



Board of Selectmen

RECEIVED

2017 OCT -5 P 1:27

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, October 10, 2017 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.

PUBLIC SESSION (LONG POND ROOM at 7:00 PM)

I. Announcements, Open Session and Public Comment [7:00]

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

II. Public Hearing(s) [7:00]

- a. Consider a transfer of shellfish licenses #95-31 and #95-32 by Clifford Dalby and Jacob Dalby to Clifford Dalby, Jacob Dalby and Justin Dalby.
- b. Application for underground fuel storage license at Cumberland Farms 2586 State Highway (J. Veara, attorney for applicant)

Note: This item will not be heard, but instead continued to a future meeting.

III. Licenses

IV. Appointments/Reappointments

V. Use of Town Property

VI. Business

- a. Approval of License Agreement with Tom and Cathy Siggia (TA)
- b. Discussion of beach parking and traffic including expansion of White Crest parking lot.
- c. Review and approval of FY 2018 Board of Selectmen Goals
- d. Review and approval of FY 2019 Budget and 2018 Annual Town Meeting Schedule
- e. BOS Review of the Town Administrator

VII. Town Administrator's Report

VIII. Topics for Future Discussion

IX. Correspondence and Vacancy Report

X. Minutes [September 26, 2017]

XI. Adjournment



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

II

PUBLIC HEARING - A

REQUESTED BY:	Clifford Dalby and Jacob Dalby
DESIRED ACTION:	Transfer shellfish licenses
PROPOSED MOTION:	Move to approve the transfer of shellfish grant licenses #95-31 and #95-32 from Clifford Dalby and Jacob Dalby to Clifford Dalby, Jacob Dalby and Justin Dalby
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60, and 68 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, October 10, 2017 at 7:00 p.m. in the Wellfleet Council on Aging to consider the following:

- Application received September 21, 2017 from Clifford Dalby and Jacob Dalby to transfer shellfish grant licenses # 95-31 and 95-32 from Clifford Dalby and Jacob Dalby to Clifford Dalby, Jacob Dalby and Justin Dalby.

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

WELLFLEET BOARD OF SELECTMEN

APPLICATION FOR TRANSFER OF SHELLFISH GRANT LICENSE

Date: 9-21-17

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

I/We hereby request transfer of Shellfish Grant License # 95-31 95-32

From Clifford Dalby & Jacob Dalby

To Clifford Jacob & Justin

Said grant license is located at Egg Island, in Wellfleet, MA

and consisting of 2 acres, as shown on a plan prepared

by Stadross and dated 11/80

Jacob Dalby

Clifford T. Dalby
Signature(s)

Jacob Dalby

Clifford Dalby
Name(s)

45 PEACE VALLEY RD
WELLFLEET MA

239 HOLBROOK AVE
Mailing Address
Wellfleet Ma.

512 965 9096

508 246 8998
Telephone

jacobdalby@hotmail.com

thefleet@comcast.net
Email



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

September 21, 2017

To: Board of Selectmen
Re: Recommendations
From: Nancy Civetta, Shellfish Constable

Application received September 21, 2017 by Clifford Dalby to transfer shellfish grant licenses # 95-31 and # 95-32 from Clifford and Jacob Dalby to Clifford, Jacob and Justin Dalby.

I recommend that the grants # 95-31 and # 95-32 be changed from Clifford and Jacob Dalby to Clifford, Jacob and Justin Dalby.

A handwritten signature in cursive script, appearing to read "Nancy Civetta".

Respectfully submitted,

Nancy Civetta
Shellfish Constable





BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

II

PUBLIC HEARING - B

REQUESTED BY:	Cumberland Farms, Inc
DESIRED ACTION:	Application for an underground fuel storage license
PROPOSED MOTION:	Move to continue the public hearing for an underground fuel storage license by Cumberland Farms to a future meeting.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

