree to provide MassCEC, upon request, with all email addresses of leads and contacts collected through the Program.
- k) I agree to provide feedback at the end of the Program to assist MassCEC in the analysis of the efficacy of different outreach strategies and community drivers in increasing community adoption of solar.
- l) If applicable, I agree not to share my password or otherwise grant access to information technology resources established and used for purposes of the Program. This includes, but is not limited to, email accounts and the online calendar associated with the Program website.

My signature below indicates that I have read and I agree with all terms and conditions, and am prepared to fulfill all responsibilities as a Community Solar Coach. I acknowledge that MassCEC reserves the right to remove me as a Community Solar Coach if I do not fulfill my obligations as delineated above or demonstrate an inability to abide by, or otherwise disregard, the above or any Program requirements.

Signature: _____

Name (Please Print): _____

Date: _____

Attachment D
2017 SOLARIZE MASSACHUSETTS
Community Proposal Checklist and Application Template

Note: Community selection into the 2017 program will be done on a ‘First Come, First Served’ basis. MassCEC will accept applications from Communities starting on October 12, 2016 until program funds have been fully allocated.

Community Name:	Date:
------------------------	--------------

Community Proposal Checklist (Include the following items in the proposal submittal)

- ☐ **Attach a Letter from municipal Chief Executive Officer, containing the following:**
 - ☐ Statement of Commitment
 - ☐ Municipal Representative identified
 - ☐ Community Solar Coach identified
 - ☐ Demonstration of experience with a solar PV project or solar or community engagement related activities (if applicable)
 - ☐ Confirmation of review of *MassCEC-Community Contract* (Attachment B), and any comments
 - ☐ (Optional) Provide insight into whether the Community Energy or Sustainability Committee will be involved in administering a Solarize Mass campaign.

- ☐ **Terms and Conditions:** Review the Terms and Conditions in the draft *MassCEC-Community Contract* (Attachment B). Attach any comments to the application.
- ☐ **Attachment A:** Attach a completed, executed *Signature and Acceptance Form*
- ☐ **Community Solar Coach Personal Statement:** Attach a statement (≤ 300 words) demonstrating interest, commitment and expected role in the program, and a note that the *Community Solar Coach Program Duties and Commitments* form (Attachment C) has been reviewed.
- ☐ **Attachment C (Optional*):** Attach the *Community Solar Coach Program Duties and Commitment* form. *Optional as a part of the application process but required during contracting period.
- ☐ **Attachment E (Optional):** Attach the *Solarize Mass Volunteer Support and Commitment* form.
- ☐ **Reference Materials:** Please go to www.SolarizeMass.com and select ‘Program Background’ to see results and lessons learned from previous programs, including the [Solarize Massachusetts Pilot Overview](#), the [2012 Solarize Massachusetts Program Update](#) and examples of previous community marketing proposals. Additionally, review *Solarize Mass Community Best Practices Timeline* Attachment F.
- ☐ **(Optional)** Attach a Letter from the Community Energy or Sustainability Committee (if in existence) demonstrating support for a Solarize Mass program in the Community.

☐ **Complete and submit the following using the application template below**

- ☐ **Proposed Program Timeline**
- ☐ **Community Outreach and Installer Selection Plan:**
 - ☐ **Team:** Description of the designated team, roles, and prior successes.
 - ☐ **Team Diagram:** Demonstrate anticipated volunteer team structure during the course of the program.
 - ☐ **Community:** Describe basic attributes including population, number of owner occupied residences, etc. This may include reasoning as to why the Community may have a need to combine a Solarize Mass program with an additional technology, such as high percentage of homes utilizing oil for heating.

☐ **Marketing and Outreach:** Outline a plan that describes various methods to create community awareness around a Solarize Mass program, encourage participants to sign up for a solar site assessment, and encourage adoption of solar PV systems.

Solarize Mass Plus: Indicate secondary technology.

Optional: Include an outreach activity timeline, expected volunteer activity hours, preliminary goals for community participation and solar PV adoption during program.

☐ **Budget:** Identify a preliminary budget of how the initial \$2,500 community marketing grant would be utilized.

