



Board of Selectmen

NOTE 6:00pm START TIME

The Wellfleet Board of Selectmen will hold a public meeting on **Tuesday, December 18, 2018, at 6:00 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. Business

A. Discussion of Proposed Cape Cod Rail Trail extension [Chair]

B. Review of FY 2020 Proposed Budgets

FY 20 Budget Reviews

A. Department of Public Works

B. Police Department

C. Fire Department

D. Shellfish Department

E. Other Departments as may be requested by the Selectboard members

III. Adjournment



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
December 18, 2018

II

BUSINESS – A. **Discussion of Cape Cod Rail Trail Extension**

REQUESTED BY:	Chair
DESIRED ACTION:	Discussion of Cape Cod Rail Trail Extension and possible Selectboard letter with comments.
PROPOSED MOTION:	TBD
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

From: "Schluter, Eve (ENV)" <eve.schluter@state.ma.us>

Subject: Comment Period Extension for MEPA review of EEA No. 15944 Cape Cod Rail Trail Extension

Date: December 10, 2018 at 9:18:17 AM EST

On behalf of Secretary Matthew Beaton, the MEPA Office has extended the comment period for the Cape Cod Rail Trail Extension (EEA# 15945). Comments on the project will be welcome in writing on or before **December 26, 2018**. A Certificate on the Environmental Notification Form (ENF) will be issued on **January 4, 2019**. During the comment period, the Proponent will distribute supplemental information for public review and comment.

Thank you,
Eve Schlüter

Everose Schlüter

Assistant Director

Massachusetts Environmental Policy Act Office

Executive Office of Energy and Environmental Affairs (EEA)

100 Cambridge St., Suite 900 (9th Floor)

Boston MA, 02114

p: 617-626-1131 | f: 617-626-1181

www.mass.gov/mepa

Project Description: An Environmental Notification Form (ENF) has been filed with the Executive Office of Energy and Environmental Affairs by the Massachusetts Department of Conservation and Recreation (DCR) for a proposed extension to the Cape Cod Rail Trail (CCRT) in Wellfleet. The project includes construction of a 10-foot wide paved, multi-use trail between LeCount Hallow Road and Route 6 and a new access and parking lot off of Route 6 containing 33 parking spaces. The project will result in 6.2 acres of temporary and permanent alteration of Priority Habitat and will result in a Take of state-listed species.

The project requires the filing of an ENF pursuant to 301 CMR 11.03(2)(b)(2): greater than 2 acres of disturbance of designated priority habitat that results in a take of state-listed rare species. The project requires a Conservation and Management Permit from the Natural Heritage and Endangered Species Program (NHESP) and a State Highway Access Permit from the Massachusetts Department of Transportation (MassDOT).

A site visit will be held to discuss the project and view the site. The public is welcome to attend.

MEPA site visit scheduled for: Monday, December 3, 2018 at 11:00 AM. We will meet at the Cape Cod Rail Trail parking lot off of LeCount Hallow Road in Wellfleet. See attached map.

MEPA comments due on or before: December 11, 2018

Certificate due: December 21, 2018

Contact for project information: Brian Madden, 508-746-9491, bmadden@lecenvironmental.com

MEPA contact: Eve Schlüter, 617-626-1131, eve.schluter@mass.gov



MASSACHUSETTS DEPARTMENT OF
CONSERVATION AND RECREATION



Cape Cod Rail Trail Wellfleet Extension Project Update



Monday, October 22, 2018 - 6:30 p.m. – 8:00 p.m.
Wellfleet Senior Center
715 Old Kings Highway, Wellfleet, MA



Commonwealth of Massachusetts

Governor

Charles D. Baker

Lieutenant Governor

Karyn E. Polito

Energy and Environmental Secretary

Matthew A. Beaton

Department of Conservation and Recreation Commissioner

Leo P. Roy



DCR Mission Statement

*To protect, promote and enhance our
common wealth of natural, cultural
and recreational resources
for the well-being of all.*



Purpose of Meeting

- To present the design for a two-mile extension of the Cape Cod Rail Trail along the former rail corridor running from Lecount Hollow Road trailhead to Route 6 near Wellfleet Center
- Provide an opportunity for public comment and feedback.

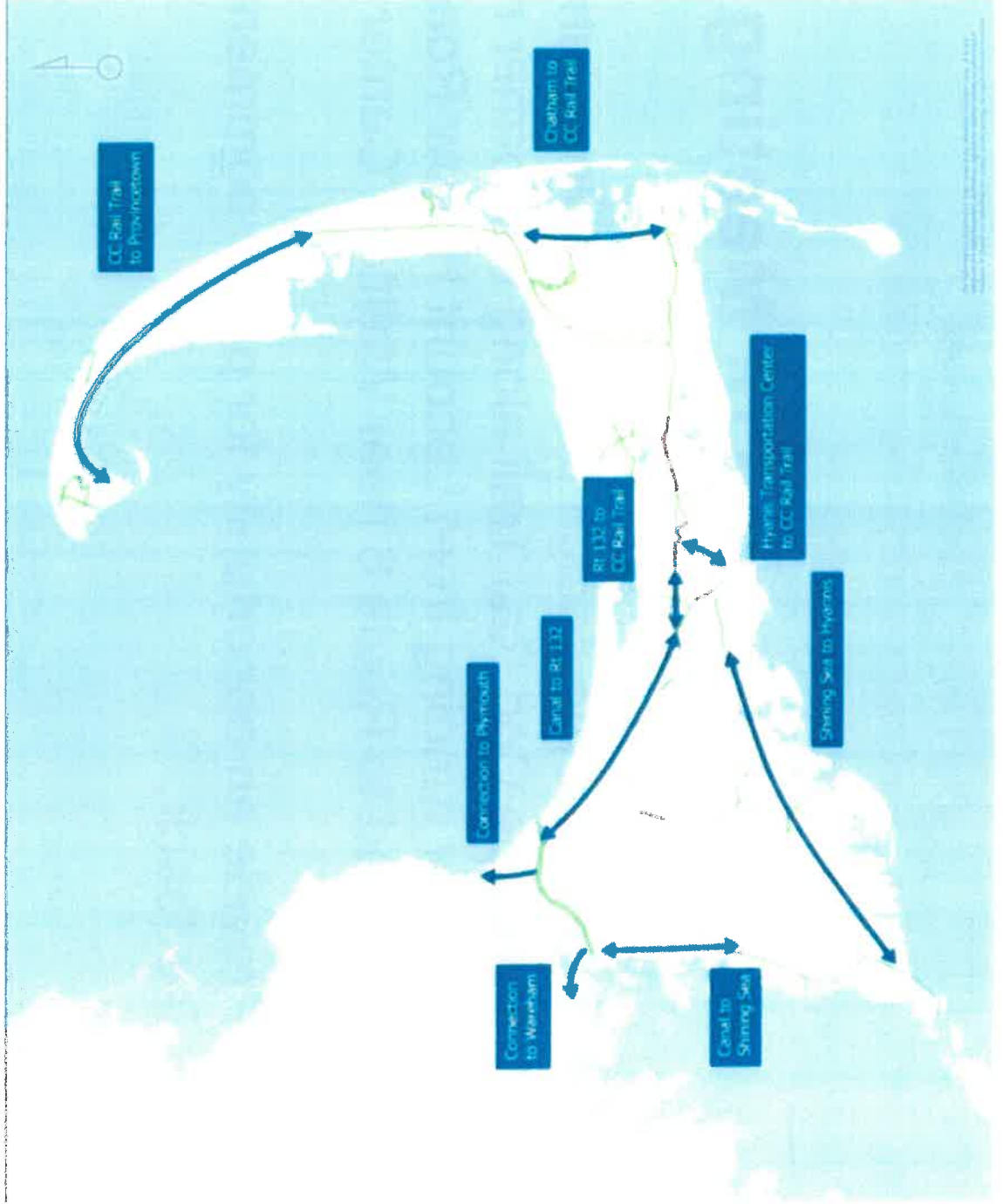
The Vision



Shared Use Path Vision Map

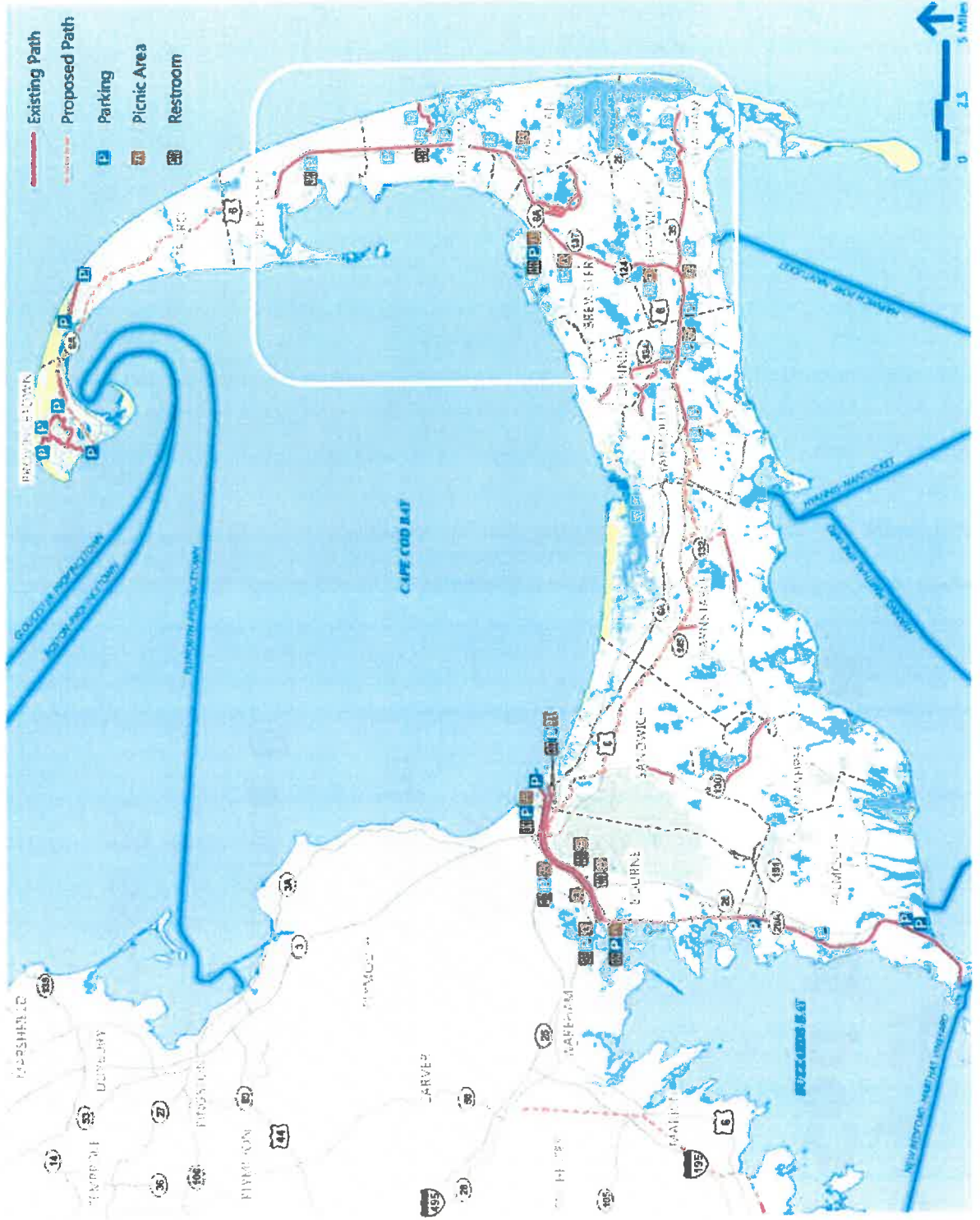
Shared Use Paths

- Existing Shared Use Paths
- Programmed Shared Use Paths
- Envisioned Shared Use Path Connections



Map of Connecticut Shared Use Paths
© 2013 Connecticut Department of Conservation and Recreation
www.dcr.state.ct.us

History of the Cape Cod Rail Trail



History of the Cape Cod Rail Trail

- Wellfleet to Dennis – 22 miles
 - Managed by DCR
 - First constructed in 1980
- Regional significance & connections
 - Abutter access & connectivity