V

BUSINESS

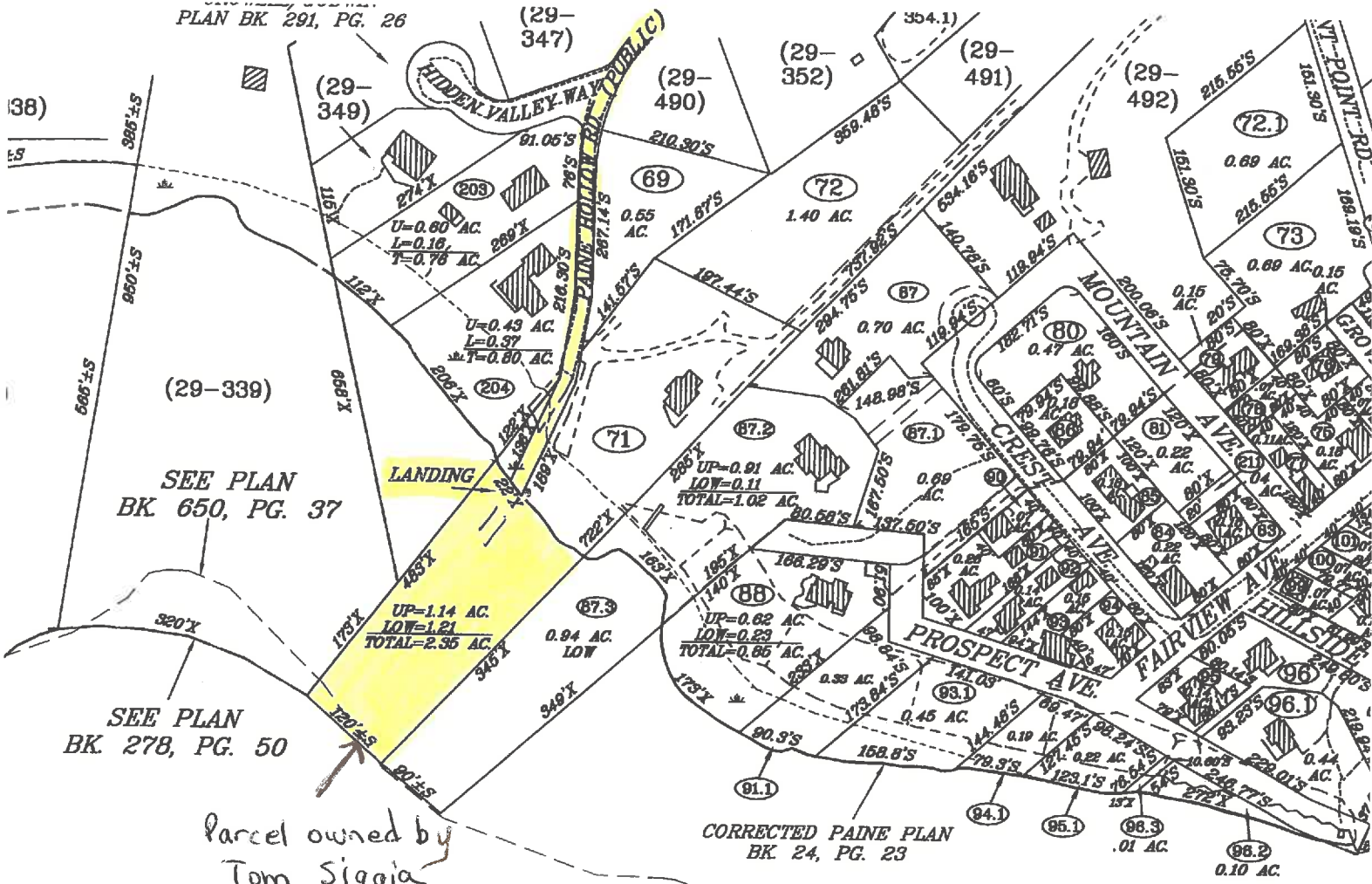
REQUESTED BY:	Town Administrator
DESIRED ACTION:	Approval license agreement with Tom Siggia and Cathy Siggia
PROPOSED MOTION:	I move that the Selectmen approve a two year license agreement with Thomas Siggia and Cathy Siggia for the property located at 325 Paine Hollow Road, Wellfleet, Massachusetts as included in the agenda.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town Administrator Update:

It was recently discovered that the property adjacent to the Paine Hollow town landing is owned by Tom and Cathy Siggia. It means that when you come to the end of Paine Hollow Road and reach the town landing the only means to access the water is by crossing their private property (see map on reverse side).

The license agreement in front of the Selectmen will provide a short-term (two year) solution to the issue. The Town's insurance carrier will list Tom and Cathy Siggia as additional insureds on the Town's insurance property at no additional cost to the Town thereby protecting them from any liability. With Tom and Cathy Siggia graciously agreeing to this license agreement residents and visitors will continue to be able to access the water at the Paine Hollow town landing.

PLAN BK 291, PG. 26



PLEA TOWN

FOR DETAIL
POINT S.

LICENSE AGREEMENT

This License Agreement (this "License") is entered into as of this 10th day of October, 2017, by and between the **Town of Wellfleet** (the "Town"), having an address of 300 Main Street, Wellfleet, MA 02667, and **Thomas J. Siggia and Cathy G. Siggia**, having an address of 325 Paine Hollow Road, Wellfleet, MA 02667 ("Licensor").

Whereas, the Licensor is the owner of the property located at 325 Paine Hollow Road, Wellfleet, Massachusetts, being Assessor's Map 35, Parcel 71 (the "Property");

Whereas, the Paine Hollow Town Landing (the "Town Landing"), which provides public access to Paine Hollow, traverses the Property;

Whereas, the Town has requested Licensor's permission to utilize the Property, for members of the public to pass and repass, on foot to and from Paine Hollow, and for swimming, boating, and other water activities;

Whereas, the Licensor is amenable to granting the Town and the public such access on the terms and conditions set forth below.

Now, Therefore, for good and valuable consideration, the parties agree as follows:

1. Use, Purpose, Term. The Licensor hereby grants the Town and members of the public a license to enter and traverse the Property, along Paine Hollow Road, by foot, for the purpose of swimming, boating and other water activities, at Paine Hollow, but expressly excluding use of the Property for commercial activities, including, but not limited to, aquaculture farming. Said License shall commence on October 10, 2017 and terminate on October 10, 2019, unless sooner terminated under the provisions hereof. The Licensor may revoke this License, at any time, upon thirty (30) days written notice to the Town.

2. Consideration. In consideration for this License, the Town shall pay a fee of \$1.00 and shall bear all costs and expenses associated with the exercise of the rights granted hereunder, together with the observation and performance by the Town of all the obligations and covenants set forth within this License.

3. Condition of the Property. The Town accepts the Property in its "as is" condition for the purpose of this License, and acknowledges and agrees that the Licensor has made no representations or warranties regarding the fitness or condition of the Property, and acknowledges that such entry shall be at its sole risk. The Town acknowledges that the Licensor is not obligated to improve, repair, remove any trees or brush or other obstructions on the Property, secure the Property, and/or to undertake any other activity to enable the Town's or the public's use of the Property.