Optional: Tie potential expenditures to an outreach activity timeline or known events that will be taking place during the course of the Solarize Mass program.

☐ **Installer Selection Process:** Outline a plan to develop and release an Installer Request for Proposals (RFP), conduct interviews, and competitively select an Installer. Clarify if there are any questions or concerns that should be clarified with MassCEC prior to launch of the program.

☐ **Optional:** If the community plans to provide additional municipal employee work hours or financial assistance to the program, please outline how those contributions might be used.

☐ **Local Interest:** Demonstrate that there is significant interest in the community to participate and drive a successful program. It is highly recommended that communities conduct a survey or poll to gauge interest, and to develop an initial list of interested residents. Solarize Mass Plus Pilot applications required to demonstrate interest in an additional technology.

☐ **Permitting:** Identify the local permitting process for solar PV projects within the community and any requirements surrounding use of Solarize Mass program marketing materials (for example lawn signs or banners). (Optional) Discuss [DOER recommendations and structural review guidance with building department representatives](#).

☐ **Group Proposal:** If applicable, demonstrate the benefit of responding to the RFP as a group, a history of partnering, and outline how communication, marketing, and outreach efforts will be deployed.

Application Template

****Please review the Solarize Mass Community Request for Proposals for more detailed information on what is required for each section below. This is available at <http://www.masscec.com/get-clean-energy/residential/solarize-mass/>**

Proposed Program Timeline

Provide a timeline for the launch of the Solarize Mass program in the Community. Include proposed dates for specific program milestones highlighted below. Please use Attachment F: Solarize Mass Best Practices Guide as a reference when compiling this section.

Program Milestones	Expected Timeline	Notes (Optional)
Submit Community proposal to MassCEC		
Community Selection (Assume 6 weeks from application submittal)		
Community-MassCEC contract fully signed		
MassCEC-Volunteer training		
Submit drafted Installer Request for Proposals to MassCEC for review		
Launch Installer RFP		
Installer Proposals Due		

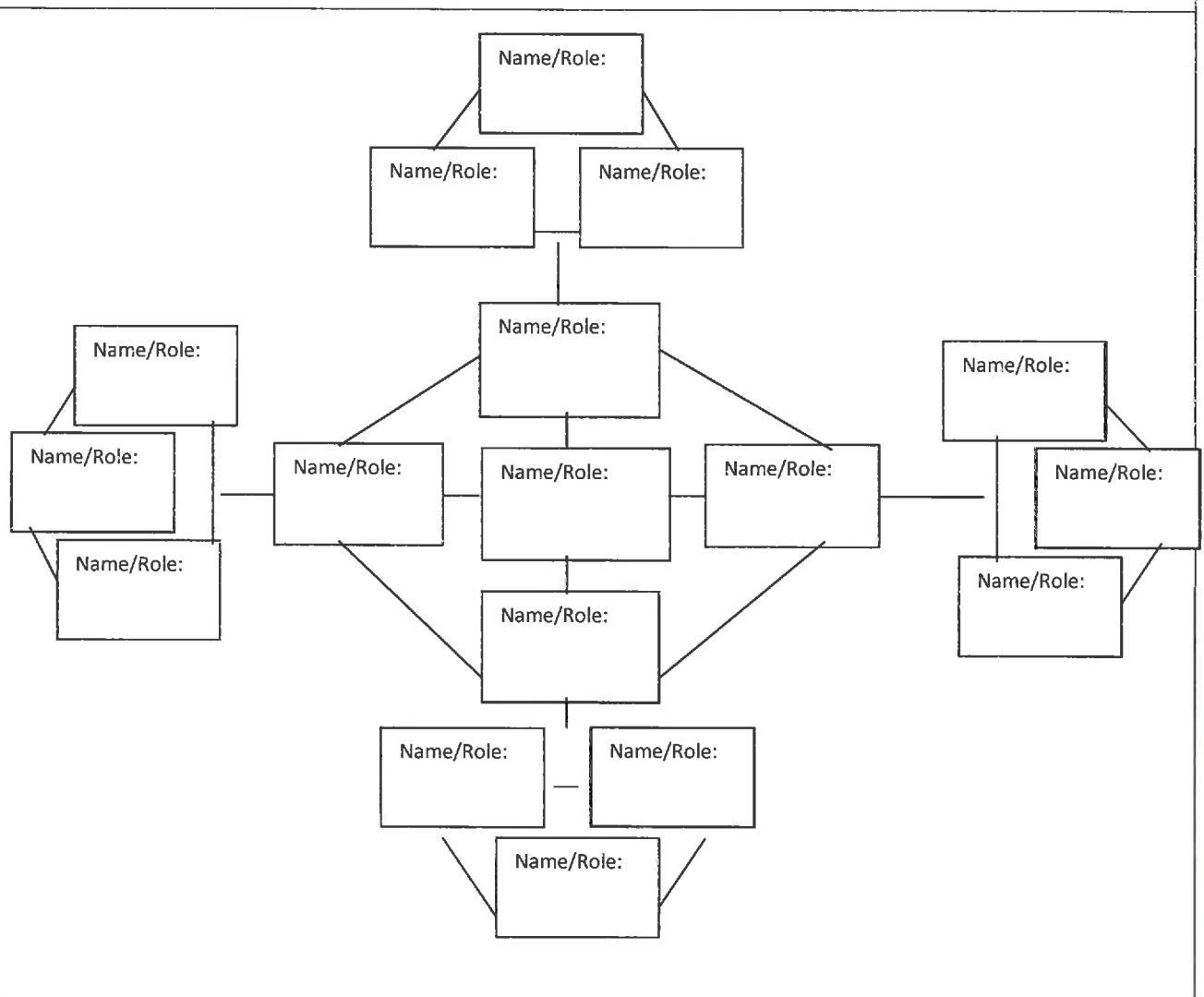
Threshold Review complete, Installer Proposals submitted to Community Review team (assume 3 days)		
Community reviewer score-sheets due		
Call/Meeting to discuss scoring of installer proposals and select installers for interview		
Installer interviews		
Community Review team debrief		
Installer Selected		
Resident sign-up Period begins		
Program Deadline (final date to sign a contract under program)		
Timeline for installer to install solar PV or multiple technology projects (Recommended: Within 1 year of project contracting)		

