



## Wellfleet Selectboard

The Wellfleet Selectboard will hold a public meeting on **Tuesday, September 11, 2018, at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.** *It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.*

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

**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 7:00pm**

A. Tax Classification Hearing for FY 2019

**III. Appointments/Reappointments**

A. Board of Water Commissioners – Neil Gadwa (3-year reappointment)

B. Parking Task Force – Robert Nelson (3-year appointment)

C. Wellfleet Historical Commission – Lucas Manning (filling in through June 30, 2019)

**IV. Use of Town Property**

A. Coastal Bank at Pleasant Point – Barbara Wright (date TBD)

B. Public Parking at Marina and Town Hall Parking Lot - SPAT – The First Oyster Crawl (Friday, Oct 5, 2018, 3-10 pm)

C. Council on Aging Building and Parking Lot – SPAT – Wellfleet Shellfish at the Council on Aging (Saturday, Oct 6, 4-8 pm)

C. Discussion of the use of Memorial Park

**V. Business**

A. Discussion of two alternate memberships to be added to the Wellfleet Historical Commission [Maria Burks]

B. Letter to MADMF requesting an extension to the date required for removal of spat collecting devices from Chipman's Cove [Shellfish Constable]

C. Review of FY 2020 Budget Policy – draft, first reading [TA]

D. Review of FY 2020 Annual Budget & 2019 Annual Town Meeting schedule [TA]

E. Review of Long Term Financial Forecast [TA]

F. Review of Herring River Joint Representation [Wilson]

**VI. Town Administrator's Report**

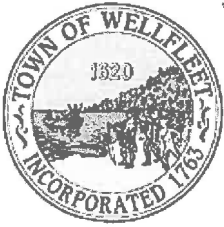
**VII. Topics for Future Discussion**

**VIII. Correspondence and Vacancy Report**

**IX. Minutes** (draft minutes from 8.14.2018)

**X. Adjournment**

RECEIVED  
2018 SEP - 7 P 1:48  
TOWN CLERK  
TOWN OF WELFLEET



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# II

### PUBLIC HEARING

#### A. Tax Classification Hearing for FY2019

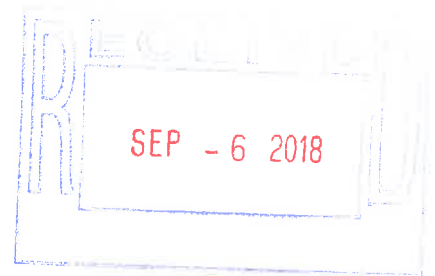
<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	Approve the Tax Classification for FY2019
<b>PROPOSED MOTION:</b>	I move to approve the FY2019 Tax Classification as presented.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

TOWN OF WELFLEET  
PUBLIC NOTICE

In accordance with Chapter 369 of the Acts of 1982, amending Chapter 797 of the Acts of 1979, the Wellfleet Board of Selectmen will conduct a public hearing on the issue of allocating the local property tax levy among the five classes for fiscal year 2019. (Chapter 40, Section 56 as amended by Chapter 369 of the Acts of 1982)

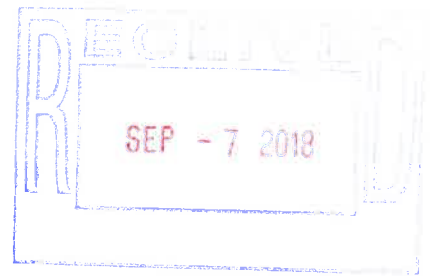
This public hearing will be conducted on Tuesday, September 11, 2018 at 7:00 p.m. at the Wellfleet Senior Center. Options open to the Town will be provided, and any taxpayer wishing to present oral or written information on their views will be recognized by the Chair. At the hearing, the Board of Assessors will provide all information and data relevant to making a final determination on the allocation of the tax burden among the five classes of real property: residential, open space, commercial, industrial, and personal property as set forth in Chapter 40 Section 56.

WELFLEET BOARD OF SELECTMEN



## MEMORANDUM

To: Board of Selectmen, Town Administrator  
From: Assessor  
Subject: **Classification Hearing - Fiscal 2019**  
Date: September 11, 2018



The Legislature has given local communities limited flexibility in allocating the tax burden among the various classes of property. The Selectmen have the opportunity to lower the tax rate of residential taxpayers and increase the tax rate of commercial and personal property taxpayers. The Town of Wellfleet has always employed one tax rate for all classes of property. At the Classification Hearing, the Board of Selectmen must reaffirm or change this position.

**The Board of Assessors recommends retaining the unified tax rate** for all classes of property. The current split between classes is 96% residential and 4% commercial & personal property. The shift would place an undue burden on 4% of the Wellfleet taxpayers. **To retain the single tax rate, a motion with a favorable vote to "make the Residential Factor the numeral 1 for Fiscal 2019" must be made.**

The Board of Assessors must also inform the Selectmen of other options involving the shifting of the tax burden. The following is for information only. **No action need be taken.**

### Option One:

There is a Residential Exemption available to those domiciled in Wellfleet. An amount up to 35% of the average assessment of the entire residential class could be deducted from the total assessed value of domiciled taxpayers. The total amount of exempted value would then be allocated among all residential class taxpayers. The net effect is an increase in the tax rate for all residential taxpayers.

**The Board of Assessors does not recommend at this time and feels a community-wide discussion is warranted.** Non-resident taxpayers also pay a personal property tax which domiciled taxpayers do not.

### Option Two:

The "Open Space Exemption" allows up to 25% of the assessed value of land so designated to be exempt from taxation. The burden would be shifted to all other classes of property.

**The Board of Assessors recommends no action.** There is no need for an open space exemption at this time as several tax-friendly options are available for those interested in preserving all or part of their property as open space. Parcels that could qualify are currently involved in other programs that have satisfied any need to date.

### Option Three:

Small Business Exemption - An amount up to 10% of the assessed value of a small business (less than 10 employees and an assessed value of less than \$1,000,000) may be deducted. The total deductions are then shifted to those businesses not classified as "small."

**The Board of Assessors recommends no action.** The majority of the town's businesses are "small." The additional burden would be shifted to a handful of taxpayers.

## Residential Exemption Fact Sheet

As part of the Fiscal Year 2019 Tax Rate setting process, the Wellfleet Selectboard will vote on whether to adopt a Residential Exemption. This exemption will reduce the assessed valuation of qualified, domiciled residents of Wellfleet and therefore the property taxes paid. The exemption is revenue neutral; no additional revenue is raised by this action.

To receive this exemption for FY 2019, your domicile must be Wellfleet as of **January 1, 2018**. Domicile is a legally defined term, while you can have multiple residences, you can only have one domicile. Your domicile is normally your principal residence, the residence in which the taxpayer lives; that is, the owner's fixed place of habitation, permanent home or legal residence. If the property is owned jointly, both owners must qualify for the exemption, meaning both must claim Wellfleet as their domicile.

**This exemption is not automatic, the applicant must complete the application in order to receive the Residential Exemption.**

If qualified under the exemption, a property's taxable value, **before** the tax rate is applied, will be lowered by a fixed amount, the residential exemption. Last year, the amount would have been \$105,705. The residential exemption is **NOT** need based although one might assume that the smaller the value of the residence the greater the need. That assumption will not always hold true.

Here is an example of how the exemption would have worked in FY 2018:

### **How is the exemption amount calculated?**

Using FY 2018 property assessments and assuming a 20% residential exemption.

\$2,250,981,495	A. Total assessed value for all residential properties, include vacant parcels.
4,259	B. Total number of residential properties
\$528,523	Line A. divided by line B provides the average assessed value of all residential properties.
\$105,705	Multiply the average assessed value of all residential properties by the 20% residential exemption.

A 20% residential exemption for FY 2018 would have amounted to \$105,705

The largest variable is estimating the number of Wellfleet residents that will apply for the residential exemption. The larger the number of residential exemptions granted, the higher the adjustment to the tax rate. It is estimated that 1,202 residences would be eligible for the residential exemption. That number is calculated by reviewing all residential property tax bills that are sent to a Wellfleet zip code and then eliminating property owners with multiple properties. For various reasons not all possible eligible residences will apply for the residential exemption. The lower the number of residential exemptions granted, the lower the adjustment to the tax rate and the greater the benefit to those who are granted the exemption.

**Example 1 – Residential Property with an assessed value of \$300,000.** Residential exemption of 20% is used.

	All Taxpayers No exemption	Wellfleet Resident	Wellfleet Resident	Wellfleet Non-Resident	Wellfleet Non-Resident
Exemptions Claimed		1,202	700	1,202	700
Assessed Value	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Residential Exemption		-\$105,705	-\$105,705	\$0	\$0
Taxed Valuation	\$300,000	\$194,295	\$194,295	\$300,000	\$300,000
Tax Rate	\$7.18	\$7.61	\$7.43	\$7.61	\$7.43
Property Tax	\$2,154	\$1,479	\$1,444	\$2,283	\$2,229
Change in Property Tax	\$0	-\$675 -31.3%	-\$710 -33.0%	+\$129 +6.0%	+\$75 +3.5%

**Example 2 – Residential Property with an assessed value of \$500,000.** Residential exemption of 20% is used.

	All Taxpayers No exemption	Wellfleet Resident	Wellfleet Resident	Wellfleet Non-Resident	Wellfleet Non-Resident
Exemptions Claimed		1,202	700	1,202	700
Assessed Value	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Residential Exemption		-\$105,705	-\$105,705	\$0	\$0
Taxed Valuation	\$500,000	\$394,295	\$394,295	\$500,000	\$500,000
Tax Rate	\$7.18	\$7.61	\$7.43	\$7.61	\$7.43
Property Tax	\$3,590	\$3,001	\$2,930	\$3,805	\$3,715
Change in Property Tax	\$0	-\$589 -16.4%	-\$660 -18.4%	+\$215 +6.0%	+\$125 +3.5%

**Example 3 – Residential Property with an assessed value of \$750,000.** Residential exemption of 20% is used.

	All Taxpayers No exemption	Wellfleet Resident	Wellfleet Resident	Wellfleet Non-Resident	Wellfleet Non-Resident
Exemptions Claimed		1,202	700	1,202	700
Assessed Value	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Residential Exemption		-\$105,705	-\$105,705	\$0	\$0
Taxed Valuation	\$750,000	\$644,295	\$644,295	\$750,000	\$750,000
Tax Rate	\$7.18	\$7.61	\$7.43	\$7.61	\$7.43
Property Tax	\$5,385	\$4,903	\$4,787	\$5,708	\$5,573
Change in Property Tax	\$0	-\$482 -9.0%	-\$598 -11.1%	+\$323 +6.0%	+\$188 +3.5%

**Example 4 – Residential Property with an assessed value of \$1,000,000.** Residential exemption of 20% is used.

	All Taxpayers No exemption	Wellfleet Resident	Wellfleet Resident	Wellfleet Non-Resident	Wellfleet Non-Resident
Exemptions Claimed		1,202	700	1,202	700
Assessed Value	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Residential Exemption		-\$105,705	-\$105,705	\$0	\$0
Taxed Valuation	\$1,000,000	\$894,295	\$894,295	\$1,000,000	\$1,000,000
Tax Rate	\$7.18	\$7.61	\$7.43	\$7.61	\$7.43
Property Tax	\$7,180	\$6,806	\$6,645	\$7,610	\$7,430
Change in Property Tax	\$0	-\$374 -5.2%	-\$535 -7.5%	+\$430 +6.0%	+\$250 +3.5%

- The residential exemption is NOT need based although one might assume that the smaller the value of the residence the greater the need. That assumption will not always hold true.
- Massachusetts General Law does not currently allow for a need based residential exemption or any other adjustment to taxes based on need other than the Taxation Aid Fund which is available only to Senior Citizens and those that are disabled.
- The lower the assessed value of the property the greater the benefit to the residential taxpayer. Conversely, the larger the assessed value of the property the lower the benefit to the residential taxpayer.
- If all eligible 1,202 residential properties apply for the residential exemption those residential properties with an assessed value of less than \$1,870,000 will receive a benefit from the exemption. The lower the value of the assessed property the greater the benefit.
- The residential exemption is revenue neutral. No additional revenue is raised from the exemption. When the residential exemption is applied to certain qualified properties the tax rate is then increased so that the same amount of property tax revenue is raised.
- Who will this help?
  - 76 or 6.3% of potential residential properties have a value of \$300,000 or less
  - 489 or 40.7% of potential residential properties have a value between \$300,000 and \$500,000
  - 484 or 40.3% of potential residential properties have a value between \$500,000 and \$750,000
  - 92 or 7.7% of potential residential properties have a value between \$750,000 and \$1,000,000
  - 55 or 4.6% of potential residential properties have a value between \$1,000,000 and \$1,870,000
  - 6 or 0.5% of potential residential properties have a value of over \$1,870,000 and would see a tax increase



**TRURO ASSESSORS OFFICE**  
**P.O. Box 2012 Truro, MA 02666**  
**Office: (508)349-7004, x117**  
**Fax: (508)349-5500**

July 2018

**RESIDENTIAL EXEMPTION FISCAL YEAR 2019**

In the Fiscal Year 2018 the Select Board voted to accept the Residential Exemption for the Town of Truro. During the Annual Classification hearing for FY19 (August 2018) the Select Board will vote whether the Town of Truro will continue the Residential Exemption. The Select Board approved a 20% exemption factor in FY18. As an example, each qualified property would receive exactly the same dollar amount of exemption value, regardless of the property value.