4. Town's Conduct. During the exercise of the rights hereby granted, the Town shall at all times conduct itself so as not to unreasonably interfere with the Licensor's use of the

Property, obtain all necessary permits, and observe and obey all applicable federal, state and local laws, statutes, bylaws, regulations and permitting or licensing requirements. The Town shall promptly restore the Property to its condition prior to this License, and repair any damage caused to the Property resulting from any act, failure to act or negligence of the Town, or members of the public.

5. Insurance. The Town shall include the Licensor as an “additional insured” on its liability insurance.

6. Termination, Expiration. Upon the expiration or earlier termination of this License, the Town shall promptly restore and/or repair the Property, as close as reasonably possible, to its original condition. This obligation shall survive the expiration or termination of this License.

7. Right of the Licensor to Occupy the Property. The Licensor reserves the right and the Town shall permit the Licensor to occupy and use the Property at any time and for any and all purposes, except insofar as such use shall interfere with the Town’s rights under this License.

8. Directing the Public. The Town shall take appropriate measures, at its sole cost and expense, to ensure the public is directed to the Town Landing, such as a split rail fence, for the protection of the Property. The Town and the Licensor shall mutually agree on the mechanism to be used. Upon the expiration or termination of this License, the Town shall remove any such improvements, and restore the Property to its condition prior to this License.

9. Miscellaneous

A. No Estate Created. This License shall not be construed as creating or vesting in the Town any estate in the Property, but only the limited right of use as hereinabove stated.

B. Survival of Terms and Provisions. All appropriate terms and provisions relating to the restoration of the Property affected hereby shall survive the expiration and/or termination of this License, in addition to the survival of other terms stated herein to so survive.

C. Governing Law. This License shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any and all legal actions brought in connection with this License shall be brought in courts within the Commonwealth of Massachusetts.

[Signature Page Follows]

In Witness Whereof, the parties hereto have caused this License Agreement to be executed as of the ____ day of October, 2017.

LICENSOR:

Thomas J. Siggia

Cathy G. Siggia

LICENSEE:

TOWN OF WELLFLEET,
By Its Board of Selectmen

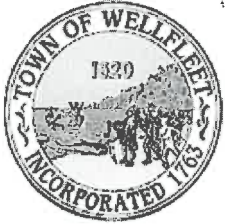
Dennis Murphy, Chair

Janet Reinhart, Vice-Chair

Kathleen Bacon

Jerry Houk

Helen Miranda Wilson



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

V

BUSINESS - B

REQUESTED BY:	Selectmen
DESIRED ACTION:	Discussion of beach parking & traffic including expansion of White Crest Beach parking lot
PROPOSED MOTION:	TBD
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

V

BUSINESS

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Approval of 2017-2018 Goals
PROPOSED MOTION:	I move that the Selectmen approve the 2017-2018 goals as printed in the agenda (as amended).
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Possible Board of Selectmen Goals 2017-2018

- Maintain **Healthy Sustainable Harbor**
 1. Dredge the harbor (HMW)
 2. Develop maintenance dredging program (KB)
 3. Restoration of estuaries including Herring River and Mayo Creek
 4. Maintain and improve water quality
 5. Research alternative septic systems
- Develop **town wide parking plan** (KB)
- **Increase resident and visitor safety**
 1. Develop plan for sidewalks, pedestrian ways, access, signage
- Create **economic development** initiatives
 1. Develop plan for downtown area to enhance and support multiple uses
 2. Encourage new business growth in Wellfleet
- Update **Master Water Plan** with Board of Water Commissioners
- **Develop housing plan** for all economic levels and needs
 1. Affordable
 2. Seasonal work force
 3. Community year-round housing
- Protect, **grow and continue to develop the shellfishing industry**
- Work to **maximize non-tax revenues** including:
 1. Fees (HMW)
 2. Grants (HMW)
 3. Possible new revenue sources
- Develop **plan for all town buildings and property** including:
 1. Shellfish shack (HMW)
 2. Old COA building (KB) (HMW)
 3. Landing strip property (HMW)
 4. Marina area including bathrooms
 5. Current shellfish office (HMW)
- Continue to **pursue 'green' opportunities** for Wellfleet including:
 1. Electric charging stations (KB)
 2. Increased vehicle efficiency
 3. Increased building utility efficiency
 4. Reduce carbon footprint
 5. Increased bicycling opportunities.
 6. Increased recycling, possibly through single-stream (KB)
- Develop **education programs** for: (HMW)
 1. Board of Selectmen
 2. Staff
 3. Volunteers
 4. Shellfish men and women
 5. Business owners
 6. Residents through increased government programming
- **Fiber Optics** (HMW)
- **Direct Planning Board** to review undersized lots and possibly designate them as buildable for affordable housing (KB)



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

V

BUSINESS

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Approval of FY 2019 Budget and 2018 Annual Town Meeting Schedule
PROPOSED MOTION:	I move that the Selectmen approve the FY 2019 Budget and 2018 Annual Town Meeting Schedule as printed in the agenda (as amended).
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