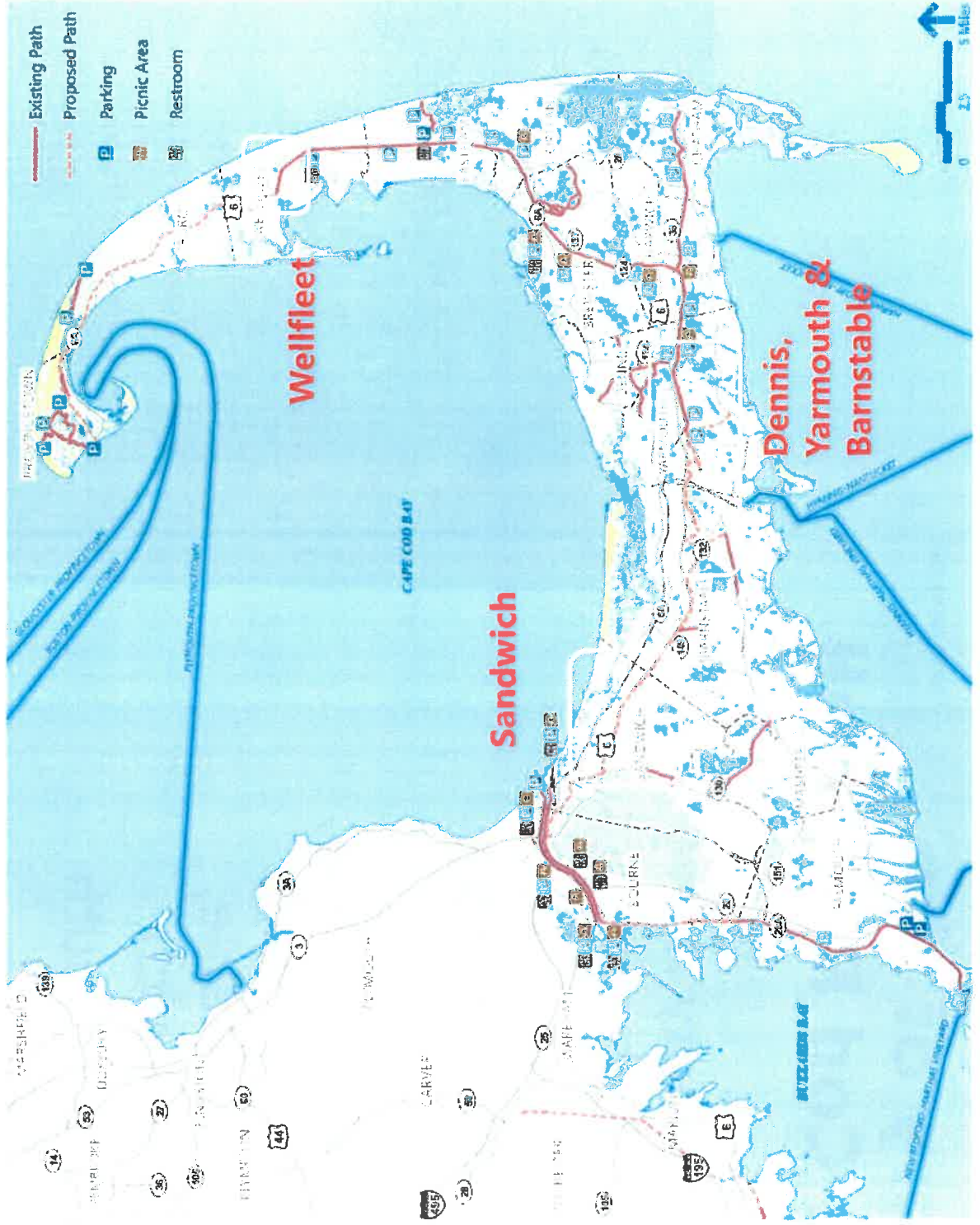


History of the Cape Cod Rail Trail

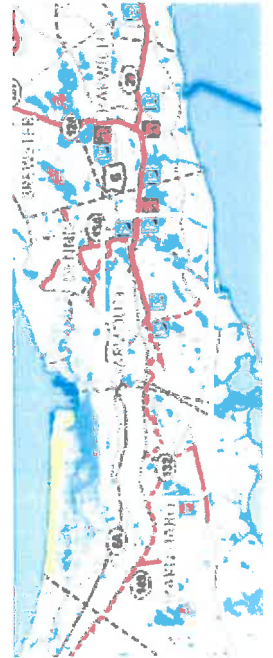
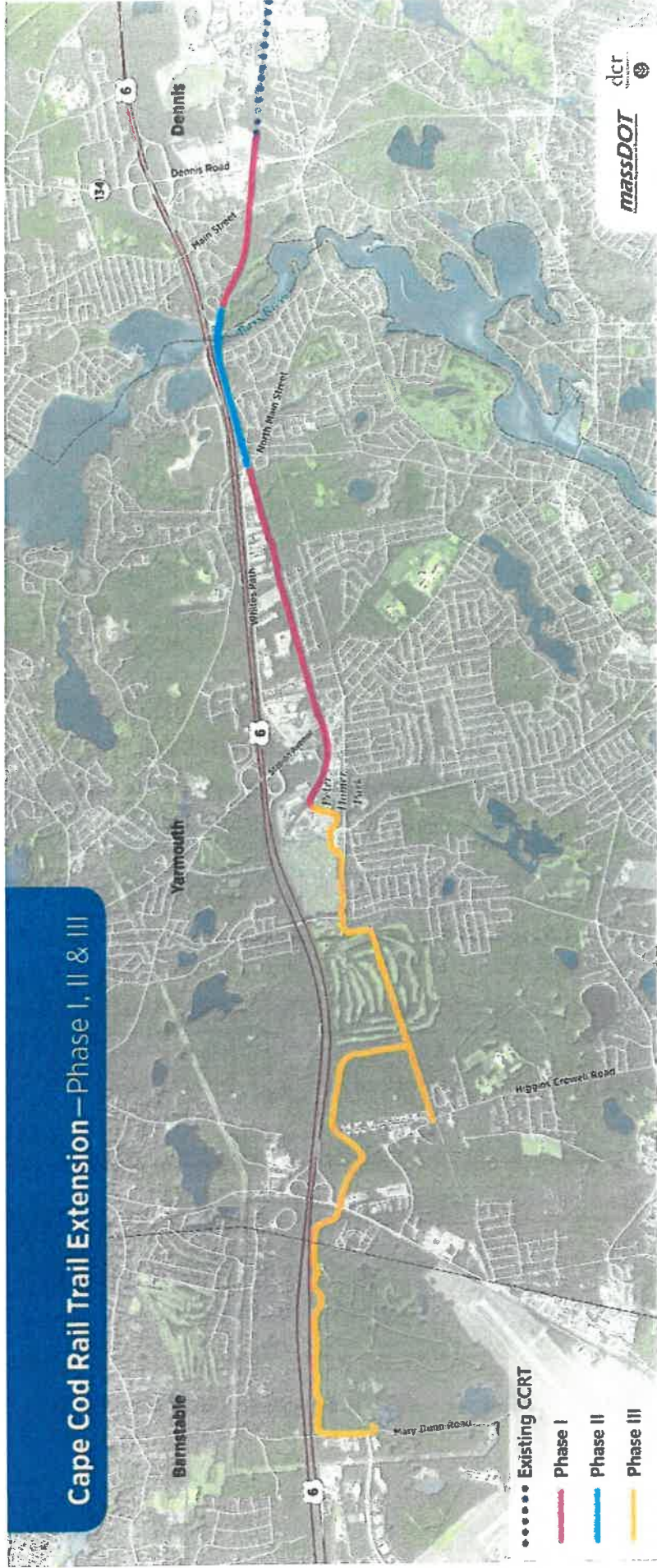
- Popularity drove rehabilitation of trail in 2008
- Success drove expansion
 - West: Dennis, Yarmouth, Barnstable, Sandwich
 - East: South Wellfleet
- Phased expansion



Western & Eastern Extension



Western Extension - Dennis, Yarmouth, & Barnstable



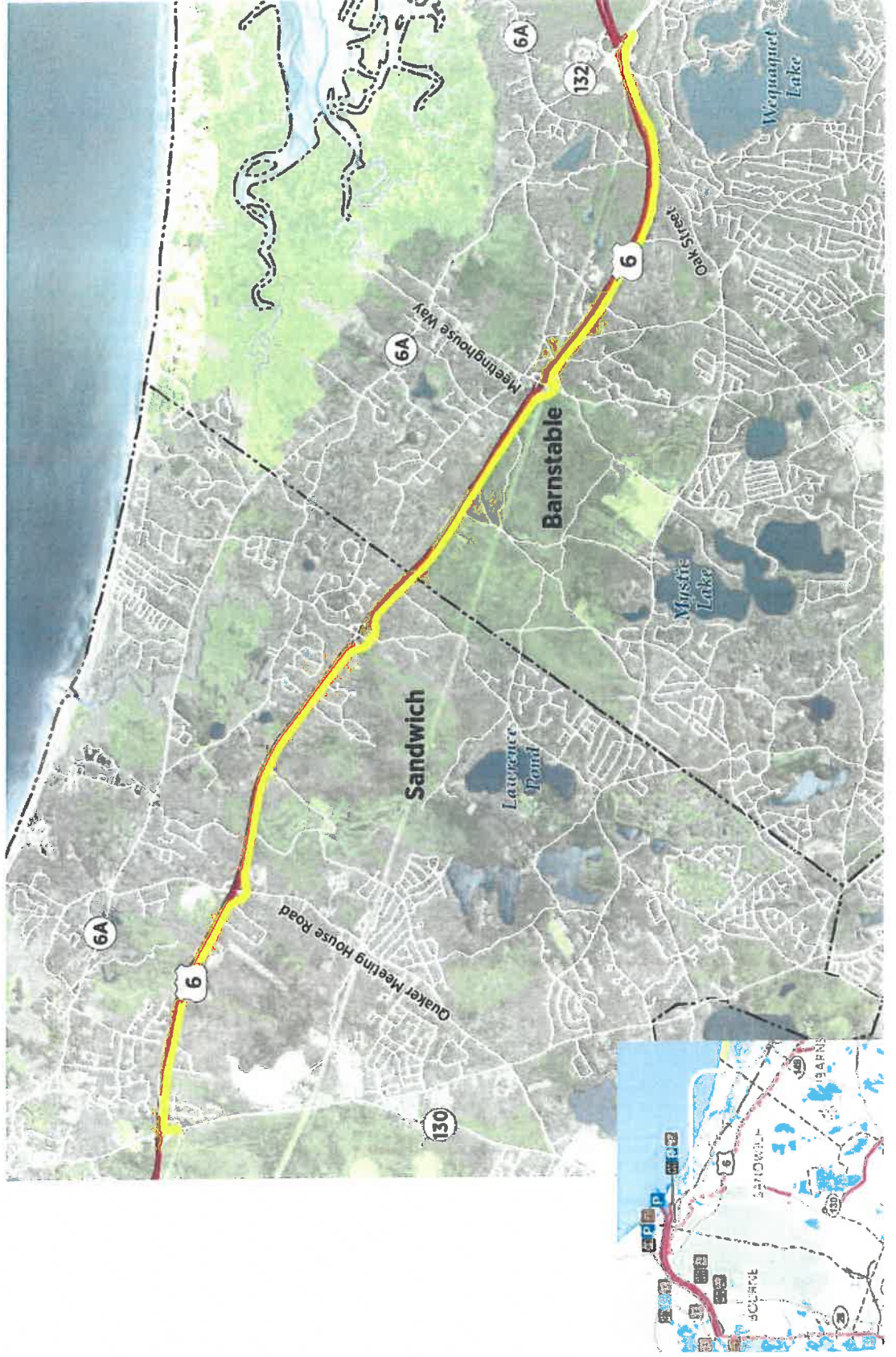
Western Extension – Dennis, Yarmouth, & Barnstable



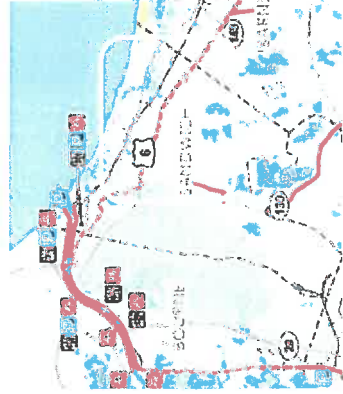
Western Extension - Dennis, Yarmouth, & Barnstable



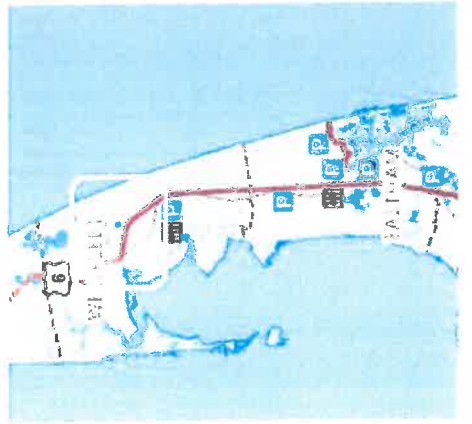
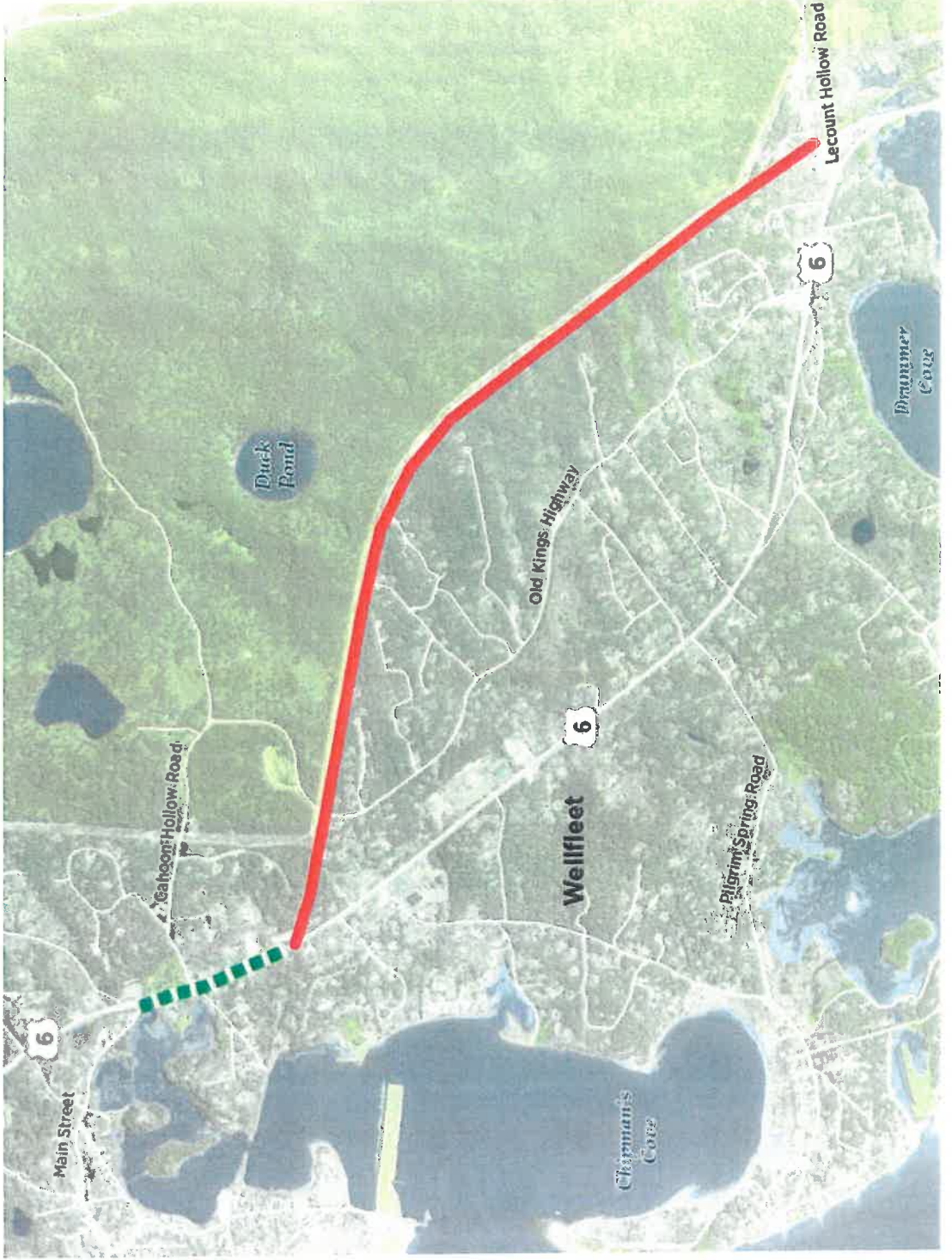
Western Extension - Sandwich & Barnstable



Western Extension - Sandwich



Eastern Extension - Wellfleet





Project Goals

- To continue to design, permit and construct the shared-use path northward from Lecount Hollow Trailhead to Route 6 near Wellfleet Center.
- Work to minimize and improve environmental impacts through the project design.
- Vision: 70-mile Shared-Use Path network



Funding

Design and Permitting

- \$200,000 (committed)
 - Combination of Recreational Trails Grants and DCR Capital funds

Construction

- Anticipated completion, Summer 2020

Consultant



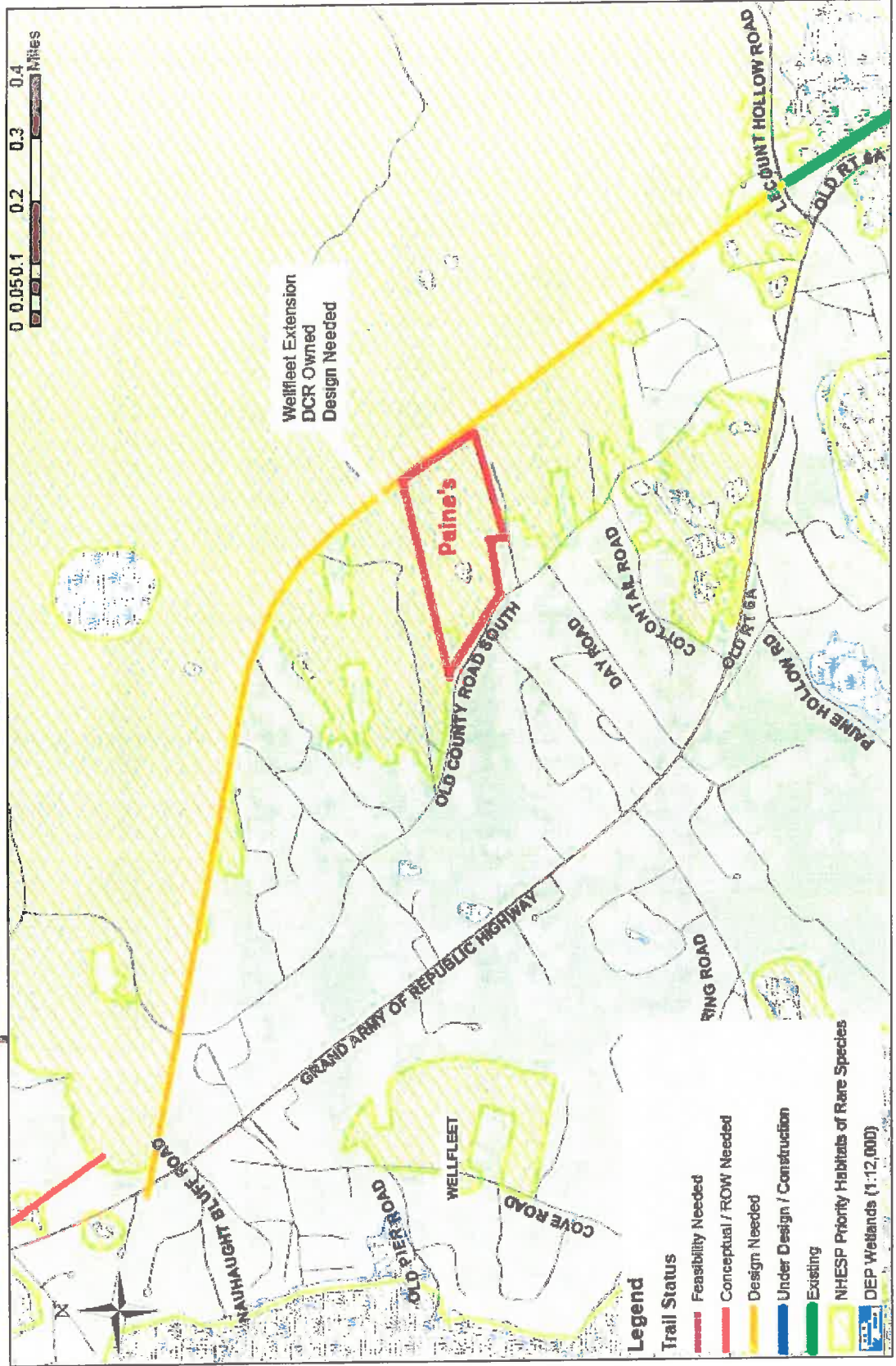
- Full-service, multidisciplinary design firm
- Recognized regional leader in trail projects
 - Over 500 miles of shared-use paths in planning, design or already constructed
- Design Team:
 - Stantec – Shared-use path design
 - SMC – Survey & basemapping preparation
 - LEC Environmental Consultants, Inc.– Resource flagging and permitting