Property A with residential exemption		Property A no residential exemption	
Assessed value of	\$500,000	Assessed value of	\$500,000
Residential exemption of	(\$122,494)	Residential exemption of	(\$0)
Taxable Valuation of	\$377,506	Taxable Valuation of	\$500,000
Tax rate per thousand of	\$7.37	Tax rate per thousand of	\$7.37
<b>Property Tax =</b>	<b>\$2,782.22</b>	<b>Property Tax =</b>	<b>\$3,685.00</b>

This means that a qualifying property in any one year will have that year's exemption amount subtracted from the total taxable value of the property before the tax is calculated. This exemption is valid for one fiscal year only and must be voted on each fiscal year by the Select Board, both to accept the exemption and to select the designated percentage of exemption.

While the Select Board votes on it, it is the job of the Assessors to implement the exemption for those owners who maintain their primary domicile in the Town of Truro. Should this exemption again be adopted, the application and information received last year will be referenced in order to renew the exemption for FY19. The Assessors will then internally review applications from last year to ensure those that received the exemption in FY18 will remain qualified for FY19. Should we have questions we will reach out to the Taxpayer. All NEW applicants for the Residential Exemption must provide the information requested. Please see the **Truro Residential Exemption Requirements document** for the required documentation.

To receive this exemption for FY 2019, the Truro address requesting the Residential Exemption **as of 1/1/2018 must be your domicile**. **A Domicile is a legally defined term, while you can have multiple residences, you can only have one domicile.** Your domicile is normally your principal residence, the residence in which the taxpayer lives; that is, the owner's fixed place of habitation, permanent home or legal residence. The burden of proof is on the taxpayer to prove that the Truro is their domicile. Please see the **Truro Residential Exemption Requirements document** for a list of the required supporting documentation.

Owners have until April 1, 2019 to apply for the exemption, however **we ask that NEW completed applications and documentation be submitted to the Assessors Office by Aug 15, 2018** to ensure this exemption is reflected on your first half real estate tax bill sent in the Fall 2018. Otherwise any approved applications will be reflected on the Spring Tax bill.

Qualifying for the residential exemption does **not** disqualify taxpayers from receiving other exemptions, such as the Senior or Veterans exemption.

Please contact the Assessors Office for any further information.

Thank you,

Truro Assessors Office





## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

III

### RE-APPOINTMENTS A. Board of Water Commissioners

<b>REQUESTED BY:</b>	BWC
<b>DESIRED ACTION:</b>	Reappoint Neil Gadwa for a three-year term
<b>PROPOSED MOTION:</b>	I move to reappoint Neil Gadwa to the Board of Water Commissioners for a three-year term expiring June 30, 2021.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# III

### APPOINTMENTS B. Parking Task Force

<b>REQUESTED BY:</b>	Principal Clerk
<b>DESIRED ACTION:</b>	Appoint Roger Nelson to the Parking Task Force
<b>PROPOSED MOTION:</b>	I move to appoint Roger Nelson to the Parking Task Force for a three-year term ending June 30, 2021.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):   
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET**  
**APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

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

FILL OUT THE FORM BELOW and mail it to:

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

☐ Name ROGER NELSON Date 9/1/18

Mailing Address 1025 BROWN'S NECK ROAD  
WELLFLEET, MA 02667

Phone (Home) 508-749-3447 (cell) 508-726-3482

E-mail ireneandrogerkelson@gmail.com

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

8 years, PARKING COORDINATOR OFFICER,  
Town of Wellfleet

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

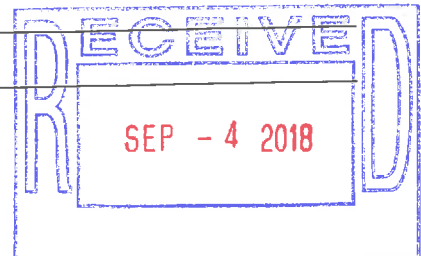
M.S. in Education

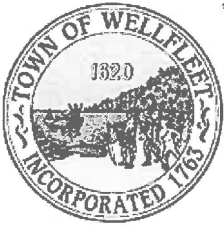
Careers principally in education and public  
relations

☐ Committees/Boards of Interest: 1) Parking Task Force

2) \_\_\_\_\_

3) \_\_\_\_\_





## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

III

### APPOINTMENTS C. Wellfleet Historical Commission

<b>REQUESTED BY:</b>	Principal Clerk
<b>DESIRED ACTION:</b>	Appoint Lucas Manning to the Wellfleet Historical Commission
<b>PROPOSED MOTION:</b>	I move to appoint Lucas Manning to the Wellfleet Historical Commission for a three-year term ending June 30, 2019.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET**  
**APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

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

FILL OUT THE FORM BELOW and mail it to:

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

☐ Name Lucas Manning Date 9/6/18  
Mailing Address 1694 State Highway 6  
Wellfleet MA 02667  
Phone (Home) 508-214-0683 \* (cell) 774-722-2662  
E-mail LUCASRMANNING@yahoo.com

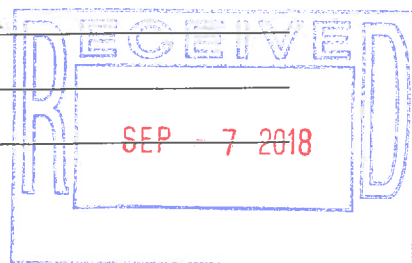
☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: \_\_\_\_\_

Familiar with Historic Homes. I have  
worked on many homes in the historic  
district in both Provincetown and Wellfleet.

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

General Contractor, Com of Mass.  
Construction Supervisor, unrestricted.  
# CS-104410. Home Improvement Contractor  
# 167987

☐ Committees/Boards of Interest: 1) Historic  
2) \_\_\_\_\_  
3) \_\_\_\_\_





## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# IV

### USE OF TOWN PROPERTY

#### A. Barbara Wright – Coastal Bank at Pleasant Point

<b>REQUESTED BY:</b>	Barbara Wright
<b>DESIRED ACTION:</b>	Approve the use of Town property for Barbara Wright at the coastal bank in front of four cottages at Pleasant Point
<b>PROPOSED MOTION:</b>	I move to approve the use of town property for Barbara Wright at the coastal bank in front of four cottages at Pleasant Point for beach re-nourishment, subject to the conditions, if any, as listed on the application.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET  
300 MAIN STREET  
WELLFLEET, MA 02667

Applicant Barbara Wright  
on behalf of 4 neighbors

Affiliation or Group \_\_\_\_\_

Telephone Number 508-349-2403  
704-366-1240

Mailing Address P.O. Box 161

Email address barbsowell@yahoo.com

So. Wellfleet, MA 02663

Town Property to be used (include specific area) coastal bank in front of four cottages  
on Pleasant Point

Date(s) and hours of use: not known at this time

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

beach renourishment

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

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 ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

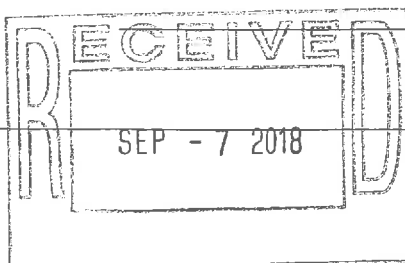
Action by the Board of Selectmen:

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_\_ Disapproved for following reason(s): \_\_\_\_\_



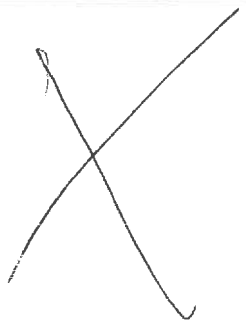
Date:

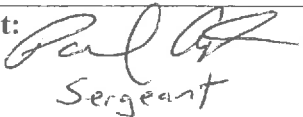


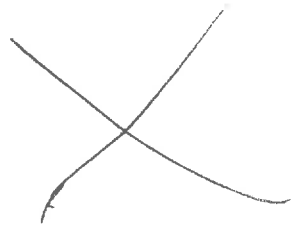
Processing Fee: \$50.00 paid

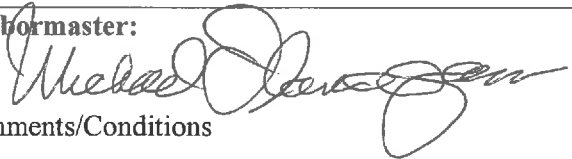
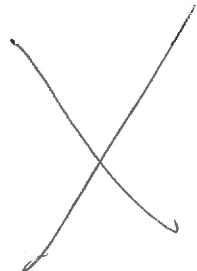
Fee: \$100.00

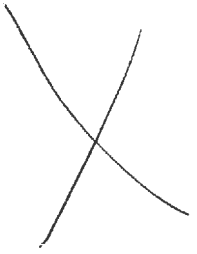
(over)

<b>Health/Conservation Agent:</b>  Comments/Conditions:  Permits/Inspections needed: DDC ALREADY GRANTED	<b>Inspector of Buildings:</b>  Comments/Conditions:  Permits/Inspections needed: 
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<b>Police Department:</b>  Sergeant Comments/Conditions:	<b>Fire Department:</b> Richard J. Pauley, Jr. (H) Comments/Conditions: OK
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<b>DPW:</b>  Comments/Conditions	<b>Community Services Director:</b>  Comments/Conditions: 
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<b>Harbormaster:</b>  Comments/Conditions	<b>Shellfish:</b>  Comments/Conditions 
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<b>Recreation:</b>  Comments/Conditions 	<b>Town Administrator:</b>  Comments/Conditions
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## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# IV

### USE OF TOWN PROPERTY A. SPAT – Oyster Crawl

<b>REQUESTED BY:</b>	Wellfleet SPAT
<b>DESIRED ACTION:</b>	Approve the use of Town property for SPAT Oyster Crawl, October 5, 2018, 3-10 pm at the public parking at the marina and town hall parking lot
<b>PROPOSED MOTION:</b>	I move to approve the use of town property at the public parking at the marina and town hall parking lot by Wellfleet SPAT for the first Oyster Crawl on Friday, October 5, 2018 from 3 to 10 pm, subject to the conditions, if any, as listed on the application, at a fee of \$XXX.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET  
300 MAIN STREET  
WELLFLEET, MA 02667

**Applicant:** Wellfleet SPAT, 501(c)(3) Corporation **Affiliation or Group:** Wellfleet OysterFest Kick-off Wellfleet Shellfish Promotion and Tasting, Inc.

**Telephone Number:** 508-349-3499  
michele@wellfleetspat.org

**Mailing Address:** Wellfleet SPAT  
P.O. Box 2156  
Wellfleet, MA, 02667

**Purpose:**

SPAT has developed a fun new event to take place Friday evening of Columbus Day weekend to kick-off the 18<sup>th</sup> annual Wellfleet OysterFest. **The First Oyster: Art and Oyster Crawl will be held on Friday, October 5th, 2018 from 6:00 PM - 8:30 PM.** The event is intended to promote the Wellfleet brand, involve the arts community and to offer an activity for people who may not be able to attend the festival the following weekend. The First Oyster will celebrate two of Wellfleet's precious traditions: outstanding art galleries and delicious shellfish!