FY 2019 Annual Budget, 2018 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 12, 2017	TA: Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 26, 2017	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 27, 2017	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2017	Certify Free Cash	Accountant
September 30, 2017	Estimate revenues for FY2019 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 10, 2017	BOS MEETING: Issue FY2018 Budget Policy Statement (Charter Sec. 7-2-1 '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 10, 2017	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA
October 11, 2017	Distribute budget materials to department heads	EA
October 24, 2017	BOS MEETING	BOS
October 25, 2017	FINCOM MEETING	FinCom
October 31, 2017	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom
NOVEMBER		
DATE	ACTION	WHO
November 3, 2017	DEADLINE for submission of Operating Budget and CIP change requests to FY2019 CIP to EA	Dept Heads
November 6-10, 2017	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 13, 2017	Special Town Meeting (if needed)	BOS/FinCom
November 22, 2017	FINCOM MEETING	FinCom
November 28, 2017	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 12, 2017	TA/EA
DECEMBER		
DATE	ACTION	WHO
December 1, 2017	Request Annual Reports from officers, boards & committees	EA
December 1, 2017	Submission of budget documents and budget message to BOS + FinCom. Include FY18 budget documents + message in BOS Packets	TA/ATA
December 1, 2017	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 1, 2017	Budget materials made available to public	EA
December 12, 2017	Joint BOS/FINCOM MEETING: Distribute budget packets of the Big 5 Budgets	TA/EA
December 12, 2017	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2018	EA
December 19, 2017	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 29, 2017	2016 ANNUAL REPORT SUBMISSIONS DUE	All Depts/Boards/Committees

JANUARY		
DATE	ACTION	WHO
January 8, 2018	Develop draft ATM Article Index	ATA/EA
January 8, 2018	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 8, 2018	First day to obtain nomination papers for Town Election	Clerk
January 9, 2018	BOS MEETING: Submit FY19 Regional School Budget Development Schedule to BOS with January 9, 2018 packets	TA
January 9, 2018	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA
January 23, 2018	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 23, 2018	TA/Accountant
January 24, 2018	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 24, 2018	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 9, 2018	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committee Heads
February 6, 2018 [tentative date - confirm with School Committee]	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee
February 13, 2018	BOS MEETING: Review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting	BOS/FinCom/ School Reps
February 14, 2018	TENTATIVE - Receive approved regional school budget	NRSD Business Manager
February 14, 2018	Distribute placed Articles to Boards/Committees	EA
February 27, 2018	BOS MEETING: Review draft of warrant, no action required	BOS
February 28, 2018	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 28, 2018	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2018	Deadline for petitioned articles (" Prior to March 1 " - Charter 2-4-2)	Registered Voters
MARCH		
DATE	ACTION	WHO
March 1, 2018	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 2, 2018	Submit Annual Town Report TO PRINTER	EA
March 8, 2018	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 6, 2018	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	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 13, 2018	BOS MEETING: Final Article recommendations and vote on Warrant.	BOS
March 16, 2018	Final Review of Warrant	TA/ATA/EA
March 20, 2018	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS
March 21, 2018	FINCOM MEETING	FinCom
March 22, 2018	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 22, 2018	Submit Warrant to printer	EA
March 26, 2018	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 28, 2018	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk

APRIL		
DATE	ACTION	WHO
April 2, 2018	Distribute FY 2020 CIP request forms. Due May 1, 2018	EA
April 3, 2018	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26,	Town Clerk
April 9, 2018	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 10, 2018	BOS MEETING	BOS
April 13, 2018	Finalize Article Motions	TA/ATA/EA
April 17, 2018	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel
April 16-18, 2018	Create Power Point Presentation with Articles and Motions for ATM	EA
April 23, 2018	FINCOM MEETING: Special meeting immediately preceding ATM	FinCom
April 23, 2018	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 23, 2018	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 24, 2018	RESERVED FOR SECOND DAY OF ATM	ALL
April 30, 2018	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk
MAY		
DATE	ACTION	WHO
May 1, 2018	FY2020 CIP request forms due from Department Heads	EA
May 2-28, 2018	Prepare FY 2020 Capital Improvement Plan	TA
May 8, 2018	BOS MEETING	BOS
May 22, 2018	BOS MEETING: Submit FY2020 CIP to BOS + FinCom	EA
May 23, 2018	FINCOM MEETING	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2018	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA
June 12, 2018	BOS MEETING	BOS
June 26, 2018	BOS MEETING	BOS
June 27, 2018	FINCOM MEETING	FinCom
June 30, 2018	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom
TBD: CIP Public Hearing	Charter Sec 7-6-1: '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.'	FinCom



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

V

BUSINESS - E

REQUESTED BY:	Board of Selectmen
DESIRED ACTION:	Town Administrator's Review
PROPOSED MOTION:	Discussion
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

BOARD OF SELECTMEN

TOWN ADMINISTRATOR PERFORMANCE EVALUATION

I. PURPOSE

The Board of Selectmen of the Town of Wellfleet shall conduct a performance evaluation of the Town Administrator in a manner defined in the Town Administrator's contract or as determined by the Board.

II. FORMS

The performance evaluation forms to be utilized are as attached. The individual performance evaluation documents of the Selectmen are considered work products/personal documents and shall not be publicly released. The only document to be released will be the overview document compiling the scores and comments developed by the Chairman.

III. PROCEDURE

The following timeline shall be utilized.

Reflective on the Prior Fiscal Year 2017	
1. A date shall be determined on which the final review shall be made public by the Board. The document shall be released at a meeting of the Board of Selectmen.	11/14/17
2. 30 days prior to the public release date each Board member shall be given a copy of the performance review form.	10/10/17
3. 10-30 days prior to the public release date each Board member shall meet individually with the Town Administrator to discuss each aspect of the performance review. After the meeting each Selectman shall fill out the performance review document.	10/10/17- 11/04/17
4. No later than 8 days prior to the public release date each Board member shall turn in their completed forms to the Chairman of the Board. The Chairman shall compile the scores and develop an overview for public release.	11/06/17
5. 4 days prior to the public release date, the Chairman shall provide a copy of the public document to the Town Administrator and the other Selectmen for their review.	11/10/17
6. The overview shall be released with a prepared statement from the Chairman at the selected meeting of the Board of Selectmen.	11/14/17

Town Administrator's Performance Evaluation Form

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/O space.