Project Overview

Cape Cod Rail Trail - Wellfleet Extension





Guiding Principles for Design

- 10-foot wide, multi-use, fully accessible pathway, 2 foot shoulders
- Maximum grades of 5% to ensure accessibility
- Safe Connections
- Avoid, minimize and mitigate rare species impacts
- Avoid impacts to wetland and cultural resources



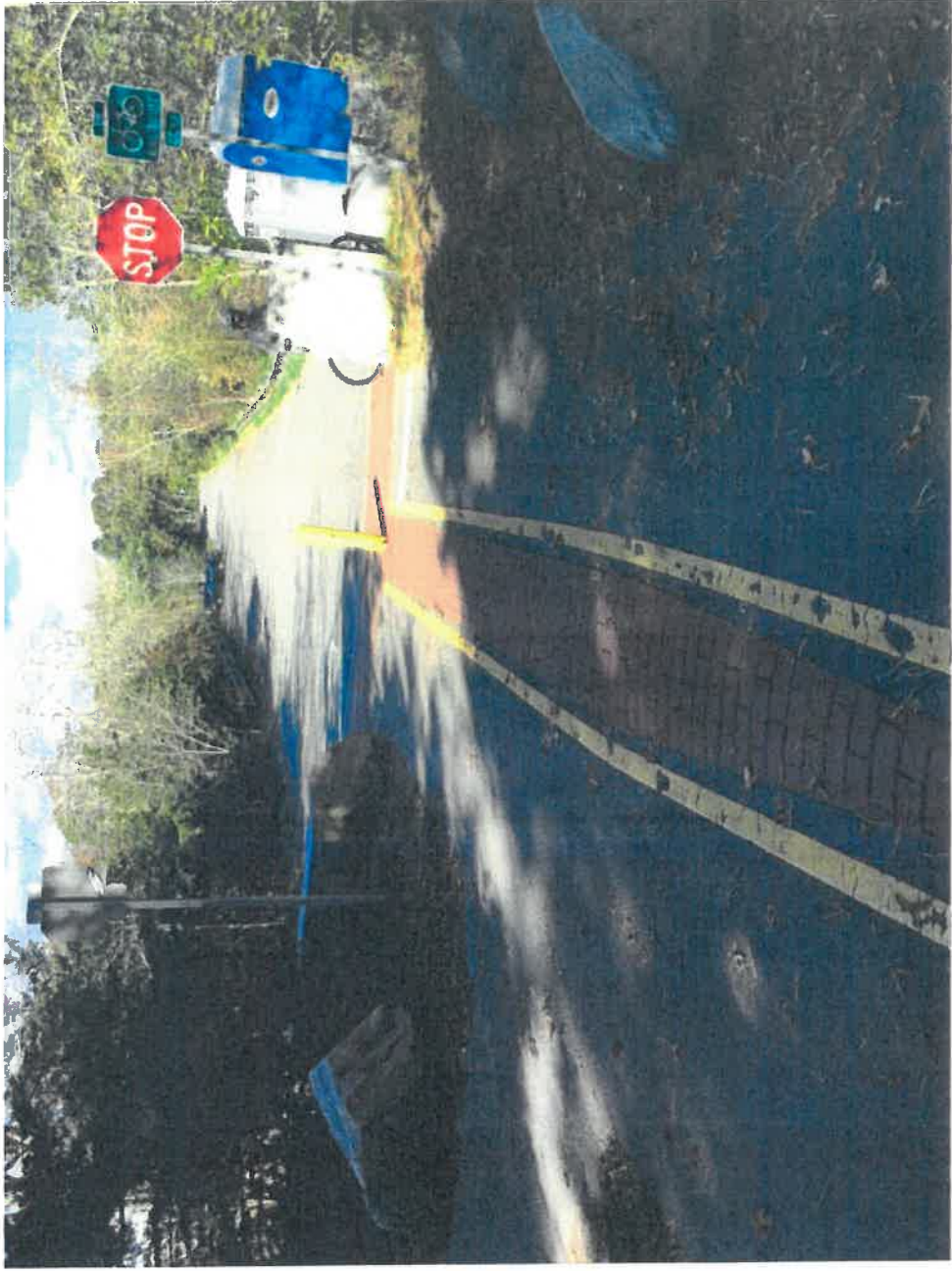
Existing Conditions



Proposed Condition



Lecount Hollow Road Parking Lot Existing Conditions



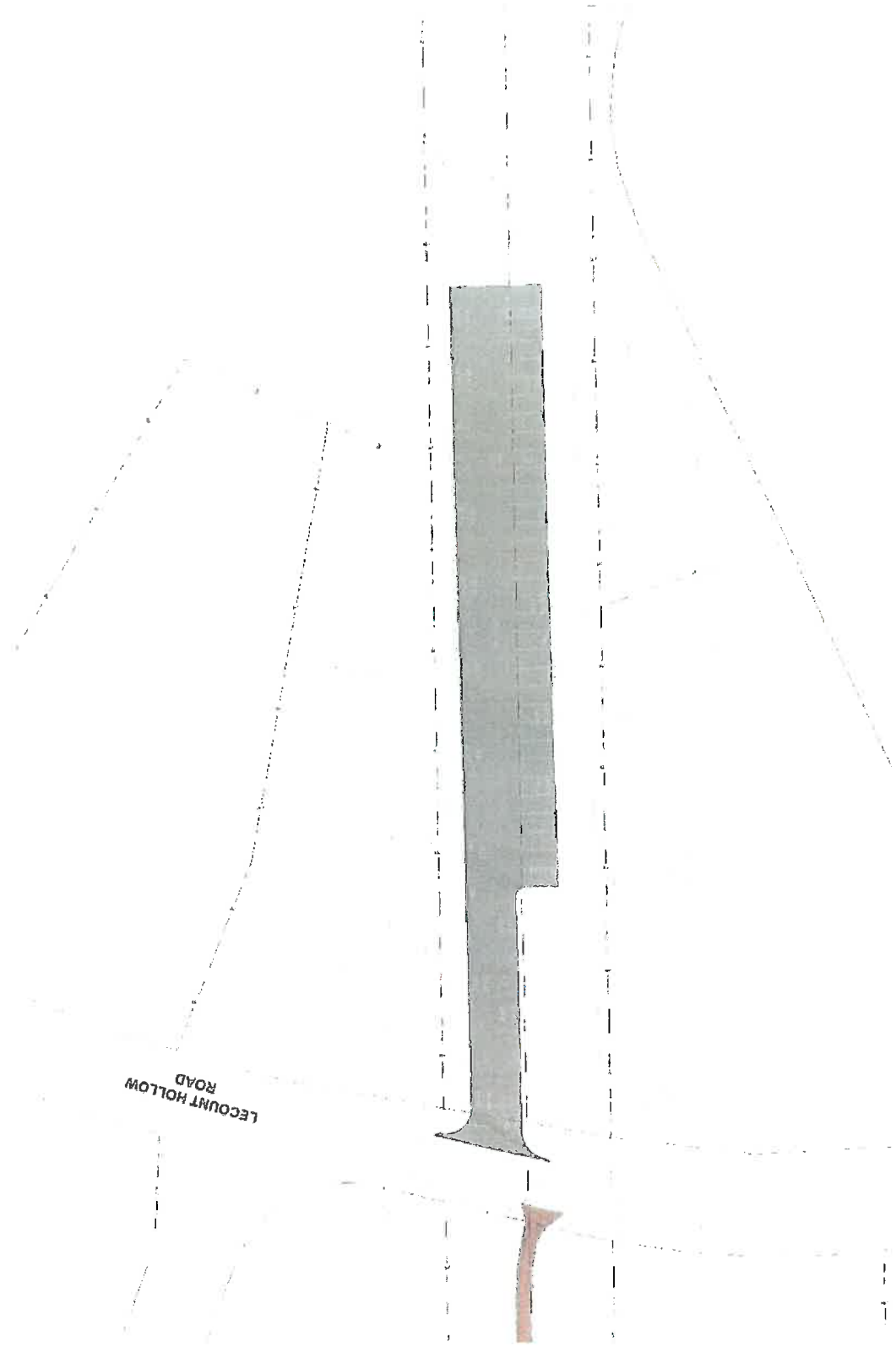
**Lecount Hollow Road Parking Lot
Existing Conditions**



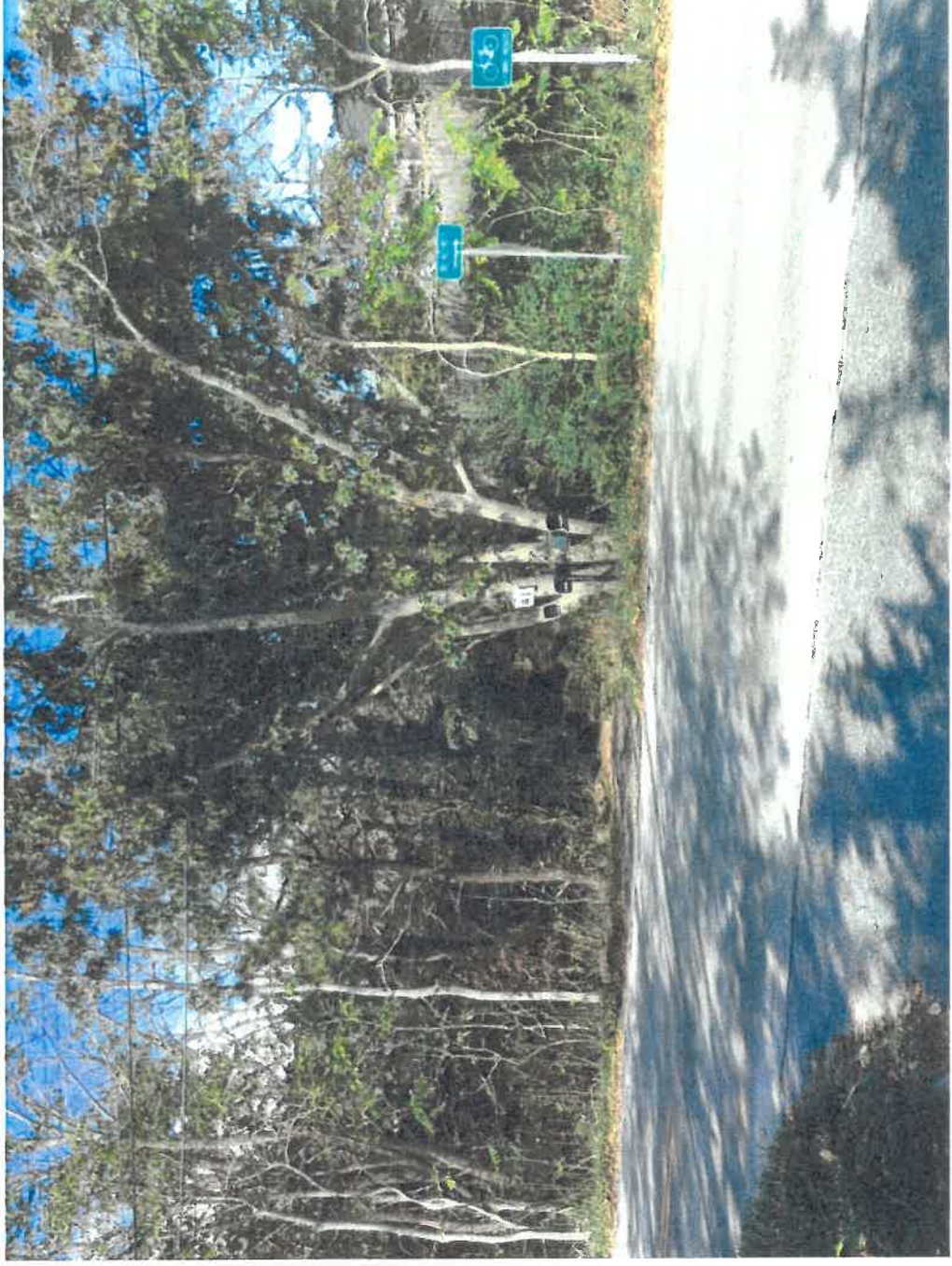
Lecount Hollow Road Parking Lot Existing Conditions



Lecount Hollow Road Parking Lot Existing Conditions



Lecount Hollow Road Intersection Existing Conditions



Lecount Hollow Road Intersection Existing Conditions



Lecount Hollow Road Intersection Rapid Rectangular Flashing Beacon



- For midblock locations
- Motorist yielding rates increased 18.2% to 81.2% for 2 beacons and to 87.8% for 4 beacons (TRB)
- Pedestrian activated (pushbutton or passive)
- Warning device
- Can be solar powered or hard wired

Private Driveway Existing Conditions

At Lecount Hollow Road



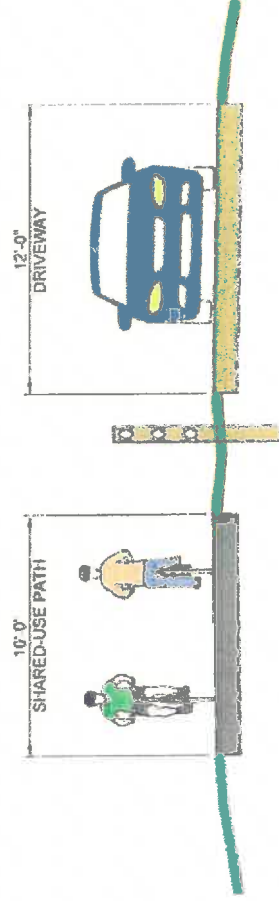
At Driveway Entrance



Private Driveway Existing Conditions



Private Driveway Proposed Conditions



Trail Design Issues

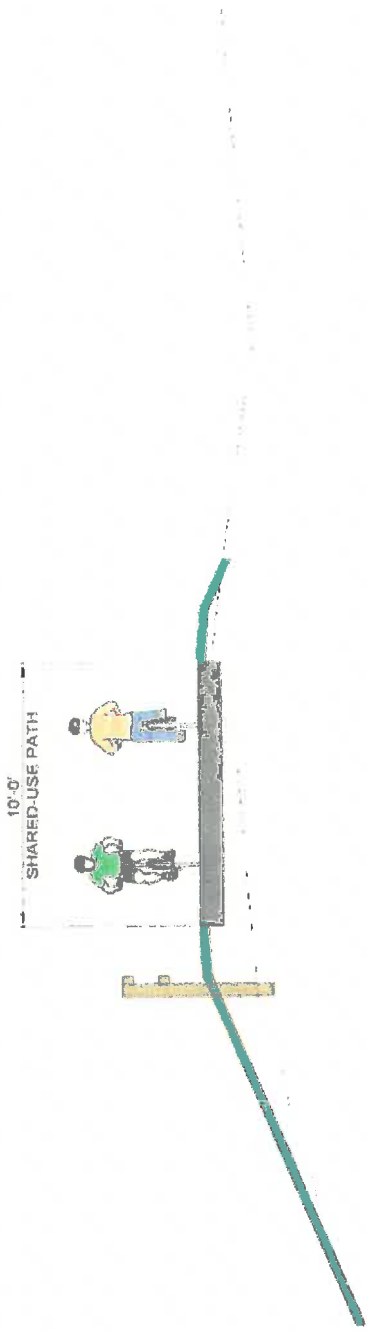
Trail Washout



Trail Access to Power Lines



Trail Design Issues - Proposed Conditions



Trail Design Issues Shoulder and Side Slope Treatment

Shoulder Grass Mix – “Natural Perfection”