**Town Property to be used (include specific area):**

- Public parking at Marina and Town Hall Parking Lot
- Participants will be walking from gallery to gallery on sidewalks on Commercial Street
- Portable restrooms will be set up at the Cove and Frying Pan Galleries (one at each site)

**Town property dates & hours of use**

- Friday, October 5 from 3:00 – 10:00 pm for set-up, execution and clean-up

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


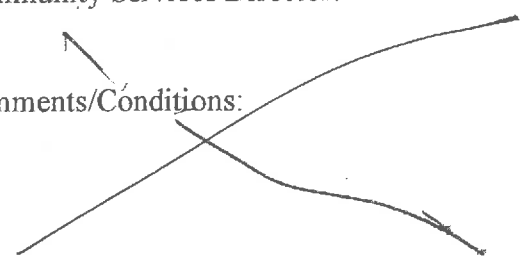
- Guests will gather at the Masonic Lodge at 6:00 pm for a welcome and overview, then proceed to the participating art galleries
- Four galleries will be participating in this inaugural event: The Cove, Left Bank, the Works and Frying Pan.
- Other galleries and restaurants are invited to be open that evening although SPAT will not provide food or beverage.
- At each of the four participating galleries, attendees will be served fresh Wellfleet oysters and clams paired with fine wines and local beer.
- Shellfish will be opened by the shellfisherman that grew or harvested the product.
- A SPAT representative will serve the wine or beer.
- Food and beverage safety trained volunteers (HACCP/ServeSafe/TIPS) will be present at each location.
- The restrooms at each of the participating galleries will be reserved for the food serve staff to wash hands and equipment.
- Portable restrooms and hand sanitizer will be available for attendees.
- Ticket price will be \$35 per person, maximum number of attendees is 50.


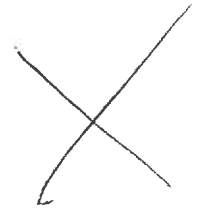
**Permits to be obtained:**


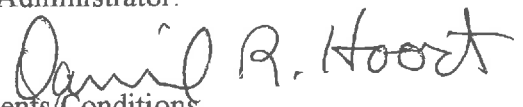
- Town Use
- One-day Beer and Wine
- Temp Food Establishment


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


- No town services are requested

DPW:  Comments/Conditions: <u>OK</u> <span style="float: right;">9/6/18</span>	Community Services Director:  Comments/Conditions:
--	---

X Harbormaster:  Comments/Conditions: No parking in trailer spaces.	Shellfish:  Comments/Conditions:
---	---

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

Health/Conservation Agent: Tracy M. Cernely-Limos 9/7/18 Comments/Conditions: OK Permits/Inspections needed: TFE Needed	Inspector of Buildings:  Comments/Conditions: Permits/Inspections needed:
--	---

Police Department:  Comments/Conditions: <u>OK</u> <span style="float: right;">9/6/18</span>	Fire Department: Richard J. Pauley, Jr (H) Comments/Conditions: OK
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## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# IV

### USE OF TOWN PROPERTY B. SPAT – Wellfleet Shellfish at the COA

<b>REQUESTED BY:</b>	Wellfleet SPAT
<b>DESIRED ACTION:</b>	Approve the use of Town property for SPAT Wellfleet Shellfish at the COA, October 6, 2018, 4-8 pm
<b>PROPOSED MOTION:</b>	I move to approve the use of town property at the Council on Aging building and parking lot by Wellfleet SPAT for the Wellfleet Shellfish at the Council on Aging on Saturday, October 6, 2018 from 4 to 8 pm pm, subject to the conditions, if any, as listed on the application, at a fee of \$XXX.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

# **APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

**TOWN OF WELLFLEET  
300 MAIN STREET  
WELLFLEET, MA 02667**

**Applicant:** Wellfleet SPAT, 501(c)(3) Corporation **Affiliation or Group:** Wellfleet OysterFest Kick-off  
Wellfleet Shellfish Promotion and Tasting, Inc.

**Telephone Number:** 508-349-3499  
michele@wellfleetspat.org

**Mailing Address:** Wellfleet SPAT  
P.O. Box 2156  
Wellfleet, MA, 02667

**Event Contact:** Katy Cushman, Volunteer Coordinator  
volunteer@wellfleetspat.org

## **Purpose:**

SPAT has developed a fun event to take place Saturday evening of Columbus Day weekend to kick-off the 18<sup>th</sup> annual Wellfleet OysterFest. **Wellfleet Shellfish at the Wellfleet Council on Aging will take place on Saturday, October 6<sup>th</sup> from 5:00 pm - 6:30 pm.** The event is intended to educate the public on what SPAT does to foster this town's primary industry and inform people about all that is involved in shellfishing. This will be a low cost activity geared people who may not be able to attend the festival the following weekend.

## **Town Property to be used (include specific area):**

- Council on Aging building and parking lot

## **Town property dates & hours of use**

- Saturday, October 6 from 4:00 pm – 8:00 pm for set up, execution and clean up.

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

- This fun and delicious tasting event will include a brief history of SPAT and a discussion by a local shellfish farmer about growing oysters and clams in Wellfleet Bay.
- Tickets are \$10 per person, space is limited to 60 people
- Each ticket includes: 6 oysters, 2 clams and 2 tickets for 1 glass of wine or beer.
- Additional plates of shellfish can be purchased for \$6.00 each, if desired.
- Non-shellfish food and non-alcoholic drinks will also be available (cheese and bread).
- Shellfish will be opened by the shellfisherman that grew or harvested the product in the COA kitchen and served plated
- A SPAT representative will serve the wine or beer.
- Food and beverage safety trained volunteers (HACCP/ServeSafe/TIPS) will be present at each location
- Proceeds to benefit the COA.

## **Permits to be obtained:**

- Town Use
- One-day Beer and Wine
- Temp Food Establishment

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

- No town services are requested

DPW: <i>[Signature]</i> Comments/Conditions: <i>OK</i> <i>9/6/18</i>	Community Services Director: <i>SG Thomas</i> <i>9/6/18</i> Comments/Conditions: <i>have this idea!</i>
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Harbormaster: Comments/Conditions: <i>X</i>	Shellfish: Comments/Conditions: <i>X</i>
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Recreation: Comments/Conditions: <i>✓</i>	Town Administrator: <i>Sam R. Hoort</i> Comments/Conditions:
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<i>X</i> Health/Conservation Agent: <i>Melany R. Cemelley-Linos</i> <i>9/7/18</i> Comments/Conditions: <i>OK</i> Permits/Inspections needed: TFE Needed	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed: <i>X</i>
--	---

Police Department: <i>[Signature]</i> <i>9/6/18</i> Comments/Conditions: <i>OK</i>	Fire Department: <i>Richard J. Pauley, Jr. (tt)</i> Comments/Conditions: <i>OK</i>
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## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

VI

### USE OF TOWN PROPERTY C. Wellfleet Memorial Park

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	Discussion of the use of Town property at the Memorial Park
<b>PROPOSED MOTION:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### A. Wellfleet Historical Commission alternate membership

<b>REQUESTED BY:</b>	WHC
<b>DESIRED ACTION:</b>	Discussion of two alternate memberships to the WHC
<b>PROPOSED MOTION:</b>	I move to approve the addition of two alternate memberships to the Wellfleet Historical Society.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



**Radu Luca**

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**From:** Wellfleet Historical Commission <wellfleethistoricalcommission@gmail.com>  
**Sent:** Thursday, September 6, 2018 2:32 PM  
**To:** Radu Luca  
**Cc:** Lydia Vivante

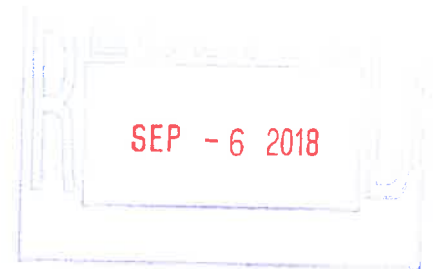
Radu:

The Historical Commission has six members, with a potential seventh member applying to the selectboard shortly. However, of those six (or seven) four are employed and often do not have control over their schedules. One is here only intermittently during the winter. On two occasions this year alone we have struggled to get a quorum and one meeting had to be canceled outright. As we only meet monthly that than be a hardship for people needing our review.

We respectfully request that the board allot us two Alternate Memberships, so that we can avoid forcing project proponents to wait for reviews until we can assemble a quorum. Please let us know if this can be placed on an upcoming agenda for consideration, and thanks!

Maria Burks,  
Co-chair,  
Wellfleet Historical Commission  
Town Hall  
300 Main Street  
Wellfleet, Massachusetts 02667

Tel. 508 349 0300





## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### B. Shellfish Letter to MADMF

<b>REQUESTED BY:</b>	Shellfish Constable
<b>DESIRED ACTION:</b>	Approve letter to MADMF requesting an extension on the date required for removal of spat collecting devices from Chipman's Cove.
<b>PROPOSED MOTION:</b>	I move to approve the letter to MADMF requesting an extension on the date required for removal of spat collecting devices from Chipman's Cove as presented by the Shellfish Constable.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

September 7, 2018

J. Michael Hickey, Assistant Director  
Manager, Shellfish Sanitation and Management Program  
706 South Rodney French Blvd.  
New Bedford, MA, 02744

Dear Mr. Hickey:

We respectfully request that the Division of Marine Fisheries grant the Town of Wellfleet permission to extend the deadline for the removal of spat collecting devices from CCB 13 (Chipman's Cove) to October 20<sup>th</sup> from 2018 to 2020.

This will allow the Wellfleet Shellfish Department to conduct a study to detect fall oyster setting. The department has already provided the agency with water temperature data as requested (see attached), however data on late oyster spawning has never been collected to date. Annually in late June and early July, the department places sea clam cultch in rows around Wellfleet Harbor to collect spat. The presence of spat from this time of year has been amply verified as robust (photo documentation can be provided). Therefore, it needs to focus its efforts on detection of the late summer/early fall set.

The department has begun a fall study, which it intends to repeat for three years (2018, 2019 and 2020), where it places spat collecting devices in Chipman's Cove once a week, for seven weeks beginning the week of Labor Day. It will then have the shells examined under a microscope to detect the presence of spat having settled on them in order to better understand when recruitment of oyster spat ends. This should provide the department with data about when the late oyster spawning has finished, thereby giving MADMF a scientific reason on which to base the extension deadline for aquaculturists to remove spat collecting devices from Chipman's Cove moving forward.

We would like to update our current regulations as follows for the period of 2018-2020.

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 2017.~~ between June 15th and 30 minutes after sunset on October 20<sup>th</sup>, 2018, 2019 and 2020, while a study on late summer/early fall oyster spawning is conducted.*

*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.*

We sincerely appreciate how MADMF has been working with us over the past several years to extend the deadline past September 15. It has made all the difference for a number of aquaculturists. We look forward to collaborating with you and your team on the results of this study.

Thank you for your consideration of this matter.

Respectfully,

The Wellfleet Selectboard

Janet Reinhart, Chair

Helen Miranda Wilson, Vice Chair

Kathleen Bacon

Justina Carlson

Jerry Houk

## Nancy Civetta

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**From:** Nancy Civetta  
**Sent:** Friday, September 7, 2018 10:08 AM  
**To:** Nancy Civetta  
**Subject:** Wellfleet Harbor Water Temperatures

Begin forwarded message:

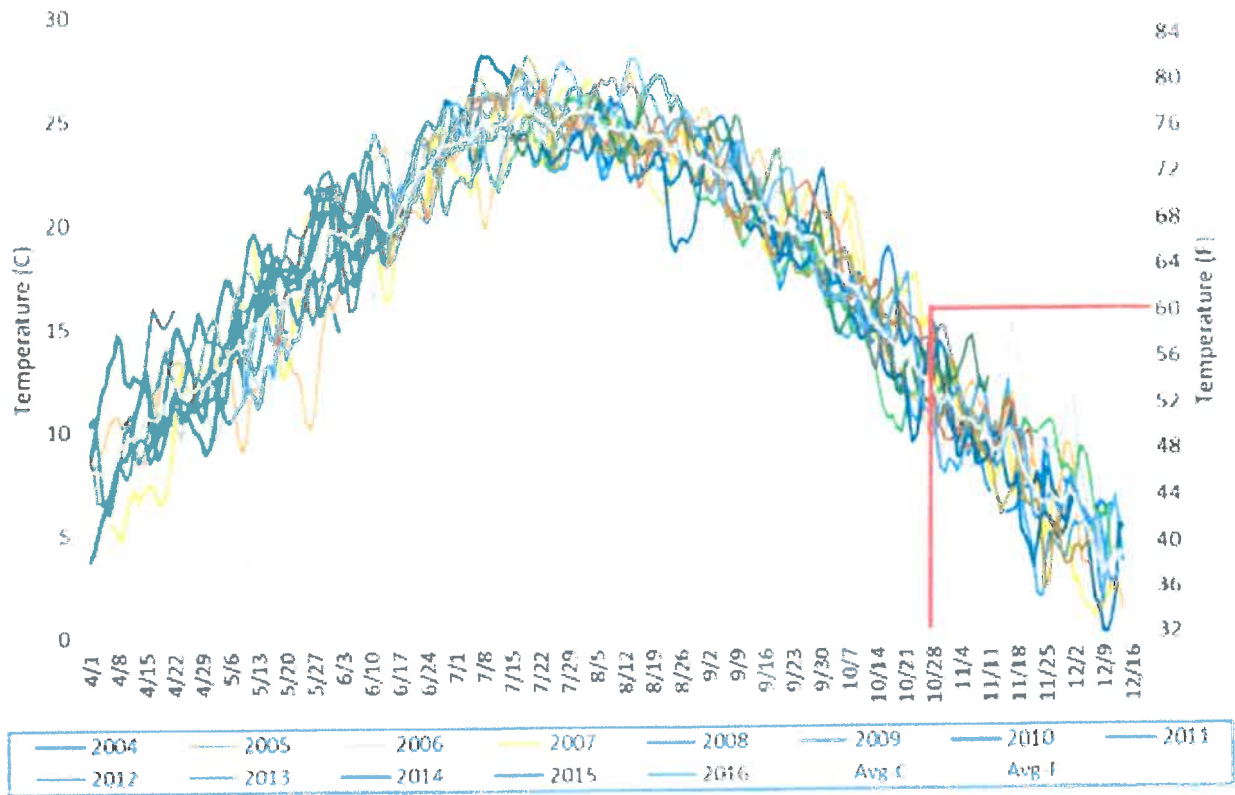
**From:** "Diane C. Murphy" <[dmurphy@barnstablecounty.org](mailto:dmurphy@barnstablecounty.org)>  
**Subject:** Wellfleet Harbor Water Temperatures  
**Date:** July 27, 2017 at 3:11:39 PM EDT  
**To:** Schillaci Christopher <[Christopher.Schillaci@MassMail.State.MA.US](mailto:Christopher.Schillaci@MassMail.State.MA.US)>, "Hickey Michael" <[michael.hickey@state.ma.us](mailto:michael.hickey@state.ma.us)>, Civetta Nancy <[nancy@civettacom.com](mailto:nancy@civettacom.com)>, Mankevetch John <[bayside.777@hotmail.com](mailto:bayside.777@hotmail.com)>, Dan Hoort <[Dan.Hoort@wellfleet-ma.gov](mailto:Dan.Hoort@wellfleet-ma.gov)>  
**Cc:** Helen Miranda Wilson <[helmirwil@c4.net](mailto:helmirwil@c4.net)>, Diane Murphy <[dmurphy@whoi.edu](mailto:dmurphy@whoi.edu)>

I was asked to provide our water temperature data for Wellfleet by Helen Miranda Wilson this afternoon. She indicated these data were needed by the Town's Shellfish Advisory Board in their pursuit of a date change for removal of spat-collecting devices from Chipman's Cove. Cape Cod Cooperative Extension/Woods Hole Sea Grant/SEMAC have collected marine water temperature data yearly since 2004 with YSI sondes. Sondes have been primarily located in the Egg Island channel but in earlier years, were deployed from the L-pier, however both sites are quite similar in their readings.

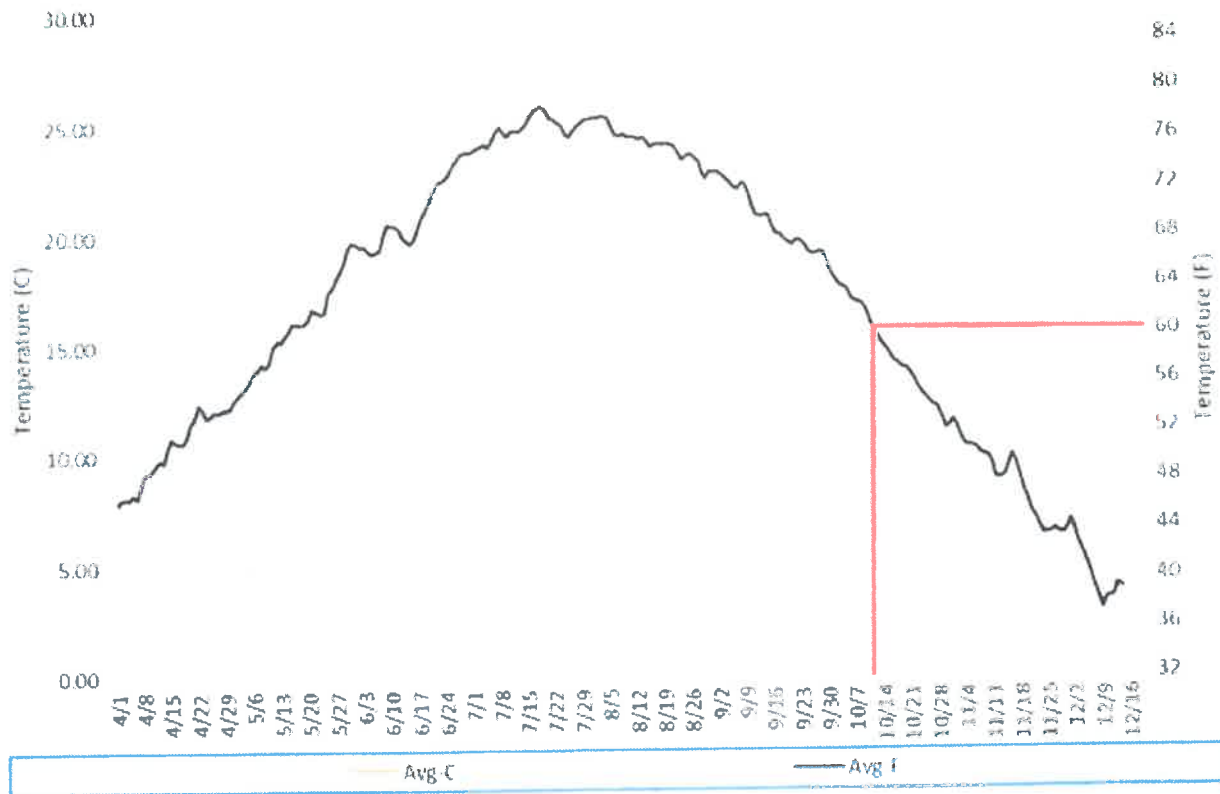
The first graph is a bit busy looking but displays Wellfleet Harbor daily mean water temperature for each year from 2004 to 2016 and shows considerable variability from year to year in water temperature. The second graph averages all those years together.

Please let me know if you need any additional information,  
Diane

# Wellfleet Harbor Daily Mean Water Temperature



## Wellfleet Harbor Average Daily Mean Water Temperature



Diane Murphy  
 Fisheries & Aquaculture Specialist  
 Cape Cod Cooperative Extension & Woods Hole Sea Grant  
 Box 367  
 Barnstable, MA 02630  
 508-375-6953  
[dmurphy@whoi.edu](mailto:dmurphy@whoi.edu)





## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### C. Review of FY 2020 Budget Policy

<b>REQUESTED BY:</b>	TA
<b>DESIRED ACTION:</b>	Review of FY 2020 Budget Policy
<b>PROPOSED MOTION:</b>	None
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET  
BUDGET POLICY  
FISCAL YEAR 2020**

**It shall be the policy of the Town of Wellfleet that this Budget Policy articulates the Town's priorities and goals and provides an overview of the issues to be addressed during the Town of Wellfleet's budget process. This policy is adopted pursuant to Town Charter section 7-2-1 and Board of Selectmen's Policy 2013-02, Budget and Fiscal Management Policy.**

**BUDGET COMPLIANCE:** The Budget will be estimated in accordance with all applicable laws.

**BUDGET COMPONENTS:** The Budget shall be composed of the General Fund Operating Budget, the Marina Enterprise Fund Budget, the Water System Enterprise Fund Budget, the Capital Budget, the ten-year Capital Improvement Plan and any budget Articles proposed for the Annual Town Meeting Warrant. The Capital Budget shall consist of capital requests to be funded from available funds including the tax levy; capital requests to be funded by borrowing shall be set forth in separate articles. The Budget should include financial results for the previous year and the current year to date. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

**ENTERPRISE FUNDS:** The Town of Wellfleet shall propose budgets for the Enterprise Funds that are self-supporting without a property tax transfer and which shall also reasonably and accurately allocate indirect costs.

**CAPITAL BUDGET:** The Capital Budget is important because regular replacement of worn out or obsolete equipment and prompt maintenance of facilities are important steps to avoid larger future expenditures which can result from delayed replacement or maintenance. The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will include all capital projects and items with an overall expenditure of at least \$5,000 and a life expectancy of greater than one year. Replacement of vehicles will be reviewed in accordance with the Board of Selectmen's Vehicle Rollover Policy.

**Certain capital budget items may be funded by borrowing. When presenting any capital item whose funding source is borrowing to town meeting voters the warrant shall include the projected debt service cost in the first year and the total projected debt service costs (principal and interest) for the entire borrowing term.**

**CAPITAL IMPROVEMENT PLAN:<sup>1</sup>** The Town of Wellfleet shall propose a ten-year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including whether additional personnel

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<sup>1</sup> See Town Charter section 7-5.  
Budget Policy FY 2020

may be required. (The FY 2020 Capital Improvement Plan has been previously approved and can be found on the town web site.

The Town Administrator will review and revise the approved FY 2020 Capital Improvement Plan with Department Heads during the fall budget planning process.

After completion of the 2018 Annual Town Meeting and in accordance with Charter section 7-5 the Town Administrator shall begin the process of updating the FY 2019 Capital Improvement Plan for FY 2020.

**BUDGET DEVELOPMENT:** Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 2, 2018. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 3, 2018.

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2019 costs. Required salary adjustments will be proposed in a separate article or articles.

#### **PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET**

**APPROVALS:** The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by February 28, 2019.

**ADDITIONAL REQUESTED BUDGET AMOUNTS:** Additional requested budget amounts above the previous year's budget request are not encouraged but will be considered if justification for such additional amounts is included with the budget materials. Justification and any supporting documents shall be submitted by department heads as a separate submission. Priority will be given for requests that place a minimum reliance upon the property tax to fund these endeavors and for requests required to meet legal obligations of the Town of Wellfleet.

**Requests for new or expanded programs or services or substantial increases in ongoing expenditures, programs and services shall be detailed on the FY 2020 Additional Budget Request form (attached) and included with the proposed budget.**

**NON-PROPERTY TAX REVENUE SOURCES:** The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town

Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

**BUDGET TIMETABLE:** Due dates and deadlines are specified in the “Fiscal 2020 Budget and 2019 Annual Town Meeting and Annual Town Election Schedule” to be adopted by the Board.

**THE BOARD OF SELECTMEN ADOPTS THE FOLLOWING FISCAL  
MANAGEMENT GOALS FOR FISCAL YEAR 2020:**

(changes from prior year are **BOLD**)

- **To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.**
  1. **To limit the overall increase in the budgets recommended for the Wellfleet Elementary School and the Nauset Regional School District to 2.5% or less while acknowledging the actual Town of Wellfleet assessment for the Nauset Regional School District and the Cape Cod Regional Technical High School may be above or below that amount due to variances in student enrollment numbers.**
  2. **To limit the increase in the unclassified accounts budget to 8% or less while acknowledging that the increase in health insurance and the retirement assessment is not controlled by the Town of Wellfleet.**
  3. **To limit the Fiscal 2020 operating budget for expenditures other than education and unclassified accounts to 2.5% or less.**
- **The Selectmen's Budget and Financial Management Policy specifies annual capital expenditures (exclusive of items financed by borrowing) of between three and seven percent of the operating budget. The Fiscal 2020 capital budget, based on the same set of operating budget assumptions, should therefore be between \$568,400 and \$1,326,263.**
- Not to authorize any new significant program without an identified financing source to pay for said program.
- Not to authorize any new full-time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- Any open positions will be evaluated and if needed, replaced with part-time or full-time employees as appropriate for the position.
- The maximum utilization of funds from all revenue sources to fund programs.
- Whenever possible and reasonable staff will cultivate productivity improvements that could lead to realized savings.
- Whenever possible and reasonable staff will investigate regional opportunities that could lead to realized savings.
- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.