Rating Scale (1-4)

Improvement Needed (1)	The Administrator's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Satisfactory/Acceptable (2)	The Administrator's work performance consistently meets the standards of the position.
Strong Performance (3)	The Administrator's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Excellent/Highly Commendable (4)	The Administrator's work performance is consistently excellent when compared to the standards of the job.
Not Observed (N/O)	This rating is used when the reviewer has not directly observed the actions of the Administrator. It will not be counted in the compilation of scores.

Town Administrator's Performance Evaluation Form

1. Personal/Professional	1	2	3	4	N/O
a. Is able to resolve difficult problems, manage conflict and work effectively under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is fully knowledgeable and committed to the field of local government management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Acts in a fair and equitable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is creative, with the ability to reach for effective and inventive solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is a person of integrity and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

2. Board Support/Relations	1	2	3	4	N/O
a. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides quality analysis of policy issues and proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Interprets, supports and implements Board decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides support material and other necessary information to Board members as requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Responds to requests for action from the majority of the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Listens and understands Selectmen concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Works with Chairman to establish agenda that addresses issues in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Works with the Board to annually evaluate, develop and implement goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Town Administrator's Performance Evaluation Form

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3. Financial Management	1	2	3	4	N/O
a. Establishes annual budget process and considers needs, goals and priorities as set by the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively monitors and controls budget expenditures to minimize waste and inefficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Accurately forecasts and reports the Town's financial condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information in a manner that promotes full understanding of the issues and needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Manages the Town's debt program to balance the needs of the Town and the rating agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Develops and maintains a long-term financial plan and works with the BOS to develop strategies and direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

4. Personnel Management/Organizational Leadership	1	2	3	4	N/O
a. Recruits, selects and retains quality personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Assures systematic performance evaluation of personnel under the authority of the Town Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Establishes high standards of performance for all department heads; recognizes, develops and utilizes their leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectively delegates tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides leadership in negotiating labor contracts; keeps Board informed of progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Town Administrator's Performance Evaluation Form

f. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Develops proposals for cost effective reorganization of Town operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Encourages trust and mutual respect between staff and Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

5. Community Leadership/Public Relations	1	2	3	4	N/O
a. Provides leadership within community by being visible and approachable; is responsive to citizen complains; responds promptly to top e-mails and calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains good communications with the business community, summer residents advisory committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communication with other communities, municipal organizations, and state agencies to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Actively participates in professional municipal management associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Projects a positive image in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Keeps citizens informed of current issues in Town government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Communicates the Board's plans, goals and accomplishments to staff, other committees or commissions and the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Town Administrator's Performance Evaluation Form

6. Town Operations and Infrastructure	1	2	3	4	N/O
a. Provides effective oversight and coordination of Town programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to enhance municipal services and delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Promotes use of technology and innovation in service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides a long-range plan to establish a funding mechanism for capital projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Suggested TA Goals for 2018

1.
2.
3.
4.

Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN ADMINISTRATOR

Date: _____

Town Administrator's Performance Evaluation Form

Compilation of Scores¹

EVALUATOR: _____

AREA	#1	#2	#3	#4	#5	TOTAL	/5	EQUALS
1 a	_____	_____	_____	_____	_____	_____	/5	_____
1 b	_____	_____	_____	_____	_____	_____	/5	_____
1 c	_____	_____	_____	_____	_____	_____	/5	_____
1 d	_____	_____	_____	_____	_____	_____	/5	_____
1 e	_____	_____	_____	_____	_____	_____	/5	_____
2 a	_____	_____	_____	_____	_____	_____	/5	_____
2 b	_____	_____	_____	_____	_____	_____	/5	_____
2 c	_____	_____	_____	_____	_____	_____	/5	_____
2 d	_____	_____	_____	_____	_____	_____	/5	_____
2 e	_____	_____	_____	_____	_____	_____	/5	_____
2 f	_____	_____	_____	_____	_____	_____	/5	_____
2 g	_____	_____	_____	_____	_____	_____	/5	_____
2 h	_____	_____	_____	_____	_____	_____	/5	_____
2 i	_____	_____	_____	_____	_____	_____	/5	_____
3 a	_____	_____	_____	_____	_____	_____	/5	_____
3 b	_____	_____	_____	_____	_____	_____	/5	_____
3 c	_____	_____	_____	_____	_____	_____	/5	_____
3 d	_____	_____	_____	_____	_____	_____	/5	_____
3 e	_____	_____	_____	_____	_____	_____	/5	_____
3 f	_____	_____	_____	_____	_____	_____	/5	_____
4 a	_____	_____	_____	_____	_____	_____	/5	_____
4 b	_____	_____	_____	_____	_____	_____	/5	_____
4 c	_____	_____	_____	_____	_____	_____	/5	_____
4 d	_____	_____	_____	_____	_____	_____	/5	_____
4 e	_____	_____	_____	_____	_____	_____	/5	_____
4 f	_____	_____	_____	_____	_____	_____	/5	_____
4 g	_____	_____	_____	_____	_____	_____	/5	_____
4 h	_____	_____	_____	_____	_____	_____	/5	_____
5 a	_____	_____	_____	_____	_____	_____	/5	_____
5 b	_____	_____	_____	_____	_____	_____	/5	_____
5 c	_____	_____	_____	_____	_____	_____	/5	_____
5 d	_____	_____	_____	_____	_____	_____	/5	_____
5 e	_____	_____	_____	_____	_____	_____	/5	_____
5 f	_____	_____	_____	_____	_____	_____	/5	_____
5 g	_____	_____	_____	_____	_____	_____	/5	_____
6 a	_____	_____	_____	_____	_____	_____	/5	_____
6 b	_____	_____	_____	_____	_____	_____	/5	_____
6 c	_____	_____	_____	_____	_____	_____	/5	_____
6 d	_____	_____	_____	_____	_____	_____	/5	_____
OVERALL RATING	_____	_____	_____	_____	_____	_____	/5	_____