Community Outreach Plan (Maximum 10 pages)

Team Description

Provide a description of the members of the designated community volunteer team, including volunteer roles. Describe an instance where members of the team or volunteer group have successfully implemented community outreach efforts for a projector initiative within the community. In addition, list all municipal contacts, community groups and organizations the volunteer team will collaborate with in conducting outreach for the Solarize Massachusetts program.

Outline the anticipated structure of the community volunteer team, including expected roles, and how volunteers will communicate and interact with each other. Include the Community Solar Coach and Municipal Representative roles. If there is a volunteer role that is expected to be utilized during the course of the Solarize Mass program, but there is not a specific individual yet assigned to the role, list only the role as a placeholder position. Please modify the diagram as needed to fit the structure of your team. It is expected that volunteer roles may evolve and change during the course of the Solarize Mass program.



Community Description

Provide description of basic attributes of community including population, number of owner occupied residences, and other community characteristics.

Marketing and Outreach Plan

Outline a marketing plan that describes methods to create community awareness around the Solarize Mass program. Describe ways in which a joint marketing strategy between the Municipality, the volunteer team, and the selected Installer could increase the number of sign-ups for a solar site assessment and expand solar PV adoption within the community. Provide a plan for implementation, including methods to engage additional community members and volunteers. This could include an outreach activity timeline, expected volunteer activity hours, preliminary goals for community participation and solar PV adoption during the program. Include information on where community events could be held, including the Meet the Installer community meeting. *Solarize Mass Plus Pilot:* Indicate additional technology. Include information on how you will model outreach to include the additional technology.

Marketing Budget

Identify a preliminary budget of how the \$2,500 community marketing grant would be utilized, and whether the community plans to provide a stipend (of up to \$1,000) to the Community Solar Coach. Optional: Tie expenditure amounts to an outreach activity timeline or known events that will be taking place during the course of the Solarize Mass program in the Community. Clarify whether additional marketing funds may be requested during the course of the program (maximum \$2,500).