- **The town will continue to provide for an annual Other Post-Employment Benefits (“OPEB”) contribution.**
- **The Town has reached its policy goal of a Stabilization Fund balance equal to approximately 5.0% of the annual operating budget. The Fund balance as of July 31, 2018, was approximately \$916,213. Based on policy goals the fund balance should be \$911,649. The Town will continue to fund the Stabilization Fund to match the 5% goal. Each year a smaller transfer equal to 5% of the budget growth will be requested.**
- **To maintain the Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle. The estimated appropriation required to meet this goal for FY 2020 is \$94,733.**
- **To maintain a free cash balance equal to approximately 4.5% of the operating budget. The estimated free cash balance required to meet this goal for FY 2020 is \$852,597.**

Projected adoption in Fall 2018

## 210 Police Department FY 2020 Additional Budget Request

**Additional Amount Requested**

\$

**Budget Line Number**

Line #

Account Description:

**One Time Only or Ongoing Expense?**

**Description of Program, Product or Service**

**Cost/Benefit Analysis**



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### D. Review of FY 2020 Annual Budget & ATM Schedule

<b>REQUESTED BY:</b>	TA
<b>DESIRED ACTION:</b>	Review of FY 2020 Annual Budget & ATM schedule
<b>PROPOSED MOTION:</b>	None
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

# FY 2020 Annual Budget, 2019 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 11, 2018	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
September 11, 2018	<b>TA:</b> Prepare draft for Selectboard of 1.) Budget & Annual Town Meeting Calendar; 2.) FY 2020 Budget Policy Statement; 3.) Five-year financial forecast for submission to BOS	TA
September 24, 2018	<b>Special Town Meeting</b>	BOS/FinCom
September 25, 2018	<b>BOS MEETING:</b> Adoption of 1.) Annual Town Meeting Calendar and 2.) Budget Policy Statement. 2nd Review of 5 Year Financial Forecast	BOS
September 30, 2018	Certify Free Cash	Accountant
OCTOBER		
DATE	ACTION	WHO
October 9, 2018	<b>BOS MEETING:</b> Issue FY2018 Budget Policy Statement ( <b>Charter Sec. 7-2-1</b> 'On or before the 31st of October of each year, the BOS shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.')	BOS/TA/ATA
October 9, 2018	<b>BOS MEETING:</b> Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above <b>Charter Sec 7-2-2</b> )	BOS/TA
October 10, 2018	Distribute budget materials to department heads	Accountant
October 23, 2018	<b>BOS MEETING</b>	BOS
October 24, 2018	<b>FINCOM MEETING: Review draft Annual Town Meeting calendar</b>	FinCom
October 31, 2018	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above <b>Charter Sec 7-2-2</b> )	FinCom
NOVEMBER		
DATE	ACTION	WHO
November 2, 2018	DEADLINE for submission of Operating Budget and CIP change requests to FY2020 CIP to EA	Dept Heads
November 12-19, 2018	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 28, 2018	<b>FINCOM MEETING:</b>	FinCom
November 28, 2018	<b>BOS MEETING:</b> Schedule joint FinCom BIG 5 Budget Review on December 18, 2018	TA/EA
DECEMBER		
DATE	ACTION	WHO
December 3, 2018	Request Annual Reports from officers, boards & committees	EA
December 3, 2018	Submission of budget documents and budget message to BOS + FinCom. Include FY20 budget documents + message in BOS Packets	TA/ATA
December 3, 2018	Budget materials made available to public	EA
December 11, 2018	<b>BOS MEETING:</b> Distribute budget packets of the Big 5 Budgets	TA/EA
December 11, 2018	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2019	EA
December 18, 2018	<b>SPECIAL JOINT BOS/FINCOM MEETING:</b> Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 28, 2018	<b>2018 ANNUAL REPORT SUBMISSIONS DUE</b>	All Depts/Boards/Committees



JANUARY		
DATE	ACTION	WHO
January 7, 2019	Develop 1st draft ATM Article Index	ATA/EA
January 7, 2019	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
TBA	First day to obtain nomination papers for Town Election (last year 01/08/18)	Clerk
January 8, 2019	<b>BOS MEETING:</b> Submit FY20 Regional School Budget Development Schedule to BOS with January 8, 2019 packets	TA
January 8, 2019	<b>BOS MEETING:</b> Submit draft ATM Article Index to BOS	ATA/EA
January 23, 2019	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
FEBRUARY		
DATE	ACTION	WHO
February 8, 2019	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committee Heads
February 5, 2019 [ tentative date - confirm with School Committee ]	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee
February 12, 2019	<b>BOS MEETING:</b> Review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting	BOS/FinCom/ School Reps
February 12, 2019	TENTATIVE - Receive approved regional school budget	NRSD Business Manager
February 13, 2019	Distribute placed Articles to Boards/Committees	EA
February 26, 2019	<b>BOS MEETING:</b> Review draft of warrant, no action required	BOS
February 27, 2019	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 27, 2019	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2019	Deadline for petitioned articles (" <b>Prior to March 1</b> " - <b>Charter 2-4-2</b> )	Registered Voters
MARCH		
DATE	ACTION	WHO
March 1, 2019	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 1, 2019	<b><u>Submit Annual Town Report TO PRINTER</u></b>	EA
March 8, 2019	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 6, 2018	<b><u>FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant</u></b>	Board/Com Chairs + Com Secretaries
March 12, 2018	Deadline for certification to Town of NRSD and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees
March 12, 2018	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s.7)	Clerk
March 12, 2019	<b>BOS MEETING:</b> Final Article recommendations and vote on Warrant.	BOS
March 15, 2019	Final Review of Warrant	TA/ATA/EA
March 22, 2019	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 22, 2019	Submit Warrant to printer	EA
March 26, 2019	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS
March 27, 2019	<b>FINCOM MEETING</b>	FinCom
TBA	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
TBA	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk

APRIL		
DATE	ACTION	WHO
April 1, 2019	Distribute FY 2021 CIP request forms. Due May 1, 2019	EA
TBA	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26,	Town Clerk
April 5, 2019	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 9, 2019	<b>BOS MEETING</b>	BOS
April 12, 2019	Finalize Article Motions	TA/ATA/EA
April 16, 2019	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel
April 10-12, 2019	Create Power Point Presentation with Articles and Motions for ATM	EA
April 22, 2019	<b>FINCOM MEETING:</b> Special meeting immediately preceding ATM	FinCom
April 22, 2019	<b>BOS MEETING:</b> Special meeting immediately preceding ATM	BOS
April 22, 2019	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 23, 2019	<b>RESERVED FOR SECOND DAY OF ATM</b>	ALL
April 29, 2019	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk
MAY		
DATE	ACTION	WHO
May 1, 2019	FY2021 CIP request forms due from Department Heads (Dates will change if new charter is approved at Town election)	EA
May 2-28, 2019	Prepare FY 2021 Capital Improvement Plan (Dates will change if new charter is approved at Town election)	TA
May 14, 2019	<b>BOS MEETING</b>	BOS
May 28, 2019	<b>BOS MEETING: Submit FY2021 CIP to BOS + FinCom</b> (Dates will change if new charter is approved at Town election)	EA
May 30, 2019	<b>FINCOM MEETING</b>	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2019	<b>DEADLINE Charter Sec 7-5-2:</b> 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.' (Dates will change if new charter is approved at Town election)	TA
June 11, 2019	<b>BOS MEETING</b>	BOS
June 25, 2019	<b>BOS MEETING</b>	BOS
June 26, 2019	<b>FINCOM MEETING</b>	FinCom
June 30, 2019	<b>DEADLINE Charter Sec 7-5-2:</b> 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.' (Dates will change if new charter is approved at Town election)	FinCom
TBD: CIP Public Hearing	<b>Charter Sec 7-6-1:</b> 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.' (Dates will change if new charter is approved at Town election)	FinCom



## BOARD OF SELECTMEN

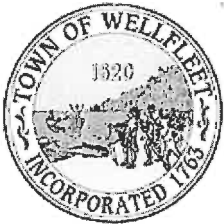
AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### E. Long Term Financial Forecast

<b>REQUESTED BY:</b>	TA
<b>DESIRED ACTION:</b>	Review of Long Term Financial Forecast
<b>PROPOSED MOTION:</b>	None
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



# TOWN OF WELFLEET

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

To: Wellfleet Selectboard  
From: Dan Hoort, Town Administrator  
Subject: Five-Year Financial Forecast  
Date: September 7, 2018  
CC: Finance Committee

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The Five-Year Financial Forecast (Forecast) is an important planning tool for the Town of Wellfleet. It allows us to make informed decisions and to see how those decisions we make might affect us in the future. The Forecast as follows is a rough estimate based on factors known to us at this time.

As Town Administrator I'm not fond of surprises, especially if they are negative surprises. My goal is to know ahead of time what possible challenges are facing the Town of Wellfleet and address those challenges before they become real. Or at a very minimum inform the Selectboard, Finance Committee and Town taxpayers/residents of the challenges we expect ahead of us.

The Forecast on the following pages demonstrates the budget will continue to be tight under the constraints of proposition 2 ½. Our early projections of the budget for FY 2020 show a small deficit for the year. That deficit is small enough that if everything else stays the same we are confident we can find ways to eliminate the deficit.

The Forecast contains a 3.55% increase in the operating budget for FY 2020 including:

- Personnel Costs +2.8%
- Education +3.67%
- General Operating Expenses +0.60%
- Employee Benefit Costs +8.00%

Personnel and general operating costs are increasing by 2.12% in FY 2020 forecast.

## **Challenge**

How does the Town provide the same services to residents, taxpayers and visitors when the increase allowed under proposition 2 ½ guidelines (\$394,292) is consumed by increases in employee benefits (\$235,111) and education (\$211,145)?

## **Personnel Costs**

The majority of personnel costs are determined through collective bargaining agreements. The Administration believes in paying Town employees a fair and competitive wage while looking for efficiencies in everything we do. Recent contracts for the Wellfleet Employee Association and the Police Union attempted to create a wage structure that was

competitive with neighboring towns. Three new contracts, the Teamsters, Firefighters and Communications (Dispatch) Unions are up for renewal for FY 2020. Hiring qualified staff for positions is becoming more and more difficult for towns across Cape Cod.

### **Challenge**

How do we attract and maintain qualified staff in this super competitive environment across Cape Cod? We are limited by the Town's finances but training an individual for a position only to have them leave for a higher paying position in another community or because of the continuing rise in housing costs is an ongoing issue. We must pay them a competitive wage and provide a good work environment.

### **Education**

The Education budget is influenced by two factors, the expenses with operating a school and the number of Wellfleet students attending the schools. For the purposes of this long range forecast it has been assumed that the expenses of operating the schools, Wellfleet Elementary, Nauset Regional and Cape Cod Technical High School will increase by 2.5% each year.

The second part of the equation is to determine the number of students attending Nauset Regional and Cape Cod Tech as our assessment for each school is based on enrollment. The October 1, 2017 census was used to determine the Wellfleet assessment for FY 2019. Assuming the census doesn't change we may estimate the following year by deducting the graduating 12<sup>th</sup> grade and adding the 5<sup>th</sup> grade that will be transitioning from the individual communities to the regional school district.

It is not possible to predict in advance how many students will opt to continue their high school education at Cape Cod Regional Technical High School. For the purposes of this Forecast it was assumed that number would remain stable from the FY 2019 count of 13.

In FY 2020 the forecast projects 20 students will graduate from high school while 29 students will enter the sixth grade at the Nauset Regional School. The projected increase in students at the Nauset Regional School cause the forecasted FY 2020 education budget to increase 3.67% while a change in the count projected for FY 2020 cause an increase of only 1.07% in the budget.

### **Operating Expenses**

Operating expenses have been budgeted to increase 0.60% to 0.84% over the next five years. This is the one area over which we have some control, but in reality that control is somewhat limited. The Town cannot stop maintaining buildings or stop heating buildings. We must continue to maintain the streetlights, we must continue to support the phone system, print tax bills, etc. As staff we continue to look for ways to be more efficient and do more with less, but there are limits as to what may be achieved.

### **Employee Benefit Costs**

Employee benefit costs include

- Health Insurance
- Retirement Assessment
- Worker's Compensation Insurance

- Medicare Insurance
- Group Life Insurance
- Unemployment Expenses

The first two, Retirement and Health, by far make up the bulk of the employee benefit costs and are primarily immovable objects.

The retirement assessment has increased over 9% in each of the last two years.