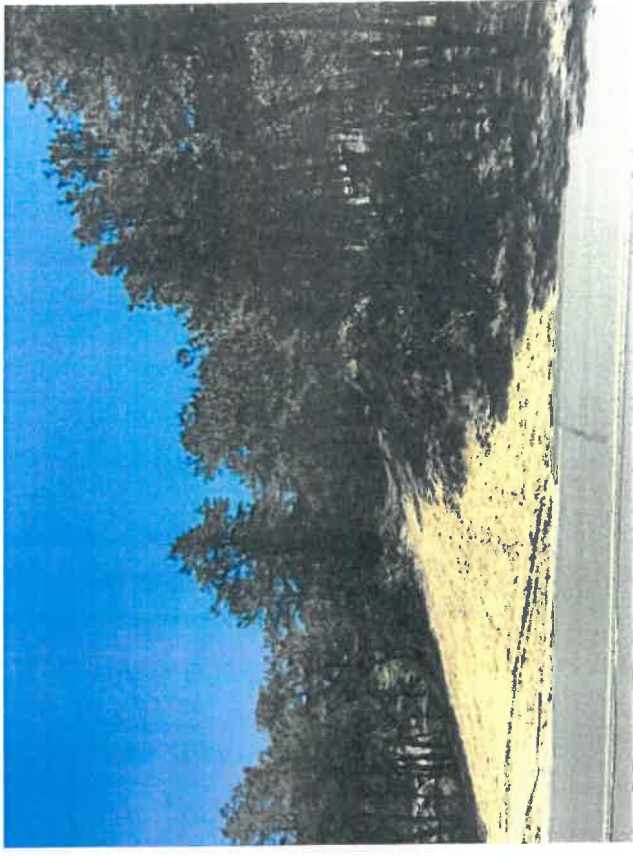
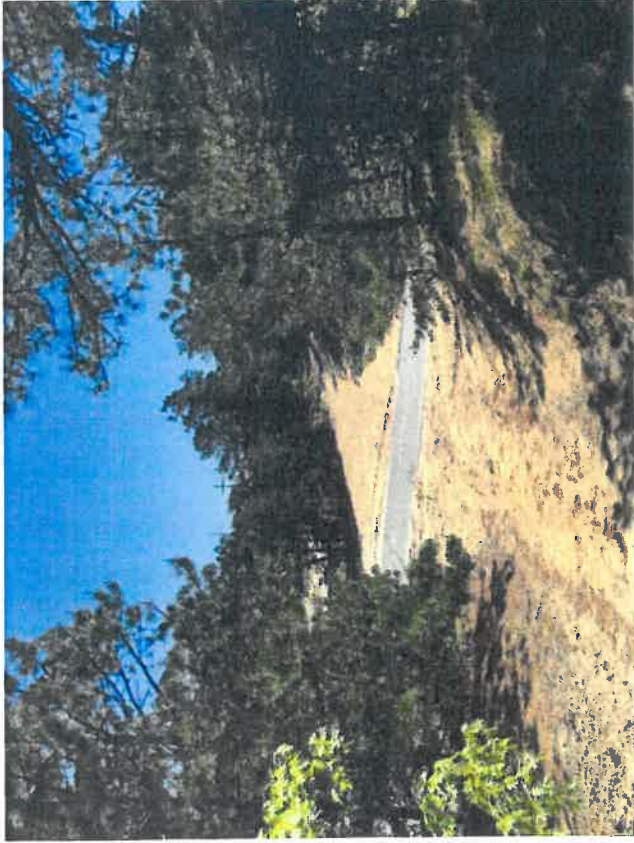
A fescue-based, low maintenance, low-mow seed mix, mowed twice a year.

Side Slope Grass Mix – New England Conservation/Wildlife Mix

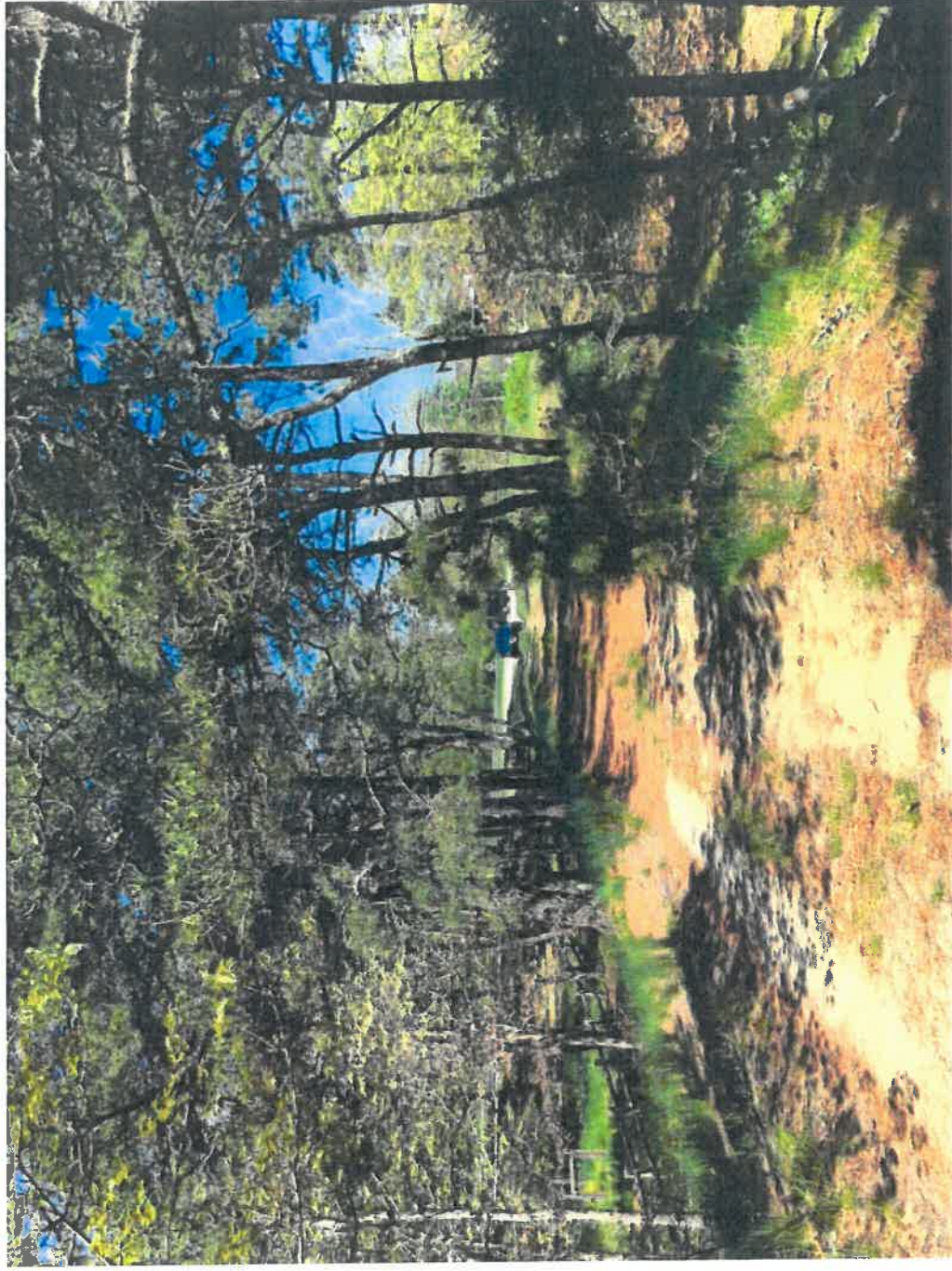
This mix is comprised of native species and good for erosion control. This mix has a number of wildflowers mixed in and is aesthetically interesting.

Old Kings Highway Existing Conditions

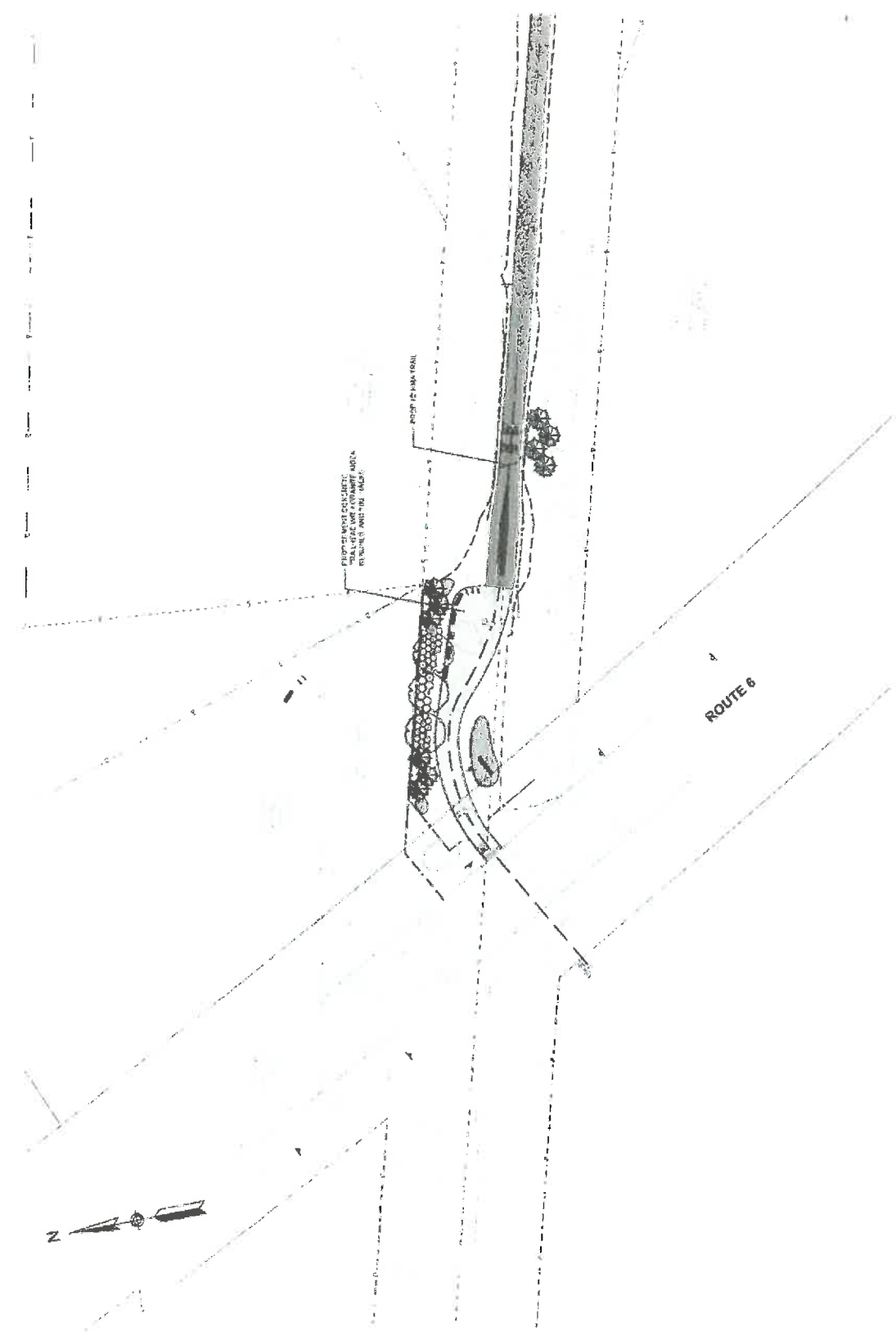
**Reduce grade to meet ADA
Accessibility.**



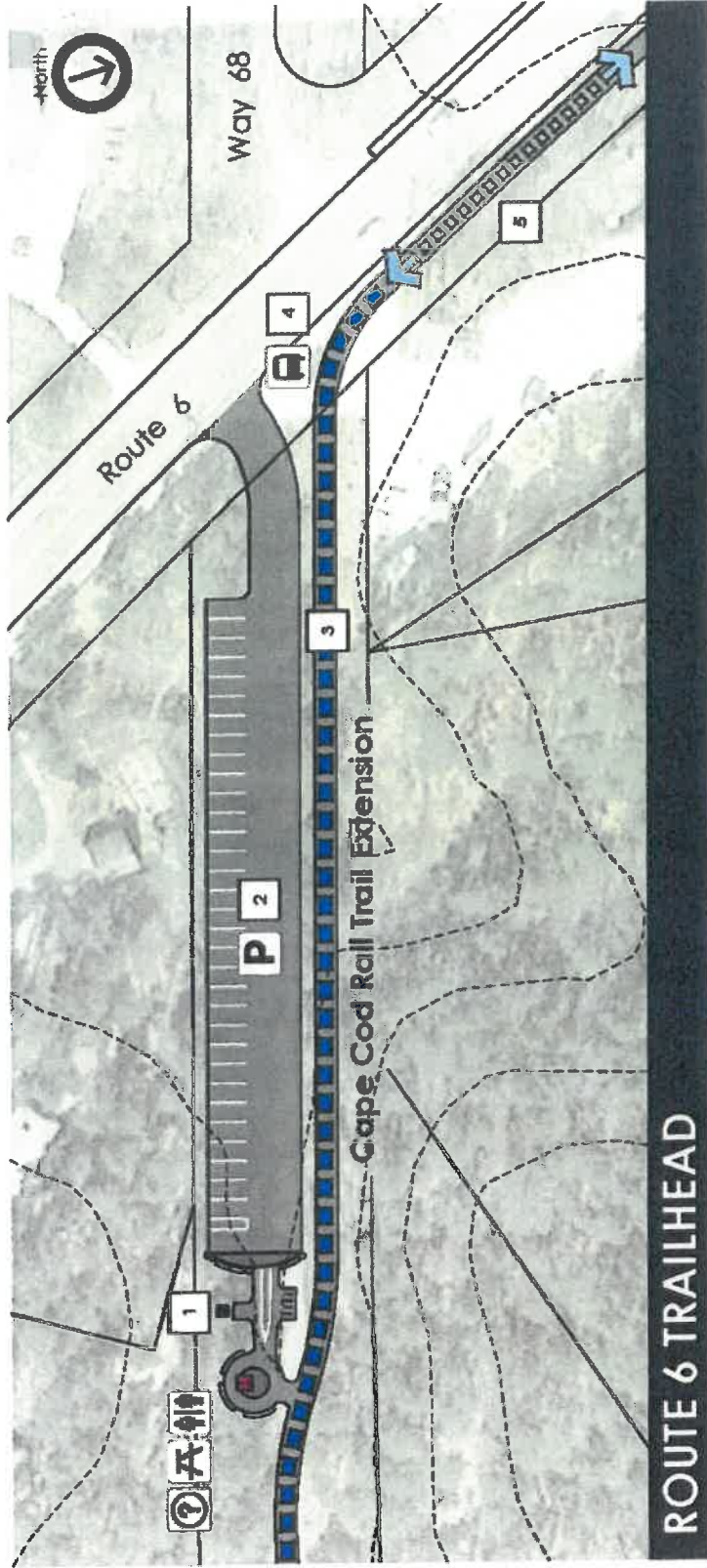
Route 6 Trail Terminus Existing Conditions



Route 6 Trail Terminus Proposed Conditions



Route 6 Trail Terminus Proposed Conditions



MassDOT Project #607397



Potential to Relocate Bus Stop



Cape Cod Rail Trail



CCRT Extension



1 Potential Rest Area with Kiosk, Porta-Potty, Bike Racks, & Seating



2 Potential Layout for Parking Lot (Similar to LeCount Hollow Rd)



3 Provide Separated Path Connection to Route 6



4 Potential to Relocate Bus Stop



5 Potential "Off-Road" Bike Path



ROUTE 6 TRAILHEAD



Next Steps

- Coordination with MassDOT:
 - MassDot has committed to designing a safe bike / pedestrian connection from the rail trail extension to the intersection at Main Street along Route 6.
- Permitting:
 - Conservation Commission
 - Filing Project Notification Form with Mass Historic Commission
 - Filing and Conservation Management Permit with Natural Heritage and Endangered Species Program (NHESP)
 - Filing of an Environmental Notification Form with MEPA
- Construction (FY20): Pending final permits

Q&A



Additional Information

For more information:

www.mass.gov/dcr/past-public-meetings

www.mass.gov/dcr/projects

If you have comments or suggestions on this project:

Submit online: www.mass.gov/dcr/public-comment

Write: Department of Conservation and Recreation

Office of Public Outreach

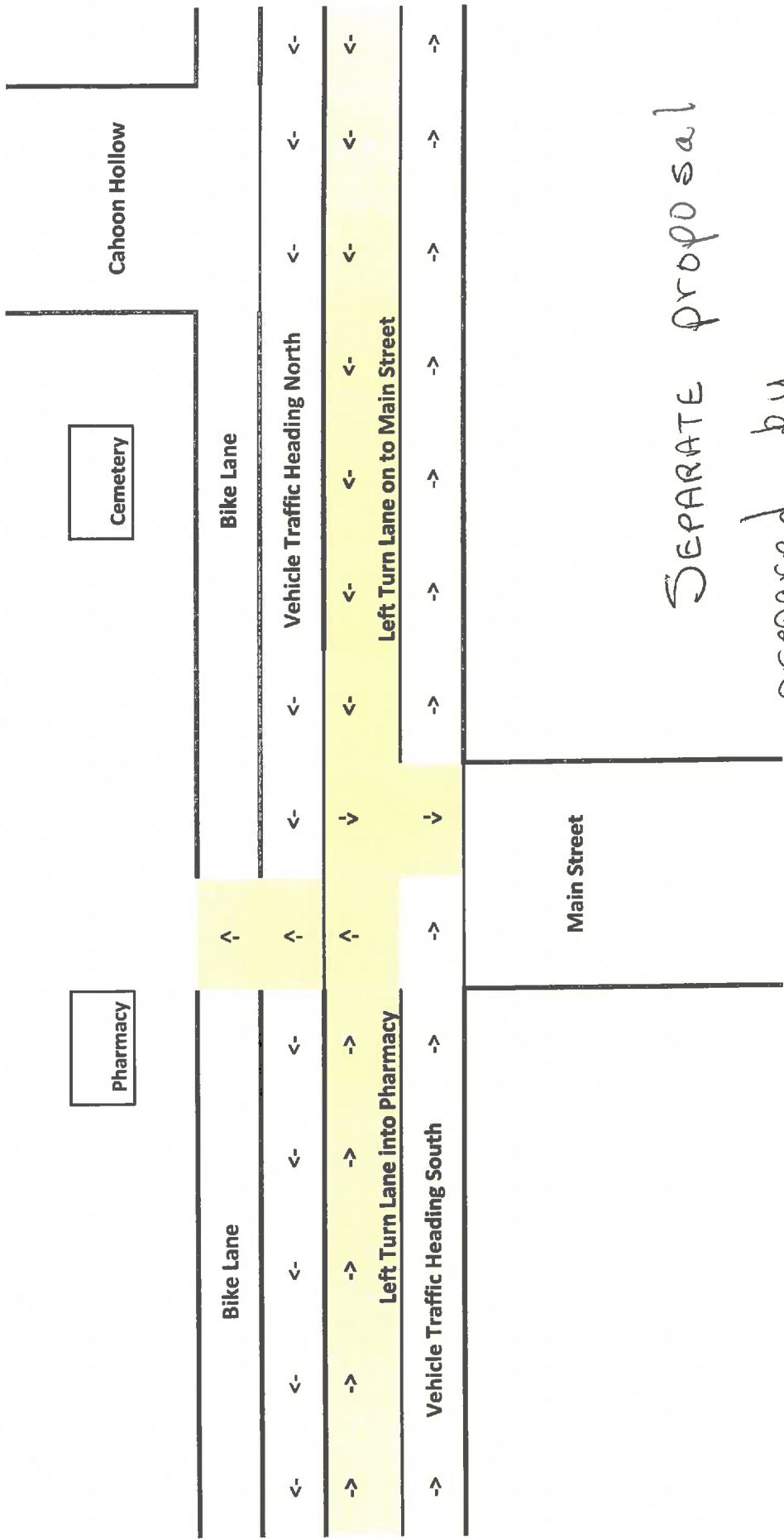
251 Causeway Street, Suite 600

Boston, MA 02114

Deadline: Thursday, November 8, 2018.

Note: Public comments submitted to DCR may be posted on the DCR website in their entirety, and no information, including contact information, will be redacted.

If you wish to subscribe to a DCR general information or project-related listserv: contact DCR's Office of Community Relations at 617-626-4973 or Mass.Parks@state.ma.us.



SEPARATE proposal

prepared by

Dan Hoort

Wellfleet Town Administrator



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
December 11, 2018

II

BUSINESS – B. Review of FY 2020 Budgets

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Review of large department budgets proposed for FY 2020
PROPOSED MOTION:	<p><u>OPTION 1</u> Move to approve the FY 2020 budget for the _____ department in the amount of \$ _____ as recommended by the Town Administrator.</p> <p><u>OPTION 1</u> Move to approve the FY 2020 budget for the _____ department in the amount of \$ _____ as amended.</p>
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleetma.org

To: Wellfleet Board of Selectmen
Wellfleet Finance Committee

From: Daniel R. Hoort, Town Administrator

Subject: Analysis of the Town Administrator's Fiscal Year 2020 Operating, Capital and Enterprise Budgets

Date: December 3, 2018

Staff continues with format introduced last year with a more comprehensive presentation of the FY 2020 budget. Each department head was requested to fill out a narrative for their budget that provides the reader with a better understanding of how the budget was created. The budget is a planning tool that explains how we, as staff, will follow the directions of the Board of Selectmen and are going to provide services to the residents of the town.

The FY 2020 budget presented to you on the following pages is an increase of 4.05%. The proposed budget addresses the Budget Policy as adopted by the Selectmen as follows:

- **To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.**

The proposed budget, with an increase of 4.05% will require no operating override for funding.

- **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.**

The proposed budget for Education is an estimate currently. Based on preliminary budget estimates and estimates of enrollment the Education budget is projected to increase 3.67% over the budget for Education in FY 2019. The increase is due to the projected increase of 9 Wellfleet students in the Nauset Regional School District which increases our share of the expenses for the regional district from 12.62% to 12.91%.

- **To limit the Fiscal 2019 operating budget for expenditures other than education and unclassified accounts to 2.5% or less.**

Excluding Education and unclassified accounts the proposed budget is increasing by 2.9%.

	<u>FY 2019</u>	<u>FY 2020</u>	<u>Increase</u>	
Payroll	\$6,627,558	\$6,911,808	\$284,250	(+4.3%)
Operating	\$2,760,542	\$2,748,134	-\$ 12,408	(-0.45%)
Total	\$9,388,100	\$9,659,942	\$271,842	(+2.9%)

- **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.**

The proposed budget for unclassified accounts (Benefits & Insurance) is projected to increase 5.85% from the previous year. It should be noted that all the current amounts in the unclassified accounts are based on estimates, we have yet to receive any actual amounts.

REVENUE

Revenue is derived from several sources including:

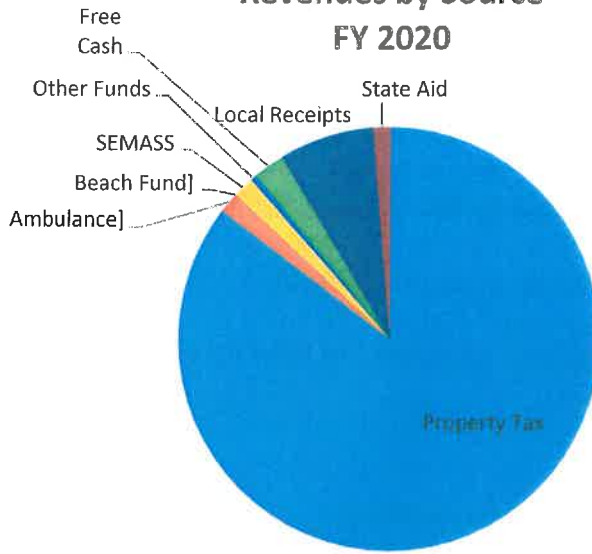
- Property Taxes
- Other Special Revenue Funds
 - Ambulance Fund
 - Beach Fund
 - SEMASS Fund
 - Recreation Fund
 - Shellfish Fund
 - Septic Fund
- Other Sources
 - Free Cash
 - Estimated Local Receipts
 - State Aid

As shown on the chart on the following page the Town continues to be heavily reliant on property taxes to fund the operating budget of the Town. In FY 2020 property taxes generate 81.4% of the total receipts, up from 81.1% in FY 2019.

It will be a slow process, but as a town our goal is to become less reliant on property taxes and generate more local receipts and user fees. This would provide relief to taxpayers. Options might include:

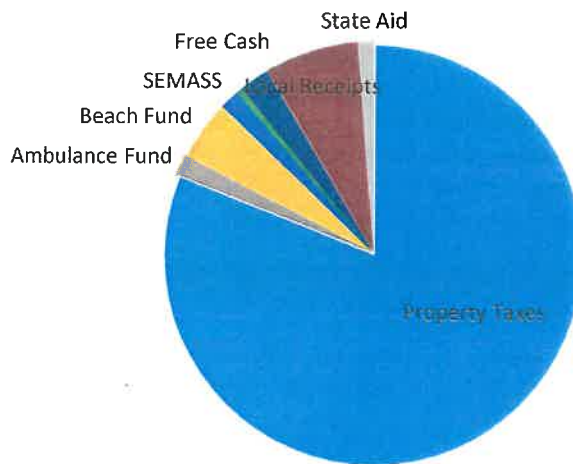
- Expand White Crest Beach parking lot to generate additional parking revenues.
- Charge for parking in town owned parking lots
- Collection of host fee and sales tax from recreational marijuana dispensaries.
- Expansion of room occupancy tax to cover all short-term rentals.

Revenues by Source FY 2020



	FY 2020		FY 2019	
Property Taxes	18,063,684	85.3%	17,726,123	81.1%
Ambulance Fund	340,000	1.6%	340,000	1.6%
Beach Fund	1,000	0.0%	1,000,000	4.6%
SEMASS	325,000	1.5%	325,000	1.5%
Other Funds	110,000	0.5%	50,500	0.2%
Free Cash	500,000	2.4%	500,000	2.3%
Estimated Local Receipt	1,535,000	7.3%	1,575,000	7.2%
State Aid	291,233	1.4%	286,508	1.3%

Revenue by Source FY 2019



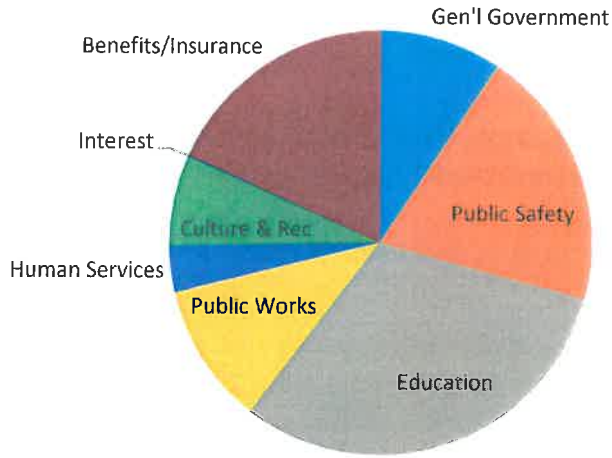
There are several budgets that are estimates at the time of this presentation including:

- Dept. 300 – Wellfleet Elementary School
- Dept. 301 – Nauset Regional School Assessment
- Dept. 302 – Cape Cod Regional Technical High School Assessment
- Dept. 911 – Retirement Assessment
- Dept. 914 – Group Health Insurance
- State Aid Receipts and Assessments

The budget as presented is a first draft. Between now and March 1st staff will continue to work on the operating budget and capital improvement plan and adjust as needed.

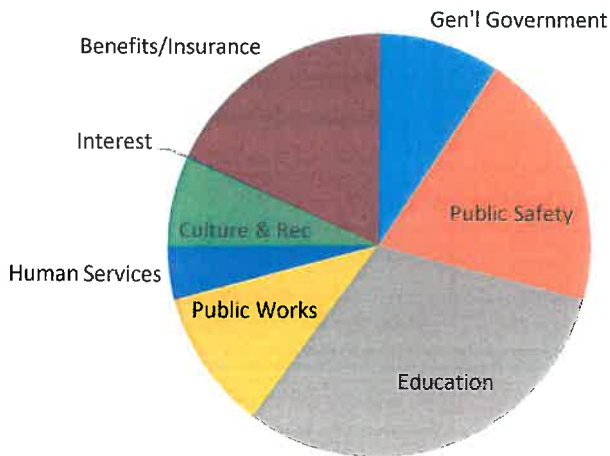
An analysis of the various segments of the budget is on the following pages.

Budget by Department FY 2020



	FY 2020		FY 2019	
General Govt	1,784,915	9.3%	1,786,650	9.4%
Public Safety	3,789,097	19.8%	3,789,047	19.8%
Education	5,962,748	31.2%	5,962,748	31.2%
Public Works	2,065,806	10.8%	2,065,806	10.8%
Human Services	681,768	3.6%	781,768	4.1%
Culture and Recreation	1,313,206	6.9%	1,313,206	6.9%
Interest	25,150	0.1%	25,150	0.1%
Benefits/Insurance	3,481,475	18.2%	3,481,475	18.2%

Budget by Department FY 2019



Payroll

The payroll budget as presented is projected to increase by \$284,250 or 4.3%.

Payroll, at \$6,911,808 composes of our budget and is 36.2% of the proposed FY 2020 budget (up from 35.9% in FY 2019).

- Including the cost of benefits the FY 2020 total personnel cost of \$10,374,283 is 54.3% of our budget as compared to \$9,548,875 or 53.4% in FY 2019).

It is a goal of the Town Administrator to pay the Town's staff a fair and competitive wage while operating as efficiently as possible. I believe the proposed budget achieves that goal.

The Finance Department reorganization was completed in FY 2019 resulting in a reduction of one position. It has the positive effect by increasing current employee compensation, reducing the overall payroll budget for town hall staff and eliminating one benefited position. This concept has been in the planning stages since my predecessor served as Town Administrator.

Payroll Adjustments in the FY 2020 budget include the following:

1. 161 Town Clerk; -\$19,690 reduction as we hire an Assistant Town Clerk. Once the Assistant has been fully trained it is expected they will be promoted to Town Clerk.
2. 179 Shellfish; +\$12,296 Increase hours of seasonal staff: Request to increase the part-time seasonal employee to monitor recreational fishery and its catch data, assist with propagation efforts and commercial fishery patrols. Based on the importance of the shellfishing industry to the community this is money well spent.
3. 210 Police Department; +\$70,000. Budget increases 3.27% before the addition of two items. \$45,000 is added to account for the retirement payout to the current Police Chief for unused vacation and sick hours. In addition, \$25,000 is added for special event costs, specifically activities during the 4th of July week and Oysterfest.
4. 220 Fire Department; +\$65,000. Special town meeting voters approved the transfer of funding from the call firefighter budget to hire an additional full-time firefighter.
5. 610 Library; +\$8,620. Request for additional part-time year-round position of ten hours per week.
6. 630 Recreation; +\$6,426. Additional staffing required for expanded programming due to donated passenger van.

Excluding all the items listed above the payroll budget increase would be +2.14%

Employee Benefits:

Employee benefits is 18.1% of the total budget presented. It also represents the largest increase of all the areas with an increase of \$192,442 (+5.9%). It is an area over which we have very little ability to change in the short-term.

Employee Benefits is composed of

- Retirement Assessment
- Worker's Compensation Insurance
- Unemployment Compensation
- Group Health Insurance
- Group Life Insurance
- Town's Share of Employee Medicare Tax
- Health Insurance Stipend

911 – Retirement Assessment

We do not yet have the retirement assessment for FY 2020 it is expected in early 2019. The current estimate projects a 10% increase in the Retirement Assessment. The FY 2019 increase was 9.2%. We are hopeful that the increase may be lower than budgeted as the performance of the stock market affects the assessment.

914 – Health Insurance Premiums

At this time, we do not have the percentage increase in the health insurance premiums for FY 2020, that data is expected in February 2019. The current estimate projects a 6% increase.

Health insurance rates are set by the Cape Cod Municipal Health Group steering board after receiving rate updates from the insurance carriers. This year we believe the steering group will be able to reduce the effective rates to member municipalities by using their reserve funds.

Education

The Education budget has three components:

1. Wellfleet Elementary School
2. Nauset Regional School District
3. Cape Cod Regional Technical High School

The Wellfleet Elementary School budget, which is not yet finalized, is currently projected to increase by 2.5% or \$65,798. This is only an estimate currently.

The Nauset Regional School District (NRSD) assessment is based on two factors; 1.) the size of the NRSD budget and 2.) the number of Wellfleet students attending the NRSD

For the purposes of the budget we have a preliminary estimate of 9 additional Wellfleet students attending NRSD. This contrasts to FY 2019 when the number of students decreased. This number will fluctuate each year and is an important variable in the

budget. With the increase in Wellfleet students and the fluctuation in other communities in the district we project that Wellfleet's percentage share of the regional district budget will increase from 12.62% to 12.91%.

While we do not have a proposed budget for the purposes of this budget we have estimated that the NSRD budget will increase by 2.5%.

The Cape Cod Regional Technical High School (CCRTHS), like the Nauset Regional School District is based on both the number of students from Wellfleet and the increase the regional budget. We are estimating that the number of Wellfleet students attending CCRTHS will remain steady at 13 for FY 2020 and we are assuming that the CCRTHS budget will increase by 2.5%

Based on the explanations listed above for the three components of the Education budget we are projecting that the FY 2020 Education budget will increase by 3.67%.