Installer Selection Process

Outline a plan to develop and release an Installer Request for Proposals (RFP), conduct interviews, and competitively select an Installer. Clarify if there are any questions or concerns to be clarified with MassCEC prior to launch of the program. (Also see Attachment G, for model documents)

Solarize Mass Plus Pilot: Propose how Community intends to model installer partnership

Additional Requirements (Maximum 1 page)

Community Permitting and Requirements

Identify the local permitting process for solar PV projects within the community, and requirements surrounding Solarize Mass program marketing materials. This should include, but is not limited to, information on the building and electrical permitting process and fee structures, as well as any local Historic or Conservation Commission requirements that may require engagement on projects. Please use Exhibit 1 below.

Optional: Identify potential streamlining efforts in anticipation of large a number of solar PV permit applications.

Exhibit 1. Community Permitting and Requirements Chart

Permitting Component	Solar PV Requirements	Review Timeline	Cost	Associated Web Links
Building Permit (Roof Mounted)				
Building Permit (Ground Mounted)				
Electrical Permit				
Conservation Commission				
Historical Commission				
Airport, MA DOT, other				
Community Bi-laws for yard signs				
Community Bi-laws for banners, signs, Thermometers, etc. in public spaces				

(Optional) Proposed streamlining efforts / Review of DOER recommendations and structural review guidance documents:

Solarize Mass Plus Pilot: Identify permitting for additional technology (if one exists):

Local Interest

Demonstrate that there is significant interest in the community to participate in a Solarize Mass program. (It is highly recommended that communities conduct a survey or poll to gauge interest, and to develop an initial list of interested residents.) If applying to the Solarize Mass Plus Pilot, when conducting research into initial interest in solar PV technology, also provide clarification that a meaningful portion of respondents are also interested in considering the additional technology.

Optional (Maximum 2 pages)**Additional Financial Assistance**

If the community plans to provide additional employee municipal hours or financial assistance to the program, please outline how those contributions might be used.

Group Proposal

If applicable, demonstrate the benefit of responding to the RFP as a group, a history of partnering, and outline how streamlined communication, marketing, and outreach efforts will be deployed.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

V

BUSINESS

REQUESTED BY:	Brent Harold
DESIRED ACTION:	Hear a request for "Slow Down & Share the Road" sign on Long Pond Rd
PROPOSED MOTION:	TBD.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Michaela Miteva

From: Brent Harold <kinnacum@gmail.com>
Sent: Monday, July 31, 2017 11:56 AM
To: Board of Selectmen
Subject: agenda item request

[I know there's a form on the town site but I couldn't figure out how to write on it. This does the same thing.:]

REQUEST TO PLACE AN ITEM ON BOS AGENDA

Brent Harold
165 Old Long Pond Road, Wellfleet MA 02667
tel 508 349 7630
email: kinnacum@gmail.com

Item: Wellfleet should do something, do more, to get people to drive more slowly on town roads, especially on roads crowded with pedestrians and bikes as well as cars. Long Pond Road between Rt 6 and the public beach on Long Pond seems an accident-waiting-to-happen. But I'm sure other roads in town would benefit by the slowing down of traffic.

My specific request is that signs be used to accomplish this. One sign would be:

SLOW DOWN
SHARE THE ROAD

Another, even more effective I think would be
SUGGESTED SPEED LIMIT 25 MPH

to make clear that even if we are not legally allowed to post such a limit, this is a community standard. A community-minded town like Wellfleet (and I mean both fulltime and visitor communities) would, I think, be affected by such a sign.

We may be able now to post a 20 or 25 mph speed limit. According to an article in the 31 July 2017 Cape Cod Times, the state has created a law which has allowed Nantucket to post and enforce 25 mph limits over much of the island.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

VI

TOWN ADMINISTRATOR'S REPORT



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: Dan Hoort, Town Administrator
Subject: Town Administrator's Report
Date: August 18, 2017

This report is for the period August 5 through August 18, 2017.

1. General

- Scheduled September meeting with Cape Cod National Seashore to discuss 'Landing Strip' property.