FY 2016	+2.12%
FY 2017	+6.68%
FY 2018	+9.39%
FY 2019	+9.21%

The Barnstable County Retirement System is on track to be fully funded by the mid 2030s. The annual assessment takes into account the investment growth over the past year and as a result can fluctuate significantly depending on the performance of the investment markets. For the purpose of the Forecast we have assumed an annual growth of 8% in the annual assessment.

The growth in health insurance costs are a national issue and the Town of Wellfleet faces the same issue as everyone else. The past two years have seen increases of 8.21% (FY 2018) and 6% (FY 2019 budget). For the purposes of the Forecast an estimate of a 9% annual increase is being used.

### **Challenge**

How do we increase local revenues to maintain a low tax rate? The expansion of the room occupancy tax and the revenues from the proposed marijuana dispensaries in town will help, but this issue will be ongoing. Employee benefit costs will continue to increase at a rate far exceeding the 2.5% allowed under proposition 2 ½.

**Five Year Financial Forecast**  
**FY 2019 - FY 2024**

	2019 Approved	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate
<b>Property Taxes:</b>						
Levy Limit	15,274,813	15,771,683	16,280,975	16,802,999	17,338,074	17,886,526
2.5%	381,870	394,292	407,024	420,075	433,452	447,163
New Growth	115,000	115,000	115,000	115,000	115,000	115,000
Override	0	0	0	0	0	0
Prop 2 1/2 Limit	15,771,683	16,280,975	16,802,999	17,338,074	17,886,526	18,448,689
DE-1 Debt Exclusions						
Cape Cod Commission	102,755	105,324	107,957	110,656	113,422	116,258
Max. Allowed Tax Levy	15,874,438	16,386,299	16,910,956	17,448,730	17,999,949	18,564,947
<b>Other Funds:</b>						
Ambulance to Operating	340,000	340,000	300,000	300,000	300,000	300,000
Beach to Operating	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Semass to Operating	325,000	200,000	175,000	175,000	175,000	175,000
Recreation to Operating	60,000	50,000	45,000	45,000	45,000	45,000
Subtotal	1,725,000	1,590,000	1,520,000	1,520,000	1,520,000	1,520,000
<b>Other Sources:</b>						
Free Cash	0					
Local Estimated Receipts	1,533,105	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000
Cherry Sheet (net of offsets)	283,498	285,000	285,000	285,000	285,000	285,000
Enterprise Indirect Costs	60,300	60,300	60,300	60,300	60,300	60,300
Subtotal	1,876,903	1,895,300	1,895,300	1,895,300	1,895,300	1,895,300
<b>Total Available Revenue</b>	<b>19,476,341</b>	<b>19,871,599</b>	<b>20,326,256</b>	<b>20,864,030</b>	<b>21,415,249</b>	<b>21,980,247</b>
 Operating Budget	18,304,145	18,953,727	19,482,048	20,194,386	20,703,059	21,322,189
Articles	572,517	464,351	418,808	410,142	415,428	396,584
Cherry Sheet	401,470	402,000	402,000	402,000	402,000	402,000
Overlay	115,000	115,000	115,000	115,000	115,000	115,000
<b>Total Expenditures</b>	<b>19,393,132</b>	<b>19,935,078</b>	<b>20,417,857</b>	<b>21,121,529</b>	<b>21,635,487</b>	<b>22,235,773</b>
 <b>Excess Levy Capacity</b>	<b>83,209</b>	<b>-63,479</b>	<b>-91,600</b>	<b>-257,499</b>	<b>-220,238</b>	<b>-255,526</b>

**OPERATING BUDGET SUMMARY**

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
<b>Personnel</b>						
Personnel Costs	6,616,570	6,801,846	6,988,631	7,190,967	7,396,339	7,610,111
% Increase		2.80%	2.75%	2.90%	2.86%	2.89%
<b>EDUCATION</b>						
Wellfleet Elementary	2,631,903	2,697,701	2,765,143	2,834,272	2,905,128	2,977,757
Nauset Regional	2,850,944	2,989,573	2,979,171	3,113,822	3,014,352	2,992,076
Cape Cod Tech	268,755	275,474	282,361	289,420	296,655	304,072
<b>Total Education</b>	<b>5,751,602</b>	<b>5,962,747</b>	<b>6,026,675</b>	<b>6,237,513</b>	<b>6,216,136</b>	<b>6,273,905</b>
% Increase	-0.78%	3.67%	1.07%	3.50%	-0.34%	0.93%
<b>Operating Expenses</b>						
Operating Expenses	2,996,594	3,014,644	3,038,293	3,060,949	3,086,722	3,110,618
Other	0	0	0	0	0	0
<b>Total Operating</b>	<b>2,996,594</b>	<b>3,014,644</b>	<b>3,038,293</b>	<b>3,060,949</b>	<b>3,086,722</b>	<b>3,110,618</b>
% Increase		0.60%	0.78%	0.75%	0.84%	0.77%
<b>Employee Benefit Cost</b>						
Total Benefits	2,939,379	3,174,490	3,428,449	3,704,957	4,003,862	4,327,555
% Increase		8.00%	8.00%	8.07%	8.07%	8.08%

<b>Total Operating</b>						
<b>Budget</b>	18,304,145	18,953,727	19,482,048	20,194,386	20,703,059	21,322,189
		3.55%	2.79%	3.66%	2.52%	2.99%



## Employee Benefit Costs

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
<b>Employee Benefit Cost</b>						
Health Insurance	1,379,027	1,503,139	1,638,422	1,785,880	1,946,609	2,121,804
Health Ins. Stipend	45,000	48,600	52,488	56,687	61,222	66,120
Retirement Assessmen	1,256,352	1,356,860	1,465,409	1,582,642	1,709,253	1,845,993
Worker's Comp.	115,000	118,450	122,004	125,664	129,434	133,317
Medicare	112,500	115,940	118,627	121,335	124,269	127,247
Group Life Ins	6,500	6,500	6,500	6,500	6,825	6,825
Unemployment	25,000	25,000	25,000	26,250	26,250	26,250
<b>Total Benefits</b>	<b>2,939,379</b>	<b>3,174,490</b>	<b>3,428,449</b>	<b>3,704,957</b>	<b>4,003,862</b>	<b>4,327,555</b>
% Increase		8.00%	8.00%	8.07%	8.07%	8.08%

### Cost Estimates

Health Insurance Increase	9%	9%	9%	9%	9%
Health Insurance Stipend	8%	8%	8%	8%	8%
Retirements Assessment	8%	8%	8%	8%	8%
Worker's Comp Insurance	3%	3%	3%	3%	3%
Medicare:					
Payroll Budget	6,616,570	6,801,846	6,988,631	7,190,967	7,396,339
Medicare Insurance	115,940	118,627	121,335	124,269	127,247
Group Life Insurance	0%	0%	0%	5%	0%
Unemployment	0%	0%	5%	0%	0%

**Five Year Financial Forecast**  
**FY 2019 - FY 2024**

<b>Annual Town Meeting Articles</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Water Enterprise Fund Subsidy	\$112,956	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
FY 2020 Fire		\$25,000				
FY 2020 Teamsters	\$0	\$25,000				
Non-Union and Additional Compensat	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Transfer to OPEB Trust Fund	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Transfer to Stabilization Fund	\$155,000	\$34,351	\$38,808	\$30,142	\$35,428	\$16,584
<b>Total Articles</b>	<b>\$532,956</b>	<b>\$464,351</b>	<b>\$418,808</b>	<b>\$410,142</b>	<b>\$415,428</b>	<b>\$396,584</b>

## EDUCATION

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
Wellfleet Elementary	2,631,903	2,697,701	2,765,143	2,834,272	2,905,128	2,977,757
Nausett Regional	2,850,944	2,989,573	2,979,171	3,113,822	3,014,352	2,992,076
Cape Cod Tech	268,755	275,474	282,361	289,420	296,655	304,072
<b>Total Education</b>	<b>5,751,602</b>	<b>5,962,747</b>	<b>6,026,675</b>	<b>6,237,513</b>	<b>6,216,136</b>	<b>6,273,905</b>
% Increase	-0.78%	3.67%	1.07%	3.50%	-0.34%	0.93%

### 300 Wellfleet Elementary School

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
Prior Year Budget	2,652,879	2,631,903	2,697,701	2,765,143	2,834,272	2,905,128
% Increase	-0.79%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Annual Budget</b>	<b>2,631,903</b>	<b>2,697,701</b>	<b>2,765,143</b>	<b>2,834,272</b>	<b>2,905,128</b>	<b>2,977,757</b>
% Increase	-0.79%	2.50%	2.50%	2.50%	2.50%	2.50%

### 301 Nausett Regional School District

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
Prior Year Budget	2,969,904	2,850,944	2,989,573	2,979,171	3,113,822	3,014,352
% Increase	-4.01%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Annual Assessment</b>	<b>2,850,944</b>	<b>2,989,573</b>	<b>2,979,171</b>	<b>3,113,822</b>	<b>3,014,352</b>	<b>2,992,076</b>
% Increase	-4.01%	4.86%	-0.35%	4.52%	-3.19%	-0.74%

### 302 Cape Cod Regional Technical High School

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
Prior Year Budget	173,827	268,755	275,474	282,361	289,420	296,655
% Increase	54.61%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Annual Budget</b>	<b>268,755</b>	<b>275,474</b>	<b>282,361</b>	<b>289,420</b>	<b>296,655</b>	<b>304,072</b>
% Increase	54.61%	2.50%	2.50%	2.50%	2.50%	2.50%
# of students	13	13	13	13	13	13

### 301 Nausett Regional School District

#### October 1, 2017 Enrollment Census

<b>ELEMENTARY</b>	<b>PK</b>	<b>K</b>	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>
Eastham Elementary	10	24	26	26	23	25	39
Brewster Eddy Elementa	0	0	0	0	82	84	79
Brewster Stony Brook El	30	54	78	73	0	0	0
Orleans Elementary	0	37	36	36	32	47	35
Wellfleet Elementary	16	15	18	16	14	9	29
Elementary Totals	56	130	158	151	151	165	182
<b>MIDDLE</b>	<b>06</b>	<b>07</b>	<b>08</b>				
Brewster	80	65	60	205			
Eastham	22	24	25	71			
Orleans	31	29	30	90			
Wellfleet	13	17	23	53			
Middle Totals	146	135	138				
<b>HIGH SCHOOL</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Other</b>		
Brewster	62	75	72	60	57	326	
Eastham	34	28	46	33	25	166	
Orleans	24	32	32	25	26	139	
Wellfleet	24	19	13	20	15	91	
High School Totals	144	154	163	138	123		

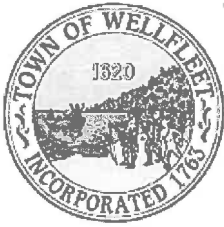
<b>TOTALS</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Brewster	531	531	550	562	510	521
Deduct 12th grade		-60	-72	-75	-62	-60
Add 5th grade		79	84	23	73	52
Eastham	237	237	243	222	217	209
Deduct 12th grade		-33	-46	-28	-34	-25
Add 5th grade		39	25	23	26	26
Orleans	229	229	239	254	254	259
Deduct 12th grade		-25	-32	-32	-31	-30
Add 5th grade		35	47	32	36	36
Wellfleet	144	144	153	149	144	136
Deduct 12th grade		-20	-13	-19	-24	-23
Add 5th grade		29	9	14	16	18
High School Totals	1,141	1,185	1,187	1,125	1,125	1,119

<b>Community Totals</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Brewster-Count	531	550	562	510	521	513
Brewster-Percentage	46.54%	46.41%	47.35%	45.33%	46.31%	45.84%
Eastham-Count	237	243	222	217	209	210
Eastham-Percentage	20.77%	20.51%	18.70%	19.29%	18.58%	18.77%
Orleans-Count	229	239	254	254	259	265
Orleans-Percentage	20.07%	20.17%	21.40%	22.58%	23.02%	23.68%
Wellfleet-Count	144	153	149	144	136	131
Wellfleet-Percentage	12.62%	12.91%	12.55%	12.80%	12.09%	11.71%
High School Totals	1,141	1,185	1,187	1,125	1,125	1,119

### 301 Nausett Regional School District

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Approved Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget
Prior Yr Regional Budget	22,040,800	22,589,788	23,154,533	23,733,396	24,326,731	24,934,899
% Increase	2.49%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Annual Budget</b>	<b>22,589,788</b>	<b>23,154,533</b>	<b>23,733,396</b>	<b>24,326,731</b>	<b>24,934,899</b>	<b>25,558,272</b>
% Increase	2.49%	2.50%	2.50%	2.50%	2.50%	2.50%