Operating Expenses

Operating expenses are an 'everything else' area. After Education, Payroll and Benefits and Insurance the balance of the budget is made up of operating expenses. A portion of the operating expenses would be considered a variable expense, some are fixed in the short-term.

The FY 2020 operating expenses are projected to decrease by \$12,408 or -0.45%. It should be noted that the Human Services budget requested an increase of \$100,000 for a voucher program for three-year-old children, like the program we have for our four-year old children.

As a Town Administrator and a strong proponent of education I support this concept. However, I did feel it should be addressed and approved separately and not as part of the operating budget. That is why I recommended removing it from this budget and will recommend it be a separate article on the warrant.

Recap

Each year the Town's Accounting office and the Assessor's office work together to submit the Recap which is a summary of receipts and expenditures of the Town to the Massachusetts Department of Revenue in order to set the tax rate. Based on current projections the Recap would be as follows:

<u>RECAP</u>			
RECEIPTS	FY 2019	FY 2020	line #
Property Taxes			
Prior Year Levy Limit	\$15,274,813	\$15,788,087	1
Allowable Growth of 2.5%	\$381,870	\$394,702	2
New Growth	\$131,403	\$115,000	3
Override	\$0	\$0	4
Proposition 2 ½ Limit	<u>\$15,788,087</u>	<u>\$16,297,789</u>	5
Debt Exclusion	\$1,833,755	\$1,660,571	6
Cape Cod Commission	<u>\$104,281</u>	<u>\$105,324</u>	7
Maximum Amount of Tax Levy	<u>\$17,726,123</u>	<u>\$18,063,684</u>	8
Receipts Reserved Funding			
Ambulance Fund Transfer	\$340,000	\$340,000	9
Beach Fund Transfer	\$1,000,000	\$1,000,000	10
SEMASS Transfer	\$325,000	\$325,000	11
Recreation Fund Transfer	\$60,000	\$60,000	12
Shellfish Fund Transfer	\$20,500	\$20,000	13
Septic to Capital Debt	\$20,000	\$20,000	14
Marina Parking to Stabilization	<u>\$10,000</u>	<u>\$10,000</u>	15
Subtotal	<u>\$1,775,500</u>	<u>\$1,775,000</u>	16
Other Sources:			
Free Cash	\$500,000	\$500,000	17
Local Estimated Receipts	\$1,575,000	\$1,535,000	18
Cherry Sheet Receipts (net of offsets)	\$286,508	\$291,233	19
Enterprise Funds Indirect Costs	<u>\$60,300</u>	<u>\$60,300</u>	20
Subtotal	<u>\$2,421,808</u>	<u>\$2,386,533</u>	21
Maximum Available Revenue	<u>\$21,923,431</u>	<u>\$22,225,217</u>	22
EXPENDITURES			
Operating Budget	\$18,315,323	\$19,205,850	23
Capital Debt Service	\$1,828,966	\$1,670,571	24
Capital Items	\$670,267	\$255,319	25
Articles	\$527,956	\$484,000	26
Cherry Sheet Charges	\$430,062	\$435,000	27
Overlay	<u>\$128,500</u>	<u>\$120,000</u>	28
Total Expenditures	<u>\$21,901,074</u>	<u>\$22,170,740</u>	29
Excess Levy Capacity	<u>\$22,357</u>	<u>\$54,477</u>	30

SUMMARY

The recap on the previous page reflects the current budget projections.

- Lines 1 through 22 are the total available receipts to fund the FY 2020 budget.
- Lines 23 through 29 are the total expenditures expected in FY 2020.
- Line 30 is the amount by which available revenues exceed expenditures. In the business world line 30 would be referred to as the net income. In municipal finance only those funds that are sufficient to cover expenses are raised and the Town does not raise any more than required to pay for our expenditures.

Recap line 6 – Debt Exclusion (page 17 & 18)

Total capital improvement debt (line 24 on the recap) is \$1,670,571, of that amount \$1,660,571 is excluded debt and was approved by voters through a proposition 2 ½ debt exclusion.

Recap line 19 & 27 – Cherry Sheets

We do not yet have Governor Baker's proposed FY 2020 budget. We are only able to make an estimate based on prior years at this time.

Recap line 25 – Capital Items (page 19)

The proposed capital improvement plan (CIP) of this report totals \$2,020,858. That is \$676,448 over our 7% target which would call for a capital improvement program budget of \$1,344,410. There are several needed large equipment purchases which account for the large program request in FY 2020 including the replacement of a ladder truck for the Fire Department (\$525,000), the replacement of a 2008 street sweeper (\$360,000) and the replacement of a 2005 Front End Loader (\$220,000).

Recap line 26 – Articles (page 20)

The proposed articles following prior years.

1. Transfer \$112,956 to the Water Enterprise Fund as a general fund subsidy to balance the Enterprise Fund.
2. Town meeting article to request \$15,000 be appropriated for non-union staff increases and compensation related to a staff reorganization.
3. The Town has been transferring funds into the OPEB Trust Fund each year and is one of the leading communities on Cape Cod in funding our OPEB liability. The current balance in the fund is \$1,704,072 against a 06/30/17 estimated OPEB liability of \$8,372,459. An additional \$250,000 would bring the balance in the OPEB Trust Fund to approximately \$1,954,000. It will take a long-term ongoing commitment to fully fund our liability. As of FY 2019 we are 20.3% funded.
4. This annual article would transfer \$10,000 from the Marina Parking fund to the Marina Stabilization fund as was done in FY 2019.

5. Transfer \$43,000 to the General-Purpose Stabilization Fund. The Stabilization Fund has an approximate balance of \$916,731 and meets our 5% policy (\$915,000 in FY 2019). Each year an additional deposit will be made in an amount equal to 5% of the projected growth of the budget. In FY 2020 that amount is \$43,000.

On the following pages the reader will find further details of the FY 2020 Budget.

<u>Description</u>	<u>Pages</u>
Budget Summary by Department	12 – 16
Debt Service Budget	17 – 18
FY 2019 Capital Improvement Funding	19
Expected Town Meeting Articles	20
Budget Police as adopted by Selectmen	21 - 25

The introduction is followed by separate tabs as follows

- General Government
- Public Safety
- Education
- Public Works
- Human Services
- Culture and Recreation
- Benefits and Insurance
- Payroll
- Enterprise Funds
- Capital Improvement Program

Department	FY 2018 Approved Budget	FY 2018 Actual	FY 2019 Approved Budget	FY 2020 Dept Request	FY 2020 TA Budget	
GENERAL GOVERNMENT						
114 - MODERATOR						
Salaries & Wages	200	200	200	200	200	
Operating Expenses	225	365	400	400	400	
Total	425	565	600	600	600	
115 - CONSTABLES						
Salaries & Wages	100	0	100	100	100	
Total	100	0	100	100	100	
121 - AUDIT						
Operating Expenses	22,500	21,900	22,500	23,000	23,000	
Total	22,500	21,900	22,500	23,000	23,000	
122 - SELECTMEN						
Salaries & Wages	5,000	4,167	12,500	12,500	12,500	0.00%
Operating Expenses	4,370	1,280	4,370	4,370	4,370	0.00%
Total	9,370	5,447	16,870	16,870	16,870	0.00%
123 - TOWN ADMINISTRATOR						
Salaries & Wages	203,200	175,533	224,646	227,596	227,596	1.31%
Operating Expenses	12,925	7,045	12,475	11,350	11,350	-9.02%
Total	216,125	182,578	237,121	238,946	238,946	0.77%
124 - GENERAL ADMINISTRATION						
Salaries & Wages	127,039	119,324	124,629	129,053	129,053	3.55%
Operating Expenses	19,593	17,366	21,700	21,400	21,400	-1.38%
Total	146,632	136,690	146,329	150,453	150,453	2.82%
131 - FINANCE COMMITTEE						
Operating Expenses	300	279	300	300	300	
Total	300	279	300	300	300	
132 - RESERVE FUND						
TRANSFERS	83,000	0	85,075	87,202	87,202	2.50%
Total	83,000	0	85,075	87,202	87,202	2.50%
135 - TOWN ACCOUNTANT						
Salaries & Wages	160,236	163,216	141,639	145,727	145,727	2.89%
Operating Expenses	9,650	8,025	10,390	10,390	10,390	0.00%
Total	169,886	171,240	152,029	156,117	156,117	2.69%
141 - ASSESSOR'S OFFICE						
Salaries & Wages	119,207	119,900	124,043	127,572	127,572	2.84%
Operating Expenses	47,950	45,305	47,950	51,070	51,070	6.51%
Total	167,157	165,205	171,993	178,642	178,642	3.87%
145 - TREASURER-COLLECTOR						
Salaries & Wages	201,694	201,528	175,843	181,078	181,078	2.98%
Operating Expenses	40,430	34,236	43,620	43,615	43,615	-0.01%
Total	242,124	235,764	219,463	224,693	224,693	2.38%
151 - LEGAL SERVICES						
Operating Expenses	101,300	100,172	103,300	105,000	105,000	1.65%
Total	101,300	100,172	103,300	105,000	105,000	1.65%
153 - COMPUTERIZATION						
Operating Expenses	157,933	148,821	157,933	160,000	160,000	1.31%
Total	157,933	148,821	157,933	160,000	160,000	1.31%
158 - TAX TITLE						
Operating Expenses	11,000	5,303	11,000	11,000	11,000	0.00%
Total	11,000	5,303	11,000	11,000	11,000	0.00%

Department	FY 2018 Approved Budget	FY 2018 Actual	FY 2019 Approved Budget	FY 2020 Dept Request	FY 2020 TA Budget	
161 - TOWN CLERK						
Salaries & Wages	67,765	75,023	71,040	51,350	51,350	-27.72%
Operating Expenses	7,574	5,035	13,194	13,194	13,194	0.00%
Total	75,339	80,058	84,234	64,544	64,544	-23.38%
162 - ELECTIONS/REGISTRATION						
Salaries & Wages	3,550	1,491	5,320	5,320	5,320	0.00%
Operating Expenses	4,500	1,721	6,184	6,184	6,184	0.00%
Total	8,050	3,212	11,504	11,504	11,504	0.00%
171 - CONSERVATION COMMISSION						
Operating Expenses	3,630	2,993	3,630	3,630	3,630	0.00%
Total	3,630	2,993	3,630	3,630	3,630	0.00%
174 - PLANNING BOARD						
Operating Expenses	10,435	1,751	10,435	10,435	10,435	0.00%
Total	10,435	1,751	10,435	10,435	10,435	0.00%
176 - ZONING BOARD OF APPEALS						
Operating Expenses	1,756	1,341	1,756	1,756	1,756	0.00%
Total	1,756	1,341	1,756	1,756	1,756	0.00%
177 - OPEN SPACE COMMITTEE						
Operating Expenses	1,500	0	1,500	1,500	1,500	0.00%
Total	1,500	0	1,500	1,500	1,500	0.00%
178 - HERRING WARDEN						
Salaries & Wages	2,200	2,200	2,200	2,200	2,200	0.00%
Operating Expenses	0	0	300	300	300	0.00%
Total	2,200	2,200	2,500	2,500	2,500	0.00%
179 - SHELLFISH						
Salaries & Wages	183,255	189,274	197,448	220,688	218,953	10.89%
Operating Expenses	18,425	18,724	18,425	20,870	20,870	13.27%
Total	201,680	207,998	215,873	241,558	239,823	11.09%
180 - SHELLFISH CONSERVATION/PROPAGATION						
Operating Expenses	22,000	21,991	46,000	46,000	46,000	0.00%
Total	22,000	21,991	46,000	46,000	46,000	0.00%
181 - SHELLFISH ADVISORY COMMITTEE						
Operating Expenses	100	0	100	100	100	0.00%
Total	100	0	100	100	100	0.00%
182 - CHAMBER OF COMMERCE						
Operating Expenses	10,000	10,000	10,000	10,000	10,000	0.00%
Total	10,000	10,000	10,000	10,000	10,000	0.00%
183 - NATURAL RESOURCE ADVISORY BD						
Operating Expenses	1,150	600	1,150	1,150	1,150	0.00%
Total	1,150	600	1,150	1,150	1,150	0.00%
189 - HOUSING AUTHORITY						
Operating Expenses	5,000	18,799	5,000	5,000	5,000	0.00%
Total	5,000	18,799	5,000	5,000	5,000	0.00%
195 - TOWN REPORTS & WARRANTS						
Operating Expenses	13,000	12,938	13,000	14,050	14,050	8.08%
Total	13,000	12,938	13,000	14,050	14,050	8.08%
196 - CONSULTANCY						
Operating Expenses	20,000	20,000	20,000	20,000	20,000	0.00%
Total	20,000	20,000	20,000	20,000	20,000	0.00%
Total-General Gov't	1,703,692	1,557,845	1,751,295	1,786,650	1,784,915	1.92%

Department	FY 2018 Approved Budget	FY 2018 Actual	FY 2019 Approved Budget	FY 2020 Dept Request	FY 2020 TA Budget	
DEPARTMENT OF PUBLIC SAFETY						
210 - POLICE						
Salaries & Wages	1,219,606	1,309,591	1,346,946	1,461,003	1,461,003	8.47%
Operating Expenses	114,135	104,552	118,635	118,635	118,635	0.00%
Total	1,333,741	1,414,143	1,465,581	1,579,638	1,579,638	7.78%
215 - COMMUNICATIONS/DISPATCHERS						
Salaries & Wages	348,949	355,831	354,657	349,303	349,303	-1.51%
Operating Expenses	18,200	17,121	20,200	23,200	23,200	14.85%
Total	367,149	372,952	374,857	372,503	372,503	-0.63%
220 - FIRE						
Salaries & Wages	1,247,969	1,145,333	1,308,688	1,379,816	1,379,816	5.44%
Operating Expenses	216,633	189,074	212,059	218,297	218,297	2.94%
Total	1,464,602	1,334,407	1,520,747	1,598,113	1,598,113	5.09%
241 - Building Department						
Salaries & Wages	203,836	204,580	210,793	215,243	215,243	2.11%
Operating Expenses	11,300	6,725	11,300	12,300	12,350	9.29%
Total	215,136	211,305	222,093	227,543	227,593	2.48%
291 - EMERGENCY MANAGEMENT						
Operating Expenses	5,000	0	5,000	5,000	5,000	0.00%
Total	5,000	0	5,000	5,000	5,000	0.00%
292 - ANIMAL CONTROL OFFICER						
Salaries & Wages	42,962	20,004	0	0	0	0.00%
Operating Expenses	3,900	1,309	0	0	0	0.00%
Total	46,862	21,313	0	0	0	0.00%
293 - TRAFFIC/PARKING CONTROL						
Salaries & Wages	2,000	2,000	2,000	2,000	2,000	0.00%
Operating Expenses	4,250	1,036	4,250	4,250	4,250	0.00%
Total	6,250	3,036	6,250	6,250	6,250	0.00%
Total-Public Safety	3,438,740	3,357,155	3,594,528	3,789,047	3,789,097	5.41%

EDUCATION

300 - ELEMENTARY SCHOOL						
BUDGET ESTIMATE	2,652,879	2,477,984	2,631,903	2,697,701	2,697,701	2.50%
Total	2,652,879	2,477,984	2,631,903	2,697,701	2,697,701	2.50%
301 - NAUSET REGIONAL SCHOOL DISTRICT						
NRSD ASSESSMENT	2,969,904	2,969,904	2,850,944	2,989,573	2,989,573	4.86%
Total	2,969,904	2,969,904	2,850,944	2,989,573	2,989,573	4.86%
302 - CAPE COD REG TECH HS DISTRICT						
OTHER ASSESSMENTS	173,827	173,827	268,755	275,474	275,474	2.50%
Total	173,827	173,827	268,755	275,474	275,474	2.50%
TOTAL EDUCATION	5,796,610	5,621,715	5,751,602	5,962,748	5,962,748	3.67%

DEPARTMENT OF PUBLIC WORKS

417 - DPW FACILITIES						
Operating Expenses	338,100	309,197	334,600	340,950	340,950	1.90%
Total	338,100	309,197	334,600	340,950	340,950	1.90%
420 - DPW OPERATIONS						
Salaries & Wages	964,535	899,350	994,923	1,019,501	1,019,501	2.47%
Operating Expenses	150,950	143,095	149,550	149,550	149,550	0.00%
Total	1,115,485	1,042,445	1,144,473	1,169,051	1,169,051	2.15%