2. Fiscal Matters

- Prepared preliminary draft of FY 2019 budget and 2018 ATM schedule.
- Prepared preliminary draft of FY 2019 budget policy.

3. Meetings

- August 8 – Board of Selectmen meeting
- August 9 – Barnstable County IT regarding phone system upgrade
- August 9 – Building Needs and Assessment Committee meeting
- August 14 – Board of Selectmen meeting
- August 15 – Police Union negotiations
- August 16 – 'State of the Town' speech to Historical Society
- August 17 – 'State of the Town' speech to Non-resident Taxpayers Association

4. Complaints.

- Construction occurring in C2 district along Old Kings Highway
- Complaint about parking ticket – lack of signage in area

5. Miscellaneous.

- Planning for an October 28th economic vitality summit with business community and interested Wellfleet residents.

6. Personnel Matters:

- none.

[illegible]



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

VIII

CORRESPONDENCE AND VACANCY REPORT

CORRESPONDENCE TO THE BOARD OF SELECTMEN

Friday, August 18, 2017

Letters (emails):

8/7/17	Cape Cod and Islands Selectmen & Councilors Association	Annual Membership Dues Notice
8/8/17	Mass Cultural Council	Invitation to attend Discussion about the Vision and Mission of the District
8/8/17	John Riehl	Letter of Support to Rep. Preaker for SB 472 (Comprehensive Statewide Adaptive Management Plan)
8/10/17	John L. Cox, President of 4Cs	Response to the BOS letter to reinstate the Paramedics Program at Cape Cod Community College
8/10/17	Jude Ahern	Conflict of Interest re Nancy Civetta and SPAT
8/10/17	Nancy Civetta	Response to Ahern's email re Conflict of Interest and SPAT
8/10/17	John Mankevetch, Deputy Shellfish Constable	Request to set the remote setting season from September 15 to October 20.
8/14/17	Jacqui Nolan	Cape Cab Issues
8/15/17	Lilli-Ann Green	Letters to DPU from Town of Orleans and Leo Cakounes re Eversource Rate Case (DPU 17-06) – Revised Rate Design submitted 6/1/17
8/17/17	Carl Sussman, et. Al	C2 Zoning issues
8/18/17	Jude Ahern	Things to consider

Federal/State/Local:

8/11/17	Cape Cod Assembly of Delegates	Meeting Notice for August 16, 2017 at 4 pm at the Chamber of the Assembly
8/16/17	Dorothy Smith	Grant opportunities from the Mass Office of Business Development

Board & Committee Meeting Minutes:

8/7/17	Marina Advisory Committee	Minutes of June 28, 2017
8/8/17	Shellfish Advisory Board	Minutes of June 14, 2017
8/10/17	Housing Authority	Minutes of June 15, 2017

Notices:

NONE		
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Internal Memos:

8/10/17	John Mankevetch, Deputy Shellfish Constable	Recommendation to transfer shellfish grant license #01-03 to David Seidler
8/14/17	Helen Miranda Wilson	Press Release re the Kline House case
8/15/17	TA Dan Hoort	Future Concerns and other updates
8/15/17	Wellfleet Elementary School	Invitation to attend Opening of School Ceremony on 9/5 at 7:45 am

Legal:

8/14/17	KP Law	Martin Magida, et al v. Roger Putnam, et al. C.A. No 1626 CV 000082 – defendant's joint motion for clarification and Order for Remands
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Date: August 17, 2017
To: Board of Selectmen
From: Jeanne Maclauchlan
Re: Vacancies on Town Boards

Building and Needs Assessment Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	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		

Commission on Disabilities (up to 7 Members)

Vacant Positions	Appointing Authority	Length of Term
6 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Comprehensive Wastewater Management Planning Committee (7 Members)

Vacant Position	Appointing Authority	Length of Term
3 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Cultural Council (no more than 15 members)

Vacant Positions	Appointing Authority	Length of Term
2 positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Energy Committee (11 members total)

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

Finance Committee (9 members, 2 alternate)

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

Personnel Board (4 members + TA + FinCom Rep)

Vacant Positions Appointing Authority

2 Positions Board of Selectmen

Requesting Appointment: No applications on file

Length of Term

3 years

Planning Board (7 members)