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Brewster</b>						
Fiscal Year Population	531	550	562	510	521	513
Assesment %	46.54%	46.41%	47.35%	45.33%	46.31%	45.84%
Total Assessment	10,512,864	10,746,830	11,236,873	11,028,118	11,547,629	11,717,063
Prior Yr Change \$		233,966	490,044	-208,755	519,511	169,434
Prior Yr Change %		2.23%	4.56%	-1.86%	4.71%	1.47%
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Eastham</b>						
Fiscal Year Population	237	243	222	217	209	210
Assesment %	20.77%	20.51%	18.70%	19.29%	18.58%	18.77%
Total Assessment	4,692,182	4,748,145	4,438,765	4,692,356	4,632,350	4,796,458
Prior Yr Change \$		55,963	-309,380	253,591	-60,006	164,108
Prior Yr Change %		1.19%	-6.52%	5.71%	-1.28%	3.54%
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Orleans</b>						
Fiscal Year Population	229	239	254	254	259	265
Assesment %	20.07%	20.17%	21.40%	22.58%	23.02%	23.68%
Total Assessment	4,533,796	4,669,986	5,078,587	5,492,435	5,740,568	6,052,674
Prior Yr Change \$		136,190	408,601	413,848	248,133	312,106
Prior Yr Change %		3.00%	8.75%	8.15%	4.52%	5.44%
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Wellfleet</b>						
Fiscal Year Population	144	153	149	144	136	131
Assesment %	12.62%	12.91%	12.55%	12.80%	12.09%	11.71%
Total Assessment	2,850,946	2,989,573	2,979,171	3,113,822	3,014,352	2,992,076
Prior Yr Change \$		138,627	-10,402	134,651	-99,469	-22,276
Prior Yr Change %		4.86%	-0.35%	4.52%	-3.19%	-0.74%



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

V

### BUSINESS

#### F. Herring River Joint Representation

<b>REQUESTED BY:</b>	TA
<b>DESIRED ACTION:</b>	Review of the Herring River Restoration Project joint representation
<b>PROPOSED MOTION:</b>	None
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

## Radu Luca

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**From:** Dan Hoort  
**Sent:** Wednesday, September 5, 2018 1:51 PM  
**To:** Board of Selectmen  
**Subject:** Truro and the Herring River Project

Dear Selectboard members,

I've been hearing some information from our neighbors in Truro that I wanted to share with you. I frankly don't know what it all means, but will reach out to Town Manager Rae Ann Palmer to see if she can provide more information.

Carole Ripley of the Herring River Restoration Project called yesterday and Carolyn Murray of KP-Law call this morning. Both have said that Truro no longer wishes to be part of Truro-Wellfleet joint representation by KP-Law as regards to the Herring River Restoration Project. Truro has never communicated that to Wellfleet which I would think would be a first step. As you are probably aware Truro BOS Chair Bob Weinstein is not a proponent of the project. He has been talking to John Giorgio of KP-Law to state that Truro no longer wants joint representation. Whether this is Bob speaking on his own or on behalf of the Truro BOS I don't know. I quickly glanced through the Truro BOS agendas for the last three months and this item has NOT appeared on their agenda for discussion. To my knowledge the Truro BOS has not taken a vote to this effect so it would appear that Bob is speaking on his own and making this decision on his own. You may recall that when the Intermunicipal Agreement was discussed in June Mr. Weinstein insisted on a change of one line in the agreement from "Truro supports the Restoration Project" to "Truro supports the environmental benefits of the project". I will follow up with Rae Ann Palmer to request additional information.

The Herring River Restoration Project Executive Committee has regularly scheduled quarterly meeting on September 20<sup>th</sup>. I hope to have more information from Truro prior to that meeting.

Dan

**Daniel R. Hoort**  
**Town Administrator**  
**Town of Wellfleet**  
300 Main Street  
Wellfleet, MA 02667  
(508) 349-0300



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

VI



## TOWN ADMINISTRATOR'S REPORT

To: Board of Selectmen  
From: Dan Hoort, Town Administrator  
Subject: Town Administrator's Report  
Date: September 7, 2018

This report is for the period August 25, 2018 through September 7, 2018.

1. General
  - Working with Eversource and National Park Service for installation of electric vehicle charging stations.
2. Fiscal Matters
  - Finalized five-year fiscal forecast for Select Board & Finance Committee
3. Meetings
  - August 27 – Dredging Task Force
  - August 28 – Selectboard meeting
  - August 29 – Finance Committee meeting
  - September 5 – Parking Task Force
  - September 6 – Wellfleet Opening Day ceremony
  - September 6 – Tour of police station
4. Complaints.
  - Noise complaint regarding The Well.
5. Miscellaneous.
  - Open Meeting Law training being planned for September
6. Personnel Matters:
  - Open position: Water Clerk/Committee Secretary



[illegible]



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# VIII

### CORRESPONDENCE AND VACANCY REPORT

Date: September 6, 2018  
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
2 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

**Cable Advisory Committee (5 members)**

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

**Conservation Commission (7 Members)**

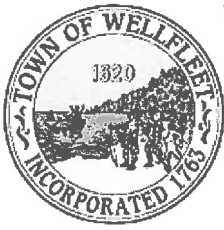
Vacant Positions	Appointing Authority	Length of Term
1 Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

**Council on Aging Committee (At least 11 Members)**

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



## BOARD OF SELECTMEN

### AGENDA ACTION REQUEST

September 11, 2018

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#### Energy Committee (11 members total)

Vacant Positions	Appointing Authority	Length of Term
1 position	Board of Selectmen	1 year to complete term
<b>1 BOS Rep</b>	Board of Selectmen	BOS Term
Requesting Appointment: No applications on file		

#### 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		

#### Historical Commission (7 members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year to complete term
Requesting Appointment: No applications on file		

#### Local Housing Partnership (5 Community Members)

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

#### Personnel Board (4 members + TA + FinCom Rep)

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

#### Planning Board (7 members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	5 years
Requesting Appointment: No applications on file		

#### Zoning Board of Appeals (5 Members, 4 Alternates)

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

## CORRESPONDENCE TO THE SELECTBOARD

*August 28, 2018 – September 11, 2018*

### Letters/Emails:

8/28/18	Nancy Civetta	Herring River Closing 8/31
8/29/18	Jude Ahern	Re: use of recording devices at committee meetings
8/29/18	Dan Hoot	Residential Exemption
8/29/18	Terri Frazier	COA newsletter
8/30/18	Cape Cod Commission	2018 OneCape Summit
8/30/18	Suzanne Thomas	Kudos received for lifeguards at Cahoon Hollow Beach
8/30/18	Janice O'Connell	BCAD Meeting scheduled for Wed, Sep 5
8/30/18	Jude Ahern	emergency responders
8/31/18	Ginny Parker	town trees
9/3/18	Ed McManus	Selectmen's Association – Sep Meeting and Year Schedule
9/4/18	Wellfleet Cultural Council	WCC 2019 Grant
9/4/18	Dan Hoot	Town Clerk's Office closed Tuesday, Sep 4 – Election Day
9/5/18	Sharon Rule-Agger	Field Trip to Provincetown Affordable Housing
9/5/18	Dan Hoot	Truro and the Herring River Project
9/6/18	Dan Hoot	Wellfleet – Landing Strip Parcel
9/6/18	Dan Hoot	Re: Shawn Arsenault appeal removal from agenda

### Internal Memos:

8/29/18	Dan Hoot	Selectboard 8/28/18 action items
9/7/18	Nancy Vail	Classification Hearing – FY 2019

### Fed/State/Local:

8/30/18	Marine Fisheries	Labor Day Closed to Commercial Striped Bass Fishing
8/31/18	EPA – Storm Water	Notice of Intent Deadline – Oct 1
8/31/19	DMF – David E. Pierce	Shellfish Area Seasonal Closure Notice for Herring River
9/5/18	Marine Fisheries	2018 Commercial Black Sea Bass Fishery to Close Sep 10

### Legal:

### Notices:

### Applications:

9/4/18	Robert Nelson	Parking Task Force
9/7/18	Lucas Manning	Wellfleet Historical Commission



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

# IX

### MINUTES

<b>REQUESTED BY:</b>	<b>Executive Assistant</b>
<b>DESIRED ACTION:</b>	<b>Approval of meeting minutes of August 14, 2018</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the minutes of August 14, 2018 as amended.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

# DRAFT

**Wellfleet Select Board Meeting  
Tuesday, August 28, 2018, at 7 p.m.  
Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet MA 02667**

**Select Board Members Present:** Chair Janet Reinhart - Chair; Helen Miranda Wilson – Vice Chair, Justina Carlson – Clerk, Kathleen Bacon, Jerry Houk.

**Also Present:** Dan Hoort - Town Administrator, Joseph Powers – Assistant Town Administrator / Town Clerk, Radu Luca – Executive Assistant to the Town Administrator.

## **I. Announcements, Open Session and Public Comment**

**Note:** Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.

Houk said one of the children at Sea Babies had left her bunny rabbit behind by mistake and he wanted to commend the Police Department and the Fire Department for returning the toy bunny to the little girl because she could not go to sleep without it.

Reinhart said that Porchfest was a huge success and thanked everyone who was involved with the event. Houk said that parking was limited, that people had trouble finding parking. Some of the people who attended the event double-parked and made rude remarks when they were asked to leave.

David Mead-Fox announced that the solar portion of Outer Cape Energize program has been extended to September 7<sup>th</sup> for anyone who would like to sign up for new solar panels.

## **II. Public Hearings**

### **A. One Day Beer and Wine License in Wellfleet Memorial Garden – Betsy Groban**

# DRAFT

Betsy Groban from Cambridge MA was here to present her application for the use of Town property at the memorial garden at Preservation Hall.

Wilson thanked Groban for showing up tonight and asked her why she wouldn't want to hold the ceremony on the lawn behind the building instead, and added that the recommendation from the Health and Conservation Commission agent was not to use the memorial garden as a venue. Houk asked why Groban applied for a one-day liquor license when Preservation Hall has its own liquor license. Also, Houk said he had received emails from people who had contributed to the garden who opposed the idea of holding a (wedding) ceremony there. Reinhart said that the garden is a memorial garden, the grass is new, and that from the feedback received, people opposed holding a wedding ceremony there. Groban said the garden is beautiful and is the perfect venue for a wedding ceremony. Groban also said that the liquor license held by Preservation Hall does not extend to the memorial garden. Groban suggested that it might be easier on the grass in the memorial garden if people were to stand and not have chairs on the lawn. Bacon said that the garden is town property and that there will be other applicants coming before the board to ask for permission to use it as a venue. At the same time, Bacon said that we did need to mind the fragility of the landscape and that Groban does indeed need a one-day beer and wine liquor license. Carlson asked whether Groban would be willing to reimburse the Town / Preservation Hall for any damage that might occur to the garden. She also said that it is subjective, as to what an appropriate use for the memorial garden might be. Houk said LeBart had a concern about the one-day beer and wine license **but that he had no objection to the garden being used for a wedding**. Wilson said that she is against having ninety-five people in that garden and on the lawn at this stage and suggested that Groban use the garden behind Preservation Hall. Groban said she had contracted with Preservation Hall for the dinner and she also said that she would be willing to put down a deposit for the use of the memorial garden lawn and that she would be willing to pay for any damage that might occur. Houk suggested that Groban make a charitable donation for the upkeep of the property and he also asked why the Conservation Commission was involved in this matter. Wilson responded and said that garden abuts wetlands and that's why it is a Conservation issue.

# DRAFT

Jen Lesniak, the Executive Director at Preservation Hall, said that the question to use the memorial garden as a venue had come up before and that the precedent for having a one-day beer and wine license and having many people present in the garden at the same time had been created the day the memorial garden was opened. She also said that this issue would come up again and inquired as to what might be appropriate in term of its use. Reinhart said that the memorial garden is new and that we shouldn't have any chairs on the lawn and that there should be a deposit for the cleanup. She also suggested there shouldn't be any high heels on the lawn. . Wilson said that the recommendation from the Health/Conservation Agent shouldn't be ignored. Houk also said that he would vote in favor, but he told Groban she would set the tone for the use of town property at that venue.