Department	FY 2018 Approved Budget	FY 2018 Actual	FY 2019 Approved Budget	FY 2020 Dept Request	FY 2020 TA Budget	
422 - DPW HIGHWAYS						
Operating Expenses	92,900	92,900	92,900	92,900	92,900	0.00%
Total	92,900	92,900	92,900	92,900	92,900	0.00%
423 - DPW SNOW REMOVAL						
Salaries & Wages	45,000	31,539	45,000	45,000	45,000	0.00%
Operating Expenses	83,180	78,626	83,180	83,180	83,180	0.00%
Total	128,180	110,165	128,180	128,180	128,180	0.00%
424 - DPW STREET LIGHTS						
Operating Expenses	10,600	6,758	10,600	10,600	10,600	0.00%
Total	10,600	6,758	10,600	10,600	10,600	0.00%
433 - DPW TRANSFER STATION						
Operating Expenses	342,959	296,024	323,350	323,350	323,350	0.00%
Total	342,959	296,024	323,350	323,350	323,350	0.00%
434 - RECYCLING COMMITTEE						
Operating Expenses	100	47	100	775	775	
Total	100	47	100	775	775	
Total Public Works	2,028,324	1,857,535	2,034,203	2,065,806	2,065,806	1.55%

HUMAN SERVICES**510 - HEALTH/CONSERVATION**

Salaries & Wages	154,216	154,655	159,585	164,050	164,050	2.80%
Operating Expenses	23,779	16,540	28,629	26,629	26,629	-6.99%
Total	177,995	171,195	188,214	190,679	190,679	1.31%

520 - HUMAN SERVICES

Grants	180,000	178,861	205,000	305,000	205,000	0.00%
Total	180,000	178,861	205,000	305,000	205,000	0.00%

541 - COUNCIL on AGING

Salaries & Wages	185,177	182,273	203,688	209,629	209,629	2.92%
Operating Expenses	47,355	46,387	45,025	47,125	47,125	4.66%
Total	232,532	228,660	248,713	256,754	256,754	3.23%

542 - COUNCIL on AGING BOARD

Operating Expenses	600	0	0	0	0	
Total	600	0	0	0	0	

543 - VETERAN's SERVICES

OTHER ASSESSMENTS	16,594	16,594	16,830	17,335	17,335	3.00%
VETERANS BENEFITS	12,000	5,133	12,000	12,000	12,000	0.00%
Total	28,594	21,726	28,830	29,335	29,335	1.75%
Total Human Services	619,721	600,442	670,757	781,768	681,768	1.64%

CULTURE AND RECREATION**510 - LIBRARY**

Salaries & Wages	328,774	325,402	340,290	357,944	357,944	5.19%
Operating Expenses	112,650	109,893	122,050	124,300	124,300	1.84%
Total	441,424	435,295	462,340	482,244	482,244	4.31%

630 - RECREATION

Salaries & Wages	217,643	221,649	238,071	250,564	250,564	5.25%
Operating Expenses	72,983	87,423	75,149	76,342	76,342	1.59%
Total	290,626	309,071	313,220	326,906	326,906	4.37%

660 - COMMUNITY SERVICES DIRECTOR

Salaries & Wages	86,277	89,528	88,491	94,917	94,917	7.26%
Operating Expenses	650	712	650	75,750	75,750	11554%
Total	86,927	90,240	89,141	170,667	170,667	91.46%

690 - HISTORICAL COMMISSION

Operating Expenses	100	0	2,600	2,600	2,600	0.00%
Total	100	0	2,600	2,600	2,600	0.00%

Department	FY 2018 Approved Budget	FY 2018 Actual	FY 2019 Approved Budget	FY 2020 Dept Request	FY 2020 TA Budget	
692 - HOLIDAY CELEBRATIONS						
Operating Expenses	1,200	1,030	1,200	1,200	1,200	0.00%
Total	1,200	1,030	1,200	1,200	1,200	0.00%
696 - Cultural Council						
Operating Expenses	2,000	7,000	2,000	2,000	2,000	0.00%
Total	2,000	7,000	2,000	2,000	2,000	0.00%
699 - Beach Program						
Salaries & Wages	250,155	253,756	254,818	261,189	261,189	2.50%
Operating Expenses	74,000	180,103	117,900	66,400	66,400	-43.68%
Total	324,155	433,859	372,718	327,589	327,589	-12.11%
Total Culture & Rec.	1,146,432	1,276,496	1,243,219	1,313,206	1,313,206	5.63%

INTEREST ACCOUNTS

Short Term Loan Prin/Int	25,000	0	25,000	25,000	25,000	0.00%
R/E TAX REFUND INTEREST	150	42	150	150	150	0.00%
Total Interest Accounts	25,150	42	25,150	25,150	25,150	0.00%

BENEFITS and INSURANCE

911 - RETIREMENT ASSESSMENT						
Barnstable County Retireme	1,150,399	1,150,399	1,256,352	1,385,000	1,385,000	10.24%
912 - WORKERS COMPENSATION						
Injury Claims	100,000	109,075	115,000	115,000	115,000	0.00%
913 - UNEMPLOYMENT COMPENSATION						
Claims	25,000	17,543	25,000	25,000	25,000	0.00%
914 - GROUP HEALTH INSURANCE						
Premiums	1,320,600	1,391,278	1,379,027	1,447,975	1,447,975	5.00%
915 - Group Life Insurance						
Premiums	6,300	5,864	6,500	6,500	6,500	0.00%
916 - Town Share Medicare						
Tax Payments	105,500	110,459	112,500	126,000	126,000	12.00%
917 - Health Insurance Stipend						
Employee Stipends	49,850	56,176	45,000	45,000	45,000	0.00%
918 - Town Share HAS						
Health Savings Account	0	18,000	0	19,000	19,000	
945 - Property/Liability Insurance						
Premiums	300,000	301,201	305,000	312,000	312,000	2.30%
Contract Adjustments	78,000	0	44,654	0	0	
Total Unclassified Accts	3,135,649	3,159,994	3,289,033	3,481,475	3,481,475	5.85%

General Government	1,703,692	1,557,845	1,751,295	1,786,650	1,784,915	
Public Safety	3,438,740	3,357,155	3,594,528	3,789,047	3,789,097	
Education	5,796,610	5,621,715	5,751,602	5,962,748	5,962,748	
Public Works	2,028,324	1,857,535	2,034,203	2,065,806	2,065,806	
Human Services	619,721	600,442	670,757	781,768	681,768	
Culture and Recreation	1,146,432	1,276,496	1,243,219	1,313,206	1,313,206	
Interest Accounts	25,150	42	25,150	25,150	25,150	
Unclassified Accounts	3,135,649	3,159,994	3,289,033	3,481,475	3,481,475	
Contract Adjustments						
Total	17,894,318	17,431,224	18,359,787	19,205,850	19,104,165	4.05%

Town of Wellfleet Debt Service Budget

Purpose	P&I	2020	1,670,571 General Fund	52,900 Land Bank	109,736 Water Enterprise	126,750 Marina Enterprise	1,660,571 Debt Exclusion
1/15/2016							
Baker's Field Restrooms	Principal	25,000	25,000				25,000
Exempt- I	Interest	5,020	5,020				5,020
Transfer Station Canopy	Principal	10,000	10,000				10,000
Exempt- I	Interest	2,235	2,235				2,235
Town Hall Remodel	Principal	10,000	10,000				10,000
Exempt- I	Interest	2,460	2,460				2,460
Paving	Principal	5,000	5,000				5,000
Exempt- I	Interest	300	300				300
Paving	Principal	5,000	5,000				5,000
Exempt- I	Interest	700	700				700
Equipment	Principal	25,000	25,000				25,000
Exempt- I	Interest	5,420	5,420				5,420
Fire Truck	Principal	40,000	40,000				40,000
Exempt- I	Interest	9,410	9,410				9,410
Pumper Truck	Principal	20,000	20,000				20,000
Exempt- I	Interest	3,890	3,890				3,890
Side Scan Sonar	Principal	10,000	10,000				10,000
Exempt- I	Interest	1,000	1,000				1,000
Engineering-Rt 6 & Main St	Principal	50,000	50,000				50,000
Exempt- I	Interest	1,000	1,000				1,000
Engineering-Rt 6 & Main St	Principal	10,000	10,000				10,000
Exempt- I	Interest	400	400				400
Recreation Facility	Principal	10,000	10,000				10,000
Exempt- I	Interest	2,460	2,460				2,460
School Roof	Principal	10,000	10,000				10,000
Exempt- O	Interest	1,300	1,300				1,300
Total Principal:		<u>230,000</u>					
Total Interest:		<u>35,595</u>					
5/15/2014							
Landfill Close Out	Principal	5,000	5,000				5,000
REF-Exempt-O	Interest	950	950				950
Landfill Close Out	Principal	105,000	105,000				105,000
REF-Exempt-O	Interest	18,900	18,900				18,900
Land Acq-Church Property	Principal	35,000	35,000				35,000
REF-Exempt-I	Interest	1,550	1,550				1,550
Land Acq Chev-Land Bank	Principal	35,000		35,000			
REF- I	Interest	2,150		2,150			
Land Acq; Geig-Land Bank	Principal	15,000		15,000			
REF- I	Interest	750		750			
Land Acquisition	Principal	40,000	40,000				40,000
REF-Exempt-I	Interest	5,650	5,650				5,650
Architectural Services-Fire	Principal	5,000	5,000				5,000
REF-Exempt-I	Interest	650	650				650
Architectural Services-Fire	Principal	15,000	15,000				15,000
REF-Exempt-I	Interest	2,850	2,850				2,850
Public Wharf Construction	Principal	105,000			105,000		
REF-I	Interest	21,750			21,750		
Bridge Reconstruction	Principal	10,000	10,000				10,000
REF-Exempt-I	Interest	2,350	2,350				2,350

Town of Wellfleet Debt Service Budget

Purpose	P&I	2020	1,670,571 General Fund	52,900 Land Bank	109,736 Water Enterprise	126,750 Marina Enterprise	1,660,571 Debt Exclusion
Fire Station Construction	Principal	390,000	390,000				390,000
REF-Exempt - I	Interest	88,050	88,050				88,050
Senior Center	Principal	50,000	50,000				50,000
REF-Exempt I	Interest	4,250	4,250				4,250
Library	Principal	15,000	15,000				15,000
REF-Exempt- I	Interest	300	300				300
Water Mains	Principal	15,000	15,000				15,000
REF-O	Interest	1,500	1,500				1,500
Total Principal:		840,000					
Total Interest:		151,650					
		<i>6/15/2017</i>					
Police Station	Principal	305,000	305,000				305,000
	Interest	213,073	213,073				213,073
		<i>USDA- 8-20-14</i>					
Water-Outside	Principal	25,642			25,642		
	Interest	24,679			24,679		
		<i>USDA-5-19-10</i>					
Water-Outside	Principal	29,394			29,394		
	Interest	30,021			30,021		
		<i>Clean Water Trust Loans</i>					
CW-10-11 dtd 1-7-15	Principal	8,817	8,817				8,817
Wastewater I	Interest	3,331	3,331				3,331
DW-03-04 /11-1-03-2006 REF	Principal	50,000	50,000				50,000
Water System - O	Interest	2,755	2,755				2,755
Title V-Septic Repair	Principal	10,000	10,000				
T5-02-1002 O	Interest	0	0				
		<i>BAN - COA Vehicle</i>					
	Principal	40,000	40,000				0
	Interest	800	800				
Total Principal:		1,538,853					
Total Interest:		461,905					
Total Principal & Interest:		2,000,757					

Non- excluded debt service is shaded

Capital Improvement Requests

Line #25

Capital Improvement Program Funding

Dept	Description		FY 2020	FY 2020	Raise & Approp.	Other
			Request	TA Recommend		
153 Information Technology	Technology Equipment		\$50,000	\$40,000	\$40,000	
161 Town Clerk	Vault Shelving		\$5,750	\$5,750	\$5,750	
161 Town Clerk	Microfilming Records		\$11,000	\$11,000	\$11,000	
179 Shellfish	Pick-up Truck		\$26,015			
179 Shellfish	Two motors for barge		\$30,000	\$30,000	\$30,000	
210 Police	Police cruiser replacement		\$40,000	\$40,000		\$40,000 borrow
210 Police	Taser replacement		\$20,000	\$20,000	\$20,000	
220 Fire & Rescue	Turnout gear replacement		\$17,500	\$17,500	\$17,500	
220 Fire & Rescue	Portable radios		\$65,000	\$65,000		\$65,000 borrow
220 Fire & Rescue	Forestry 90 replacement		\$40,000	\$40,000		\$40,000 borrow
220 Fire & Rescue	Replace Ladder 93		\$525,000	\$525,000		\$525,000 borrow
300 Wellfleet Elementary	Paint/Repair exterior trim		\$15,000	\$15,000	\$15,000	
300 Wellfleet Elementary	Replace chainlink fence		\$10,000	\$10,000	\$10,000	
300 Wellfleet Elementary	Computer replacements		\$10,000	\$10,000	\$10,000	
Total Cost						
			Wellfleet \$	Wellfleet \$		
301 Nauset Regional Sch	General Repair	25,000	\$3,125	\$3,125	\$3,125	
301 Nauset Regional Sch	Replace classroom flooring	30,000	\$3,750	\$3,750	\$3,750	
301 Nauset Regional Sch		10,000	\$1,250	\$1,250	\$1,250	
301 Nauset Regional Sch		15,000	\$1,875	\$1,875	\$1,875	
301 Nauset Regional Sch		20,000	\$2,500	\$2,500	\$2,500	
301 Nauset Regional Sch		114,355	\$14,294	\$14,294	\$14,294	
301 Nauset Regional Sch		15,000	\$1,875	\$1,875	\$1,875	
301 Nauset Regional Sch		25,000	\$3,125	\$3,125	\$3,125	
301 Nauset Regional Sch		180,000	\$22,500	\$22,500	\$22,500	
301 Nauset High School	General Repairs	30,000	\$3,750	\$3,750	\$3,750	
301 Nauset High School	Interactive classroom screens	25,000	\$3,125	\$3,125	\$3,125	
417 DPW Facilities	Town hall basement flooring		\$30,000			
417 DPW Facilities	Library bathroom upgrades		\$8,000	\$8,000		\$8,000 borrow
417 DPW Facilities	Library Parking Lot/Sidewalks		\$12,000	\$12,000		\$12,000 borrow
417 DPW Facilities	Fire Station HVAC upgrades		\$80,000	\$80,000		\$80,000 Other
417 DPW Facilities	Old COA-secure foundation		\$10,000	\$10,000	\$10,000	
420 DPW Equipment	2000 Dump Truck w sander/plow replace		\$140,000	\$140,000		\$140,000 borrow
420 DPW Equipment	2008 Street Sweeper replacement		\$360,000	\$360,000		\$360,000 borrow
420 DPW Equipment	2005 Front end loader replacement		\$220,000	\$220,000		\$220,000 borrow
420 DPW Equipment	Skid steer loader		\$14,900	\$14,900	\$14,900	
420 DPW Equipment	100 yd refuse/recycling trailer		\$75,000	\$75,000		\$75,000 borrow
510 Health & Conservation	Inspection vehicle		\$32,000	\$32,000		\$32,000 borrow
630 Recreation	Baker Field Shade Structure		\$37,449	\$37,449		\$37,449 borrow
630 Recreation	Adult fitness stations		\$14,900			
630 Recreation	Bandstand at Pier - awning		\$25,175	\$25,175		\$25,175 borrow
699 Beach	Pick-up truck replacement		\$35,000	\$35,000		\$35,000 borrow
			\$2,020,858	\$1,939,943	\$245,319	\$1,694,624
						\$1,939,943
						\$1,939,943

Enterprise Fund Capital Improvements (paid for by Enterprise Funds)

Marina Enterprise Fund Fuel Tank

**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:¹ 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

¹ See Town Charter section 7-5.
Budget Policy FY 2020.docx

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

Program Description

The elected, five-member Board of Selectmen are the Chief Executive of the Town of Wellfleet. The Board of Selectmen are managers of the Town of Wellfleet and are the primary policy making, planning and goal setting agency of the Town. This budget funds stipends for the members of the Board of Selectmen as well as related operating expenses.

Budget Statement

April 2019 town meeting voters increased the Selectboard stipend to \$12,500 per year. The FY 2020 budget reflects that change.