Vacant Positions Appointing Authority

1 Position Board of Selectmen

Requesting Appointment: No applications on file

Length of Term

5 years to complete term

Recycling Committee (11 members)

Vacant Positions Appointing Authority

1 Position Board of Selectmen

Requesting Appointment: No applications on file

Length of Term

3 years

Shellfish Advisory Board (7 Members, 2 Alternates)

Vacant Positions Appointing Authority

1 Alternate Position Board of Selectmen

Length of Term

3 years

Requesting Appointment: No applications on file



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

IX

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of meeting minutes
PROPOSED MOTION:	I move to approve the minutes of August 8 and August 14, 2017 as printed/as amended.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



DRAFT

**Wellfleet Board of Selectmen
Minutes of August 8, 2017
Wellfleet Senior Center**

Present: Selectmen Dennis Murphy, Janet Reinhart, Kathleen Bacon, Jerry Houk; Helen Miranda Wilson
Town Administrator Dan Hoort, Assistant Town Administrator Brian Carlson;

Chairman Murphy called the meeting to order at 7:00 PM.

Announcements, Open Session and Public Comment

- Wilson announced that the annual meeting of the Friends of the Herring River will be held on August 15 at 6 pm at the COA and encouraged the public to attend.

Public Hearing: Building Department: Mechanical / Duct Work / Exhaust Hood Fee Increase

Building Inspector Justin Post explained the need for and requested the approval of Mechanical / Duct Work / Exhaust Hood fee increase.

MOTION 218-024: Reinhart moved and Wilson seconded to approve an amendment to the Building Department Mechanical/Duct Work/Exhaust Hood fee for FY18 to be \$55 plus 1% of the construction value. The motion passed 5-0.

Public Hearing: Request to transfer shellfish grant license #01-03 from Gary Burgess and Christopher Miner to David Seittler.

The Shellfish Constable had provided a recommendation for the requested grant transfer. The Selectmen discussed the need to create a policy regarding the process of transferring shellfish grant licenses from one owner to another.

MOTION 218-025: Bacon moved and Reinhart seconded to approve the request of Gary Burgess and Chris Miner to transfer a shellfish grant license #01-03 from Gary Burgess and Christopher Miner to David Seittler. The motion passed 5-0.

The public hearings closed at 7:10 pm.

Licenses: Request of W.H.A.T. for a Special Event Liquor License on August 18, 2017

Wilson voiced her support for W.H.A.T.'s request for a special event liquor license.

MOTION 218-026: Reinhart moved and Bacon seconded to approve the request of W.H.A.T for a Special Event Liquor License on August 18, 2017. The motion passed 5-0.

Use of Town Property: Request of Joseph Rugo (Joey's Food Truck) to use Baker Field on 8/19 & 8/20

The Fire Chief and the Board of Health have approved the request of Joseph Rugo. The applicant was present and answered Bacon's question about trash and recycling by saying that it will be carry in – carry out.

MOTION 218-027: Wilson moved and Reinhart seconded to approve the request of Joseph Rugo to use Baker Field on August 19 and 20, 2017 to serve Joey's Food Truck regular menu during the Wellfleet Recreation Skateboard Competition and Three on Three Basketball Competition with an event fee of \$100 and conditions as listed on the use form. The motion passed 5-0.

Business: Maintenance Dredging

Russel Titmus, Bourne Consulting & Engineering gave a PowerPoint presentation¹ on the current status of the dredging permitting process. He said that if the Town were to secure funding it would be possible to

begin the dredging as soon as the fall of 2018. After the presentation the Selectmen discussed plans for maintenance dredging. Per Murphy's request Titmus will provide a letter stating that the Board had discussed future maintenance dredging plans with Bourne Consulting and Engineering. The letter will be sent to Jay Ash, Secretary of Housing and Economic Development for the Commonwealth of Massachusetts. No action was taken on this matter.