**I move to approve a one-day beer and wine license for Betsy Groban's wedding ceremony in the Wellfleet Memorial Garden at Preservation Hall on September 15<sup>th</sup>, from 4 to 6 pm, subject to the conditions, if any, as listed in the application form, that there be no chairs used in the garden during the ceremony , and to approve the use of town property by Betsy Groban on September 15<sup>th</sup>, 2018 from 4-6 pm, subject to the conditions, if any, as listed on the application at a fee of \$110.**

**Motion: Bacon                      Second: Carlson                      4-1-0. Motion carries.**  
**Wilson opposed.**

## B. Appeal of shellfishing permit revocation - Shawn Arsenault

Hoort said that Shawn Arsenault and his attorney had not been directly notified of being on the agenda tonight and hence they were not present. Hoort suggested the Selectboard continued Shawn Arsenault's appeal until the following meeting.

**I move to continue the appeal of Shawn Arsenault until September 11.**

**Motion: Bacon                      Second: Carslon                      5-0-0. Motion carries.**

## III. Appointments/Reappointments

### A. Parking Task Force



# DRAFT

- Ginny Parker (3-year term)
- Daniel Murray (3-year term)
- C. Wilson Sullivan (3-year term)
- Janet Reinhart (3-year term) (withdrew application)

**I move to appoint Ginny Parker, Daniel Murray, C. Wilson Sullivan to the Parking Task Force for a three-year term ending June 30, 2021.**

**Motion: Carlslon                      Second: Wilson                      5-0-0. Motion carries.**

**I move to approve Janet Reinhart as liaison to the Parking Task Force.**

**Motion: Carlson                      Second: Wilson                      5-0-0. Motion carries.**

## **IV. Use of Town Property**

- A. Wellfleet Memorial Garden at Preservation Hall – Betsy Groban wedding ceremony on Sep 15th (4-6 pm)

The Selectboard voted on this item agenda in the Public Hearing section of the meeting.

- B. Town Hall Lawn – Friends of Town Hall Spruce Trees – Sep 23<sup>rd</sup> (5-8 pm)

Chuck Cole was present to speak in support of Rand Burkert's application for the use of the Town Hall lawn. Reinhart asked whether Rand had arranged for electric hookup. Cole said he didn't know and he asked the Selectboard whether they would consider waiving the \$50 processing fee.

**I move to approve the use of town property by Rand Burkert on September 23<sup>rd</sup>, 2018 from 5-7:30 pm, subject to the conditions, if any, as listed on the application form and that the Principal Clerk return the \$50 processing fee.**

**Motion: Bacon                      Second: Carlson                      4-1-0. Motion carries.**

Wilson was opposed because she didn't think that the processing fee should be waived for anyone – it wasn't a fee for the use Town property, and that she

# DRAFT

would rather pay for the processing fee out of pocket **than make an exception that we make for no one else.**

## V. Business

### A. Approval of Taxation Aid Committee Tax Insert Bill [Manny Smith]

Manny Smith spoke in favor of the tax insert bill. **There is now \$40,000, in the fund. Donations to the fund are tax deductible.**

**I move to approve the Taxation Aid Committee 2018 tax insert bill.**

**Motion: Carlson          Second: Bacon          5-0-0. Motion carries.**

### B. Approval of Recycling Committee Tax Insert Bill [Christine Shreves]

Christine Shreves was present to speak in favor of the committee's tax insert bill. **The Recycling Committee now has a collection of items that may be loaned for events, etc., like flatware, compost bins, umbrellas and utensils. have been introduced.** Bacon asked where all these new items were stored. Shreves said that the Library has been helpful with the storage needs.

**I move to approve the Recycling Committee tax insert bill.**

**Motion: Bacon          Second: Wilson          5-0-0. Motion carries**

### C. Discussion of plans and directions for the ~~CWMCP~~ **Comprehensive Wastewater Management Planning Committee** and the ~~WMA~~ **Wastewater Management Authority** [Alex Hay]

Alex Hay and Curt Felix from the CWMPC were present for an update. Discussion ensued. Hay said that they were looking for clarification as to their scope after the appointing of the WMA two weeks before. Hay said the committee was taken off guard by the appointment of the WMA because the CWMPC was **appointed** over 10 years before and he is looking on clarification from the Selectboard on the path going forward. Hay asked whether the CWMPC should continue on their current path or transition everything over to the WMA now that they have a charge. Wilson said that **she and Alex had spoken a number of times about this transitional period. She and Hillary, in**

# DRAFT

response to an expression of the wanting their task to come to an end, had drafted a charge as evidence of the Town's compliance with the 208 Plan's requirement to have such an entity. The Selectboard only voted on a charge for the WMA and that there was no committee in place yet. She acknowledged that the Interim Plan produced by the CWMCP was really good. Carlson wasn't there when the charge was approved by the Selectboard. She thinks that the Board should rescind the vote on the charge for the WMA for now. Felix said he was confused by the approval of the charge for the WMA. Carlson asked whether the CWMPC recommended that the Selectboard rescind the vote on the charge for the WMA until we received the report from Horsley Witten and Felix responded and said yes, that would be sensible. Hay said that the charge of the CWMPC to deliver a plan should be carried out. Both Hay and Felix thought the plan should be ready and delivered in the next few months. It would then have to go to Town Meeting to be approved. After Town Meeting approves the plan put forth by the CWMPC, the CWMPC's task will have been accomplished and the committee dissolved. They thought that Selectboard could then vote on the charge of the WMA. The Selectboard and the two representatives from the CWMPC agreed that once the WMA is appointed, that they would work with the approved Comprehensive Wastewater Management Plan moving forward. Wilson said that there needed to be some clear language as to what the WMA is, to be included in the Plan. Right now, although the CWMPC is doing much of what is required by the Plan, the WMA is by default the WMA. Carlson said that she was not in favor of the proposal.

**I move to rescind the charge for the Wastewater Management Authority that was voted on at the July 24<sup>th</sup> meeting.**

**Motion: Carlson            Second:**

Wilson made a point of order: this item was not on the agenda for tonight and Carson withdrew her motion and would like to have this item added to the September 11 meeting agenda.

**D. Vote to insert and make recommendations on 2018 Special Town Meeting articles [TA]**

# DRAFT

Hoort said that Articles 1-3 were provided to us by and vetted by our Town Counsel and that the Selectboard had already voted in favor of the matters pertaining to these articles.

Articles 1.2 1nd 3 which were about the Solar Array on the landfill were discussed. Reinhardt asked for a vote to insert and recommend Articles 1, 2 and 3 in the 2018 Special Town Meeting.

**I so move.**

**Motion: Wilson**

**I move to recommend Articles 1, 2, and 3 as printed. As presented in the 2018 Special Town Meeting Warrant.**

**Motion: Wilson**

**Second: Bacon**

**5-0-0. Motion carries.**

(Prior year invoices, PILOT program, purchase agreement)

**I move to insert and recommend Article 4, to the 2018 Special Town Meeting Warrant.**

**Motion: Bacon**

**Second: Carlson**

**5-0-0. Motion carries.**

**I move to insert and recommend Article 5 (authorization to fund a new full-time firefighter/paramedic/EMT) to the 2018 Special Town Meeting Warrant.**

**Motion: Bacon**

**Second: Wilson**

**5-0-0. Motion carries.**

**I move to insert place and recommend Article 6 (funding for new lifeguard stands) in the Special Town Meeting Warrant.**

**Motion: Wilson**

**Second: Bacon**

**5-0-0. Motion carries.**

(Funding for Lawrence Road Police Station communictions)

**Article 7 was withdrawn.**

**Easment for Eversource to get wires to the Police station**

**I move to insert and recommend Article 7 8 (easement to Verizon for 35 Lawrence Road, the Police Station in the 2018 Special Town Meeting Warrant.**

**Motion: Bacon**

**Second: Wilson**

**5-0-0. Motion carries.**

# DRAFT

Wilson asked if the Selectboard was looking at the new language handed out before the meeting about the limitation on the number of retail marijuana establishment licenses.

**I move to insert and recommend Article 8 9 as printed in the document that begins “Article 46 Wellfleet General Bylaws - Limit on Number of Retail Marijuana Licenses” (~~Limitation on Number of Marijuana Dispensaries in Town~~) in the 2018 Special Town Meeting Warrant.**

**Motion: Wilson                      Second: Bacon                      5-0-0. Motion carries.**

**I move to insert and recommend Article 9 10 (acquisition of 3 Kendrick Avenue) in the 2018 Special Town Meeting Warrant.**

**Motion: Bacon                      Second: Wilson                      5-0-0. Motion carries.**

If the STM approved Article 10, Wilson asked whether we could also include the ballot vote for the revised Charter if we had a special election to approve the funding for the Kendrick Avenue purchaser. Joe Powers laid out what the scheduling for such an election might be. Not very feasible. It was clarified that it might be possible to wait until the post Annual Town Meeting election to appropriate the funding for the purchase.

E. Vote to close 2018 Special Town Meeting Warrant [TA]

**I move to close the 2018 Special Town Meeting Warrant.**

**Motion: Bacon                      Second: Wilson                      5-0-0. Motion carries.**

## VI. Town Administrator’s Report

Carlson inquired whether the Committee Secretary / Water Clerk job posting is one position or two. Hoort said it’s set up as one position, but so far, we’ve received one application and we’re looking at possibly reassessing the job description. Wilson said that it’s impossible for one person to take minutes for

# DRAFT

four different boards and do their job successfully. That in-depth knowledge of the board or committee function is essential to take good minutes. Powers said the Community Secretary / Water Clerk position is a full-time, full-benefits, type Unit B Wellfleet Employees Association position and that any changes to the job description would need to be negotiated with the WEA.

## VII. Topics for Future Discussion

Houk would like to have the harbor dredging issue on a future agenda and invite the Harbormaster to come before the Board for an update. Wilson would like to talk about the use of the memorial park sooner rather than later. Wilson would also like to address the beach mob situation for next summer. Wilson would also like an update from the Local Housing Partnership (just a memo would be fine). Reinhart inquired about the letters of support pertaining to two separate pieces of legislation currently on the House floor for approval.

## VIII. Correspondence and Vacancy Report

## IX. Minutes (August 14, 2018)

Wilson said she didn't have the chance to read the draft minutes this time around and asked the Selectboard whether they would like to vote on them at their next meeting. Bacon said that she went through the minutes and that they are correct and she made a motion to have the minutes approved as presented.

**I move to approve the minutes of August 14, 2018 as presented.**

**Motion: Bacon Second: Carlson 4-0-1. Motion carries.**

**Wilson is abstaining because she didn't have the chance to read the draft minutes.**

## X. Adjournment

**I move to adjourn.**



# DRAFT

**Motion: Carlson**

**Second: Bacon**

**5-0-0. Motion carries.**

The meeting was adjourned at 9:30 pm.

Respectfully submitted,

Radu D. Luca,

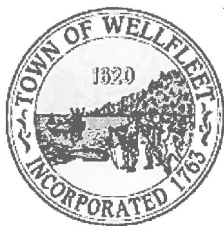
Executive Assistant to the Town Administrator

**Link to video here:**

**<http://viewer.earthchannel.com/PlayerController.aspx?&PGD=wellfleetma&eID=84>**

## **Public Records Materials of 8/28/18**

1. Public Hearing Notice – One-day beer and wine license for Betsy Groban
2. Public Hearing Notice – Shawn Arsenault shellfishing **commercial** permit revocation appeal
3. Application – Ginny Parker to Parking Task Force (Aug 14)
4. Application – Daniel Murray to Parking Task Force (Aug 15)
5. Application – C. Wilson Sullivan to Parking Task Force (Aug 17)
6. Application – Janet Reinhart to Parking Task Force (Aug 23) (withdrawn)
7. Use of Town Property – Betsy Groban – Wellfleet Community Garden (Aug 3)
8. Use of Town Property – Rand Burkert – Town Hall Lawn (July 31)
9. Taxation Aid Committee – tax insert bill
10. Recycling Committee – tax insert bill
11. Letter – Alex Hay to Selectboard re: Comprehensive Wastewater Management Committee update (Aug 22)
12. DRAFT – 2018 Special Town Meeting Warrant
13. Memo – Town Administrator Report Aug 24
14. Memo – Principal Clerk Vacancy Report Aug 22
15. DRAFT – Selectboard Minutes 8.14.2018
16. Letter – Betsy Groban re: Application for permit for wedding ceremony at Memorial Garden (Aug 28)
17. Amended language for Article 9 presented to the Selectboard at the meeting.
18. Letter from Town Counsel regarding Article



## BOARD OF SELECTMEN

AGENDA ACTION REQUEST  
September 11, 2018

X

### ADJOURNMENT

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	Adjournment
<b>PROPOSED MOTION:</b>	I move to adjourn.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____