DATE: _____

¹ Any "N/O" ratings or blanks will not be counted. The remaining reviewers' scores will be averaged/divided for the "equals" score.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

VII

TOWN ADMINISTRATOR'S REPORT



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

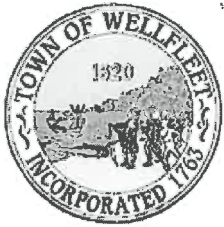
Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

To: Board of Selectmen
From: Dan Hoort, Town Administrator
Subject: Town Administrator's Report
Date: October 6, 2017

This report is for the period September 23 through October 6, 2017.

1. General
 - Comprehensive & Management Plan permit is expected to be signed this week.
2. Fiscal Matters
 - Prepared preliminary draft of FY 2019 budget and 2018 ATM schedule.
3. Meetings
 - September 25 – Attended on-line permit payment demonstration
 - September 25 – Met with possible donor of electronic vehicle charging stations
 - September 25 – Herring River Executive Council meeting
 - September 26 – Conference call with Cape Cod Commission
 - September 26 – Board of Selectmen meeting
 - September 27 – Met with Historic Commission representatives
 - September 27 – Finance Committee meeting
 - September 28 – Economic Vitality task force meeting
 - October 2 – Herring River Restoration representatives
 - October 3 – Meet with Barnstable County IT to discuss link on town web site for taped meetings
 - October 3 – National Park Service regarding map updates
 - October 4 – Oysterfest infrastructure meeting
 - October 5 – Wellfleet Housing Authority meeting
4. Complaints.
 - Town staff handling of neighbor's complaint on new construction
5. Miscellaneous.
 - none
6. Personnel Matters:
 - 24 applications received for Asst. to Town Administrator/BOS Secretary. Expect to begin interviews week of October 10th.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

VIII

TOPICS FOR FUTURE AGENDAS

Requested by:	Topic:	Requested to be on:



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

IX

CORRESPONDENCE AND VACANCY REPORT

Date: October 5, 2017
To: Board of Selectmen
From: Jeanne Maclauchlan
Re: Vacancies on Town Boards

Building and Needs Assessment Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Cable Advisory Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	1 year

Requesting Appointment: No applications on file

Commission on Disabilities (up to 7 Members)

Vacant Positions	Appointing Authority	Length of Term
6 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Comprehensive Wastewater Management Planning Committee (7 Members)

Vacant Position	Appointing Authority	Length of Term
3 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Cultural Council (no more than 15 members)

Vacant Positions	Appointing Authority	Length of Term
2 positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Energy Committee (11 members total)

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

Finance Committee (9 members, 2 alternate)

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

Requesting Appointment: No applications on file

Herring Warden (1 Warden, 1 Assistant Warden)

Vacant Positions	Appointing Authority	Length of Term
1 Assistant Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Personnel Board (4 members + TA + FinCom Rep)

Vacant Positions Appointing Authority
3 Positions Board of Selectmen
Requesting Appointment: No applications on file

Length of Term
3 years

Planning Board (7 members)

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

Length of Term
5 years to complete term

Recycling Committee (11 members)

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

Length of Term
3 years

Shellfish Advisory Board (7 Members, 2 Alternates)

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

Length of Term
3 years



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: October 10, 2017

X

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of meeting minutes
PROPOSED MOTION:	I move to approve the minutes of September 26, 2017 as printed/as amended.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



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Wellfleet Board of Selectmen
Minutes of September 26, 2017
Wellfleet Senior Center

Present: Selectmen, Janet Reinhart, Kathleen Bacon, Jerry Houk and Helen Miranda Wilson; Town Administrator Dan Hoort;

Regrets: Dennis Murphy

Vice-Chairman Reinhart acting as a chairman in the absence of Dennis Murphy called the meeting to order at 6:30 PM.

Executive Session and Adjournment from Public Session

MOTION 218-056: Reinhart moved to adjourn the public meeting at 6:30 pm and enter in executive session for the following reasons:

1. Pursuant to G.L. c. 30A, §21(a)(3) to discuss strategy with respect to collective bargaining and litigation, because an open meeting may have a detrimental effect on the Town's bargaining and litigating position, the Board will discuss and decide on the grievance of the Wellfleet Communications Union for a health insurance stipend denial to Eileen McCarthy.

The board will reconvene in public session at 7:00 pm after the executive session. The motion passed by a roll call vote where each Reinhart, Bacon, Wilson and Houk said "Aye".