Business: Cape Cod Technical High School – MSBA School Building Project Update

Erin Orcutt gave a PowerPoint presentation² on the status of the MSBA School Building Project for Cape Tech. She said that all of the 12 District towns will hold simultaneous town elections on October 24, 2017 from noon to 8 pm. The vote results will be based on the total number of votes and a majority vote of all voters is needed to advance the project. Orcutt answered questions about the enrollment capacity of the new building by saying that the new building will have the capacity to enroll 50 more students and that the debt service to each town will be recalculated for each school year based on enrollment figures. Orcutt confirmed that the result of the vote in Wellfleet will not have a negative impact on future enrollment eligibility. At the end of Orcutt's presentation the Selectmen voiced their support for the project.

MOTION 218-028: Reinhart moved and Bacon seconded that the Board supports the Cape Cod Tech school building project. The motion passed 5-0.

Business: Request of the Cemetery Commissioners for a fall tax bill insert³.

David Agger said that the Cemetery Commissioners have applied for CPC funds twice and their second request was approved last year. He explained that the Town does not fund the Cemetery Commissioners, therefore they are looking to raise funds for maintenance and clean/green burials. Audience member Jude Ahern said that the South Wellfleet cemetery is questionable about its 501(c)(3) status and had suggestions about promoting cremations. Audience member Richard Robicheau clarified that the South Wellfleet Cemetery is private and not part of the Town.

MOTION 218-029: Wilson moved and Reinhart seconded to approve the Request of the Cemetery Commissioners for a fall tax bill insert as presented. The motion passed 5-0.

Business: Approval of a Letter⁴ of Support for the Solarize Plus Program

Dick Elkin presented a request for a letter of support for the Solarize Plus Program. He explained that all five towns are on board with the program. Elkin had not provided attachment B with the meeting materials and the Board wanted to review the contract before endorsing the letter. This matter will be back on the August 22, 2017 agenda. Elkin requested to reserve a space for a mailing with the fall tax bill. The Selectmen would not commit to a tax bill insert until they saw the proposed language of the insert.

MOTION 218-030: Bacon moved and Wilson seconded to postpone the request of the Wellfleet Energy Committee for a Letter of Support for the Solarize Plus Program to August 22, 2017. The motion passed 5-0.

Business: Discussion of snow plowing on private roads

Hoort said that this matter has been brought up as future concerns by the Board. He discussed this with the DPW and currently there are no exceptions from the Policy. At each of the property owner's request the DPW is re-inspecting four of the 24 roads deemed ineligible for plowing last year. Wilson went over the deadlines for inspections set in the Policy, and said that the July 1 deadline should be observed by the DPW. Murphy had comments about sweeping private roads and said that the Policy does not provide for sweeping roads. If this was taken into consideration it could be a potential money saver. Houk said that owners of private roads who have donated land to the Conservation Commission should be considered for plowing. Bacon said that this has been discussed many times during Town meetings and suggested changing the road designations, but in the meantime that the DPW and Fire Department should continue to do their due

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diligence on a case-by-case bases in situations of emergency. She said that she lives on a public dirt road and does not get plowed and maintained by the Town. Further discussion ensued. Audience member Diane Mangiaratti said that the owners of Arey Lane have made all efforts to comply with the Policy, but because Arey Ln has no outlet, they are unable to meet all the requirements because of the absence of turnaround. She disagreed with the DPW's decision to not plow their road. Murphy explained that he has done a personal inspection and he had also determined that during a snow storm a vehicle cannot safely turn around. He said that there is an abutting space of about 45-feet and if the area is cleared, the road would be found in compliance. Murphy suggested getting everyone on board to resolve this matter. The discussion concluded with no action taken by the Board.

Town Administrator's Report⁵ - no additions.

Topics for Listing on Future Agendas

- Murphy requested that the total debt service cost on any borrowing capital projects be included in the town meeting warrant. Hoort will include this in the budget statement policy and in future warrants it will be included in the warrant article summary.
- Wilson requested to ask Town Counsel to provide input as to how to address the issue on Transfer of shellfish grant leases, and suggest a policy.
- Houk mentioned an informative article in the Beacon on smart user treatment of waste water and another Beacon article on the value of tax exempt bonds. Hoort explained.
- Bacon would like a status update of electric charging stations and a status update of single stream recycling as a pilot program on Main Street
- Bacon brought up an issue with parking at the former location of the Fire Station. Hoort will work on this with the Building Inspector.
- Wilson suggested that the escalating fees for dog offenses as listed in the bylaws should be enforced.
- Reinhart requested a revisit of beach parking issues at a future Selectmen's meeting after the summer.