PUBLIC SESSION [7:00 pm]

Announcements, Open Session and Public Comment

- Bacon announced that on October 24 at 10 am the Recycling Committee will be going on a tour to visit the Town of Bourne recycling plant and all who are interested in going should contact Lonnie Briggs of the Recycling Committee.
- Wilson announced the resignation of Finance Committee member Arlene Kirsch and thanked her **and her husband Hugh Guilderson**, for **their** many years of dedicated service to the Town.
- Hoort thanked Executive Assistant Michaela Miteva for her service in Wellfleet and wished her well with her new position with the Town of Orleans.
- Harry Terkalian announced an informational session by Cape Cod Tech on October 10 from 5:30 pm to 6:30 pm at the COA for the proposed Cape Tech School Building project.
- Police Chief Ron Fisette announced that the Wellfleet Police Department is participating in collecting items for victims of Hurricane Irma.
- Police Chief Fisette announced that the Wellfleet Police Department will participate in the Pink Patch initiative during the month of October to create cancer awareness.

Reinhart opened the public hearing.

Public Hearing: Discuss and vote a new fee schedule at the Marina.

Harbormaster Michael Flanagan presented a request for fee increases at the Marina and went over the proposed list of increases as printed with the meeting materials. Wilson had checked with the Marina Advisory Committee and confirmed that there was a unanimous vote of approval for the proposed fees. Bacon and Reinhart had questions about the fees allocations for the Marina Enterprise Fund and the Marina

DRAFT

Stabilization Fund. Tom Flynn wanted to better understand why the Harbormaster is asking for the Board's approval to change the fees at the Marina, because it is an Enterprise Fund. Hoort explained that the Enterprise Fund is part of the Town's Budget and all fee changes require the Board of Selectmen's approval.

MOTION 218-057: Wilson moved and Bacon seconded to approve the fees requested by the Harbormaster for the Marina, as printed. The motion passed 4-0.

The public hearing was closed at 7:15 pm.

Appointment of Nicholas Daley as a Full-Time Police Officer with a term through 9/26/18.

Police Chief Fisette recommended the appointment of Nicholas Daley as a Full-Time Police Officer.

MOTION 218-058: Bacon moved and Wilson seconded to appoint Nicholas Daley as a Full-Time Police Officer with a term through 9/26/18. Officer Daley introduced himself to the Board. The motion passed 4-0.

Appointment of Edward Garneau as a Full-Time Police Officer with a term through 9/26/18.

Police Chief Fisette recommended the appointment of Edward Garneau as a Full-Time Police Officer, and said that Garneau may also be given the duties of Animal Control Officer. Officer Garneau introduced himself to the Board. Wilson wanted to better understand the Animal Control Officer position and training requirements. Fisette explained that the Animal Control Officer position would involve training and certifications, and the part-time employee Desmond Keogh, who is currently doing the job would train Garneau if he were interested in the Animal Control Officer position. Bacon said that she was not aware that the 14th Police Officer would also be an Animal Control Officer. Fisette explained that the position of the Animal Control Officer is already a full-time position and his previous request that was approved by the Board on May 23, 2017 was to reclassify it to be under the supervision of the Police Chief. Fisette said that this position would not have any impact on the Police Department budget.

MOTION 218-059: Bacon moved and Wilson seconded to appoint Edward Garneau as a Full-Time Police Officer with a term through 9/26/18. The motion passed 4-0.

Appointment of Officer Kevin LaRocco promoted to Police Sergeant.

Police Chief Fisette recommended the promotion of Officer Kevin LaRocco to Police Sergeant. The Selectmen congratulated LaRocco for the promotion.

MOTION 218-060: Bacon moved and Wilson seconded to approve the appointment of Officer Kevin LaRocco to Police Sergeant as a result of a promotion by the Police Chief. The motion passed 4-0.

Appointment of Dian K. Reynolds to the COA Board with a term to 6/30/2020.

Dian K. Reynolds was present and stated her interest to serve on the COA Board.

MOTION 218-061: Wilson moved and Bacon seconded to appoint Dian K. Reynolds to the Council on Aging Board with a term ending on June 30, 2020. The motion passed 4-0.

Business: Approve the request of Edwin C Berrio Jr. and Lisbeth Berrio to transfer slip #D-16 to Benjamin Pickard beginning with the 2017 season.

Edwin Berrio was present to answer questions. He respectfully requested the marina slip transfer. Houk supported the transfer request. Bacon agreed with Houk and spoke highly of Benjamin Pickard.

DRAFT

MOTION 218-062: Bacon moved and Wilson seconded to approve the request of Edwin C Berrio Jr. and Lisbeth Berrio to transfer slip #D-16 to Benjamin Pickard, beginning with the 2017 season. The motion passed 4-0.

Business: Discussion of a Town-owned lot at Commercial Street and Bank St.

Bacon said that this property has been an eye-sore for over 30 years, and that the DPW has begun to clear up the debris that had accumulated there over the years. She felt that this Town-owned property deserved better treatment due to its historic significance and the beautiful view shed. Bacon had reached out to the Wellfleet Arbor Committee (WAC) for assistance to improve the location, and they are willing to assist. She added that the lot has room for at least 15 parking spaces and could be better utilized. Sylvia Smith of the Natural Resource Advisory Board (NRAB) said that this is a Town landing and the NRAB would like to see the lot improved. Smith stated that the NRAB has discussed this matter and was in support of Bacon's idea to improve the area. Wilson said that the property needs to be re-surveyed to ensure that there are no discrepancies and conflicts with neighbors. Bacon agreed that the lot lines need to be re-defined because the lot area has been previously disputed by the Masonic Lodge. Houk agreed with Bacon and Wilson about re-surveying the property and stated that it should have been maintained by the Town over the years. Trudy Vermehren, Chair of the Conservation Commission (ConComm), said that the DPW had come in front of the ConComm to ask for a permission to clean up the area according to ConComm resource area restrictions. She said that the Town could focus on increasing the beauty of the area and possibly use it as a launch site for kayaks. Bacon suggested that this lot could even be used as a vendor space for OysterFest. Reinhart summarized the discussion to that point. The Board agreed that the DPW should maintain the area. Wilson talked about prejudice against invasive species and specifically about the **WAC's negative mention of the large tree** currently on the property. She hoped that consideration be given to leaving it in place. Trudy Vermehren said that the vegetation on this lot could be improved. ~~but was not sure about the~~ tree referred by Wilson. Vermehren said that the Wellfleet Arbor Committee would like to see this area beautified and said that they were available to assist with that. There was a consensus by all the Selectmen to continue discussing this area in the future.

Business: Review and approval of FY 2019 Budget Policy¹

This was the second reading of the FY 2019 Budget Policy. There were no comments or changes to the proposed policy.

MOTION 218-063: Wilson moved and Bacon seconded to approve the FY 2019 Budget Policy as printed in the draft submitted for this meeting on September 26, 2017. The motion passed 4-0.

Town Administrator's Report²

In addition to his TA's report Hoort said that he had attended a meeting with an organization interested in donating a electrical vehicle charging stations to the Town. More details will follow. Wilson wanted to ensure that these stations would not take up existing parking spaces and was concerned about warranty and future maintenance costs. Hoort explained that **there was a three year warranty** and that acceptance of the donation of the charging stations and the decision about where to locate them would come up as a future agenda item. Discussion ensued about possible locations. Based on conversations with the organization willing to donate the charging stations, possible locations could be the rear Town Hall parking lot and the Marina, among others. Hoort said that he had done some research and found out that there are very limited opportunities on the Outer Cape for EV charging stations. Houk said that the COA parking lot could also be considered as a location. Wilson suggested bearing in mind that the previously discussed Town-owned lot at Commercial Street and Bank St might be a potential site for EV charging station. The discussion concluded with the agreement to continue this conversation. Bacon wanted to know if Hoort had met with the interim Cape Cod National Seashore superintendent. Hoort confirmed that he had met with Sean Mulligan and had discussed options for the landing strip **and other areas**. He stated that the conversation had just started and

DRAFT

will be ongoing. Bacon said that the CCNS Advisory Commission has a meeting scheduled on November 13, 2017, pending the approval of the Department of the Interior.

Reinhart wanted to know how the meeting with Ed O'Donnell of the Army Corps of Engineers went. Hoort explained that the meeting went well. O'Donnell said that if funding is available and Wellfleet is on the list, the funding will be guaranteed whether the dredging is able to happen in the fall of 2018 or the fall of 2019. Hoort said that it's an issue that will be decided during the federal budget process. Monitoring and support from our two U.S. Senators and Representative Keating will be important in securing funding from Washington.

Hoort answered a question raised by Reinhart about the meeting with Open Cape about fiberoptic availability in Wellfleet by saying that it would be up to the Towns to bring fiberoptic service to the neighborhoods because Open Cape does not have available funds to extend the network further **than some of the public buildings**. Hoort will keep the neighborhoods informed about any upcoming fiberoptic possibilities. Wilson also requested publicity when fiberoptic opportunities come along **and suggested contacting the Chamber of Commerce**.

Houk wanted to know if there are any applications for the Executive Assistant position. Hoort said that there are about 15 applications so far and more are expected to come before the deadline on Friday, September 29, 2017, because he had also posted the vacancy on the Wellfleet, Eastham, Provincetown and Truro community space pages on Facebook. Houk wanted to know if there will be a selection committee. Hoort was open to including Selectmen on the selection committee. Bacon recused herself because she would be submitting a letter of recommendation for one of the applicants.

Topics for Listing on Future Agendas

- Reinhart said that she had noticed noisy generators at the back of the Cumberland Farms location in Eastham and requested that if they ever locate in Wellfleet that the proposed plans be reviewed.
- Reinhart requested a copy of the letter from the GEI-Bourne Consulting on maintenance dredging.
 - Wilson expressed concerns about the Eversource power outages since January 2017. **There have been seven, as reported by the Police Department**. She requested this to be a future agenda item, with a representative from Eversource. Bacon asked that Police Chief Fisette and Fire Chief Pauley be also included.
 - Houk said that ~~Eastham~~ **Brewster** had received a decision granted by a judge to ban Eversource from spraying in ~~Eastham~~ **Brewster**, and suggested discussing this option for Wellfleet on a future agenda.
 - Bacon asked to have a discussion for fee increases for business use of Town Property at the beaches, and to review the possibility of having the Principle Clerk ~~handle~~ **approve** requests for weddings on Town Property.

Correspondence³ and Vacancy Report⁴

Minutes of September 12, 2017

Wilson offered amendments to the minutes of September 12, 2017. Reinhart objected to one of the amendments.

MOTION 218-064: Wilson moved and Bacon seconded to approve the minutes⁵ of September 12, 2017 as amended by Wilson. The motion passed 3-0. Houk had temporarily stepped out of the meeting.

Adjournment:

MOTION 218-065: Wilson moved and Bacon seconded to adjourn the meeting at 8:20 pm. The motion passed 3-0.

Respectfully submitted,

Michaela Miteva, Executive Assistant

Public Records Materials

¹ FY 2019 Budget Policy

² TA Report of 9/22/17

³ Correspondence of 9/22/17

⁴ Vacancy Report of 9/22/17

⁵ Draft minutes of 9/12/17