Correspondence⁶ and Vacancy Report⁷

Minutes

Wilson and Reinhart offered amendments to the minutes of July 25, 2017.

MOTION 218-031: Wilson moved and Bacon seconded to approve the minutes⁸ of July 25, 2017 as amended by Wilson. The motion passed 5-0.

Executive session and Adjournment

MOTION 218-032: Murphy stated that Pursuant to G.L. c. 30A, §21(a)(3), the Board will adjourn the open meeting at 9:08 pm and enter in Executive Session and not go back in open session to approve minutes of prior Executive Session Minutes [April 11, May 23 and June 13, 2017]. The motion passed by a roll call vote where each Murphy, Reinhart, Bacon, Wilson and Houk said "Aye".

Respectfully submitted,
Michaela Miteva, Executive Assistant

Public Records Materials

¹ Bourne Consulting and Engineering presentation on the status of the Harbor Dredging efforts

² Cape Tech presentation on MSBA School Building Project status

³³ Request of the Cemetery Commissioners for a fall tax bill insert

⁴ BOS Letter of Support for Solarize Plus Program

⁵ TA Report of 8/4/17

⁶ Correspondence of 8/4/17

⁷ Vacancy Report of 8/4/17

⁸ Draft minutes of 7/25/17



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Wellfleet Board of Selectmen
Minutes of August 14, 2017
Wellfleet Town Hall Conference Room

Present: Selectmen Dennis Murphy, Janet Reinhart, Kathleen Bacon, Jerry Houk; Helen Miranda Wilson
Town Administrator Dan Hoort, Assistant Town Administrator Brian Carlson;

Chairman Murphy called the meeting to order at 5:00 PM.

Business: Approve letter to Division of Marine Fisheries regarding the removal of spat collecting devices in Chipman's Cove.

The Selectmen discussed whether this would be an annual request. It is not, once this change is made and approved it will be a permanent policy. Wilson explained that Mr. Hickey was going on vacation and this letter would allow the Division of Marine Fisheries to begin discussions with the Department of Environmental Protection before he leaves for vacation. The official request of the change in policy will still be held during a public hearing at the Selectmen's August 22nd meeting. Murphy reminded those present that dredging would take precedent over spat collection. Bacon commented that the dredging was being planned to occur during the 'down season' for oyster shellfishing.

MOTION 218-037: Wilson moved and Reinhart seconded to approve the language and send a letter to Michael Hickey of the Division of Marine Fisheries regarding changing the date for the removal of spat collecting devices in Chipman's Cove. The motion passed 5-0.

Adjournment

The meeting was adjourned at 5:15 pm by mutual consensus.

Respectfully submitted,

Michaela Miteva, Executive Assistant

Public Records Materials:

1. Letter to DMF regarding the removal of spat collecting devices in Chipman's Cove.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, August 22, 2017

EXECUTIVE SESSION

REQUESTED BY:	BOS
DESIRED ACTION:	Enter in Executive Session based on G.L. c. 30A, §21(a)(3)
PROPOSED MOTION:	<p><u>Dennis Murphy</u>: I move to adjourn the public meeting at _____ and enter in executive session for the following reasons:</p> <ol style="list-style-type: none">1. Pursuant to G.L. c. 30A, §21(a)(3) to discuss strategy with respect to collective bargaining and litigation, because an open meeting may have a detrimental effect on the Town's bargaining and litigating position, the Board will review and discuss a strategy regarding the grievance of the Wellfleet Communications Union for a health insurance stipend denial to Eileen McCarthy.2. Pursuant to G.L. c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real estate, because an open meeting may have a detrimental effect on the Town's negotiating position: Pleasant Point bulkhead land disposition. <p>The board will not reconvene in public session after the executive session.</p> <p>Roll Call Vote.</p>
VOTED:	<p>Murphy _____ Reinhart _____ Bacon _____</p> <p>Wilson _____ Houk _____</p>