FY 2020 Objectives

Major Accomplishments for FY 2018

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Stipend	\$2,500 each for five Selectmen

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$1,000	Contract services if needed
B-2	Education & Training	\$200	Reimbursement to Selectmen
B-3	Telephone	\$300	Selectmen cell phone reimbursement
B-4	Printing	\$70	Business cards
B-5	Office Supplies	\$0	none
B-6	Travel	\$200	Reimbursement to out-of-town meetings attended
B-7	Meals/Lodging	\$200	Reimbursement for meals
B-8	Dues & Memberships	\$2,200	\$250 CC Selectmen's Assn
B-9	Miscellaneous	\$200	

122 Selectmen

	FY2018	FY2018	FY2019	FY 2020	Budget Request
	Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:					
A-1 Stipend	5,000	4,167	12,500	12,500	12,500
Total Personnel	5,000	4,167	12,500	12,500	12,500
OPERATING EXPENSES					
B-1 Contract Services	1,000	325	1,000	1,000	1,000
B-2 Education & Training	200	293	200	200	200
B-3 Telephone	300	200	300	300	300
B-4 Printing	70	0	70	70	70
B-5 Office Supplies	0	0	0	0	0
B-6 Travel	200	112	200	200	200
B-7 Meals/Lodging	200	0	200	200	200
B-8 Dues/Memberships	2,200	250	2,200	2,200	2,200
B-9 Miscellaneous	200	100	200	200	200
Total Operating	4,370	1,280	4,370	4,370	4,370
Total Department	9,370	5,447	16,870	16,870	16,870

Program Description

Under the direction of the Board of Selectmen the Town Administrator's office is responsible for the administration of all Town functions including personnel management. Following the Selectmen's direction and goals the Town Administrator is responsible for seeing the needs of the Town's residents are met and all Commonwealth and Federal laws are followed. The Town Administrator and Assistant Town Administrator comprise the administrative offices for the Town and the Assistant Town Manager serves as the Acting Town Administrator in the absence of the Town Administrator.

Budget Statement

Personnel increases are provided for in the Town Administrator's contract and the expected renewal of the Assistant Town Administrator's contract. Budget for operating expenses decreased slightly.

FY 2020 Objectives

- Implementation of Selectmen's goals
- Optimize efficiency throughout the town
- Increased transparency in all government operations
- Continued focus on economic vitality and housing.

Major Accomplishments for FY 2018

- Reorganization of Finance Department in town hall.
- Hiring of new Assistant Town Administrator/Town Planner

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	<ul style="list-style-type: none"> • Town Administrator • Assistant Town Administrator
A-3	Longevity	\$100 per employment contract of Asst. Town Administrator
A-4	WEA Incentive Pay	\$10,000 per WEA contract

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$0	
B-2	Education & Training	\$5,000	\$3,000 for Town Administrator \$2,000 for Assistant Town Administrator
B-3	Telephone	\$600	Reimbursement to two full-time staff - \$300/year
B-4	Printing	\$750	Personnel advertising
B-5	Office Supplies	\$125	Miscellaneous office supplies
B-6	Travel	\$3,000	Reimbursement for out-of-town travel for meetings and educational opportunities
B-7	Meals/Lodging	\$500	Reimbursement for meals
B-8	Dues & Memberships	\$2,500	\$665 ICMA Dues \$1,500 Mass. Municipal Association \$330 American Planning Institute
B-9	Miscellaneous	\$0	

123 Town Administrator

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	203,200	175,533	209,646	217,496	217,496
A-2	S&W - Part-time	0	0	0	0	0
A-3	S&W - Longevity	0	0	0	100	100
A-4	WEA Incentive Pay	0	0	15,000	10,000	10,000
A-5	Vacation Buyout	0	0	0	0	0
Total Personnel		203,200	175,533	224,646	227,596	227,596
OPERATING EXPENSES						
B-1	Contract Services	0	716	0	0	0
B-2	Education & Training	6,000	247	5,000	4,000	4,000
B-3	Telephone	600	570	600	600	600
B-4	Advertising	1,000	184	750	500	500
B-5	Office Supplies	125	250	125	250	250
B-6	Travel	3,000	584	3,000	1,000	1,000
B-7	Meals/Lodging	1,000	2,335	500	2,500	2,500
B-8	Dues/Memberships	1,200	2,159	2,500	2,500	2,500
Total Operating		12,925	7,045	12,475	11,350	11,350
Total Department		216,125	182,578	237,121	238,946	238,946

**GENERAL GOVERNMENT
124 General Administration**

Program Description

The General Administration budget provides the administrative support for the Board of Selectmen, the Town Administrator's office and committee support.

Budget Statement

Personnel increases are provided for by union agreements. The operating budget has increased due to the additional cost for copier maintenance agreements.

FY 2020 Objectives

- Implementation of new telephone system

Major Accomplishments for FY 2018

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	<ul style="list-style-type: none"> • Exec. Assistant to Town Administrator/BOS Secretary • Principal Clerk
A-2	Part-time S&W	<ul style="list-style-type: none"> • Committee Secretary
A-3	Longevity	For Principal Clerk
A-4	Health Insurance Stipend	None

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Copier Lease	\$8,000	Maintenance contract for three copiers
B-2	Contract Services	\$2,500	
B-3	Alarm System	\$600	Alarm system for town hall
B-4	Education & Training	\$500	Added training budget for two full-time positions
B-5	Telephone	\$4,000	Town's telephone carrier expenses
B-6	Postage	\$1,000	General postage for Selectmen and TA's office
B-7	Printing	\$500	Misc. printing costs (i.e. business cards, etc)
B-8	Advertising	\$1,500	Required legal postings for Selectmen, TA and misc. personnel postings.
B-9	Office Supplies	\$2,400	Includes copier paper, envelopes
B-10	Travel	\$400	Travel reimbursement to employees

124 General Administration

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	105,718	97,682	102,400	105,585	105,585
A-2	S&W - Part-time	20,121	20,132	20,829	21,968	21,968
A-3	S&W - Longevity	1,200	1,510	1,400	1,500	1,500
A-4	S&W- Vacation Buyout	0	0	0	0	0
A-5	S&W - Health Ins Stipenc	0	2,875	0	0	0
Total Personnel		127,039	122,199	124,629	129,053	129,053
OPERATING EXPENSES						
B-1	Copier Lease	6,143	7,928	7,950	8,000	8,000
B-2	Contract Services	2,500	1,922	2,500	2,500	2,500
B-3	Alarm System	650	526	650	600	600
B-4	Education & Training	0	0	500	500	500
B-5	Telephone	4,000	2,927	4,500	4,000	4,000
B-6	Postage	1,300	993	500	1,000	1,000
B-7	Printing	400	16	500	500	500
B-8	Advertising	1,800	1,056	1,800	1,500	1,500
B-9	Office Supplies	2,400	1,817	2,400	2,400	2,400
B-10	Travel	400	181	400	400	400
Total Operating		19,593	17,366	21,700	21,400	21,400
Total Department		146,632	139,565	146,329	150,453	150,453

GENERAL GOVERNMENT
135 Town Accountant

Program Description

The Accounting Department, which employs two full time individuals, provides various financial services to the Town of Wellfleet, such as vendor payable warrants and payroll services. The Accounting Department has an ongoing goal to comply with the Massachusetts Department of Revenue's schedule for submission of reports, Schedule A, Tax Rate Recap, Balance Sheet, and more. The department also maintains all original copies of contracts and payroll/personnel files. The Accounting Department provides budget status reports to each department every month as well as assisting in the budget development process every year.

Budget Statement

The Personnel Budget follows the compensation plan.
The Operating Budget remains level funded besides a slight \$30 increase in postage.

FY 2020 Objectives

Our main objective is to implement VADAR or any other software as our main accounting system.

Major Accomplishments for FY 2018

The office was able to streamline various processes that included payroll warrants, vendor warrants, and DOR report information. Accounting was also able to write a procedure manual as well as create a fraud assessment procedure.

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	Two full time staff
A-2	Part-time S&W	None
A-3	Seasonal/Temporary	None
A-4	Overtime	None
A-5	Longevity	\$2,100 per WEA Contract

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$200	Costs associated with day to day operations
B-2	Data Processing	\$5,540	Vadar or any other accounting system customer support
B-3	Education & Training	\$1,510	\$800 UMASS Amherst Annual Accountants training program and miscellaneous programs including Accountants Association training opportunities and various accounting classes.
B-4	Postage	\$20	Miscellaneous postage costs
B-5	Office Supplies	\$1,000	Miscellaneous office supplies
B-6	Travel	\$800	Out of town travel reimbursement
B-7	Meals/Lodging	\$1,100	Primarily used for Annual Accountants program at UMASS
B-8	Dues & Memberships	\$220	Cape & Islands Town Accountant Association & MA Municipal Audit & Accountants Association

135 Town Accountant

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	130,211	131,489	139,639	143,627	143,627
A-2	S&W - Part-time	27,325	26,975	0	0	0
A-3	S&W - Longevity	2,700	2,700	2,000	2,100	2,100
A-4	Health Ins Stipend	0	7,307	0	0	0
A-5	Vacation Buyout	0	2,052	0	0	0
Total Personnel		160,236	170,523	141,639	145,727	145,727
OPERATING EXPENSES						
B-1	Contract Services	200	0	200	200	200
B-2	Data Processing	5,300	4,999	5,540	5,540	5,540
B-3	Education & Training	1,010	860	1,510	1,510	1,510
B-4	Postage	20	59	20	20	20
B-5	Office Supplies	1,000	423	1,000	1,000	1,000
B-6	Travel	800	618	800	800	800
B-7	Meals/Lodging	1,000	906	1,000	1,100	1,100
B-8	Dues/Memberships	320	160	320	220	220
Total Operating		9,650	8,025	10,390	10,390	10,390
Total Department		169,886	178,548	152,029	156,117	156,117

Program Description

Values all real and personal property for purposes of ad valorem taxation. Assesses motor vehicle and boat excise tax. Processes abatement applications and personal exemptions; calculates Affordable Accessory Dwelling Unit tax deductions; maintains and updates tax maps; records and analyzes property sales; administrates 5-year recertification program and interim year adjustments in accordance with Department of Revenue requirements; defends values before the Appellate Tax Board; inspects all building permits for new growth and data collects for cyclical inspection program; responsible for official and definitive records of ownership and physical data for all properties; create abutters' lists for ZBA, Planning Board, Board of Health, Conservation, Liquor Licenses, and Pole Hearings; taxpayer education; completes annual Tax Rate Recap in conjunction with Town Accountant and Town Clerk; member of and advisor to Board of Assessors.

Budget Statement

FY 2020 Objectives

- New Technology and upgrades to existing technology, including GIS, online permitting and permit-tracking software through State grants.
- Reintroduce use of Assessor's database in Building and Health & Conservation departments to improve efficiency of communication and data sharing.

Major Accomplishments for FY 2018

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	Two full time staff
A-2	Part-time S&W	None
A-3	Seasonal/Temporary	None
A-4	Overtime	None
A-5	Longevity	\$2,375 per WEA contract

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$12,120	PK annual software maintenance & Registry of Deeds
B-2	Prof. Services – PK	\$29,200	Recertification contractor with level-funded 3 yr. contract
B-3	Education & Training	\$2,000	Assessor's School & various seminars to maintain MAA cert.
B-4	Mapping Services	\$3,000	Annual atlas update required by DOR
B-5	Postage	\$550	Mailings due to notifications, exemptions, abatements
B-6	Office Supplies	\$500	Maintain adequate supplies for efficient operation of office
B-7	Travel	\$2,200	Mileage reimbursement for data collector's use of own car
B-8	Meals/Lodging	\$1,000	Reimbursement for school, course & seminar expenses
B-9	Dues & Memberships	\$500	Professional organizations: MAAO, BCAA, NRAAO

141 Assessor

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	118,107	113,183	122,143	125,197	125,197
A-2	S&W - Part-time	0	0	0	0	
A-3	S&W - Longevity	1,100	1,700	1,900	2,375	2,375
A-4	S&W - Vacation Buyout	0	0	0	0	
Total Personnel		119,207	114,883	124,043	127,572	127,572
OPERATING EXPENSES						
B-1	Contract Services	9,000	8,801	9,000	12,120	12,120
B-2	Prof. Services-PK	29,200	29,200	29,200	29,200	29,200
B-3	Education & Training	2,000	681	2,000	2,000	2,000
B-4	Mapping Services	3,000	2,750	3,000	3,000	3,000
B-5	Postage	500	494	450	550	550
B-6	Office Supplies	750	288	500	500	500
B-7	Travel	2,000	1,801	2,300	2,200	2,200
B-8	Meals & Lodging	1,000	840	1,000	1,000	1,000
B-9	Dues/Membership	500	450	500	500	500
Total Operating		47,950	45,305	47,950	51,070	51,070
Total Department		167,157	160,188	171,993	178,642	178,642

**GENERAL GOVERNMENT
145 Treasurer-Collector**

Program Description

The Collector and Treasurer's department is a statutory function encompassing the oversight of all town funds, incoming and outgoing. The treasury management functions cover the receipt, deposit of and accounting for all town funds from all sources, town departments, schools, committees, etc., as well as administration of payroll, employee benefits, and retirement account administration. In addition, the Treasurer oversees Tax Title accounts, invest the funds held to the Town's best advantage, is responsible for bond issues, bond ratings and debt management. The Treasurer is also responsible for insuring the funds being paid out by the Town are accurate, properly documented and correct. The collector's office is responsible for preparing, generating, mailing, properly receiving and accounting for all payments made to the town for Real estate, personal property, motor vehicle excise, boat excise bills. The goal is to receive all funds in a timely manner reducing the amount of outstanding receivables and generating positive cash flow to the town.

Budget Statement

Budget is basically level funded with the exception of a few items that I suggest mainly as a correction so the year end numbers will be more accurate.

FY 2020 Objectives

With the merging of the Collector and Treasurer Dept my objective is to continue to utilize effective methods to streamline processes and make information available to all interested parties sooner than is presently done.

Major Accomplishments for FY 2018

The consolidation of the departments and the implementation of the processes to date.

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	Three full-time staff 1. Treasurer-Collector 2. Asst. Treasurer 3. Asst. Collector
A-2	Part-time S&W	None
A-3	Longevity	\$1,375
A-4	Vacation Buyout	None

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$19,500	Payroll services, Tax billing and Mailing
B-2	Education & Training	\$1,100	Department staff to school for training
B-3	Postage	\$10,500	Mailing of over 4,000 tax bills 2 x year plus various statement to TP and correspondence
B-4	Printing	\$1,550	This is used for preprinted dept envelopes w/postage
B-5	Office Supplies	\$3,480	Covers day to day need for a staff of three incl toner, etc
B-6	Travel	\$570	Mileage to CCMHG mtgs/travel & lodging to UMAS if possible

Town of Wellfleet FY 2020 Budget Request

B-7	Meals/Lodging	\$450	Lodging for UMASS School-must attend
B-8	Dues & Memberships	\$365	Various T/C associations
B-9	Other Charges	\$2,000	Bank Fees , Misc charges for services enrollments
B-10	Borrowing Fees	\$4,100	Borrowing costs for various debt as needed

145 Treasurer/Collector

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	184,831	187,151	174,933	180,994	180,994
A-2	S&W - Part-time	14,713	12,278	0	0	0
A-3	S&W - Longevity	2,150	2,100	900	1,375	1,375
A-4	S&W - Vacation Buyout	0	0	0	0	0
Total Personnel		201,694	201,528	175,833	182,369	182,369
OPERATING EXPENSES						
B-1	Contract Services	16,300	14,341	19,500	19,500	19,500
B-2	Education & Training	1,100	255	1,100	1,100	1,100
B-3	Postage	10,500	9,404	10,500	10,500	10,500
B-4	Printing	1,550	1,207	1,550	1,550	1,550
B-5	Office Supplies	3,480	3,159	3,480	3,480	3,480
B-6	Travel	570	634	570	570	570
B-7	Meals & Lodging	455	383	455	455	455
B-8	Dues/Membership	365	200	365	365	365
B-9	Other Charges	2,000	383	2,000	2,000	2,000
B-10	Borrowing Fees	4,100	4,247	4,100	4,100	4,100
B-11	Advertising	10	22	0	0	0
Total Operating		40,430	34,236	43,620	43,620	43,620
Total Department		242,124	235,764	219,453	225,989	225,989

Program Description

The Town Clerk’s Office has historically served as the “information desk” or the hub of town government. This office is responsible for the preservation and storage of all of the town’s permanent records including minutes for all boards, commissions and committees as well as for Town Meeting. The Town Clerk’s office is the repository for all “vital” events which occurred in town; namely birth, marriage and death records as well as marriage intentions. Dog licensing, annual census, administration of elections and the issuance of many permits and licenses are some of the other items that fall under the purview of the Office of the Town Clerk.

Budget Statement

The only increase related to Department 161 revolves around program activities; specifically, the ongoing amending and updating of the Town’s by-laws and charter.

FY 2020 Objectives

Maintain operational output for all standard operations; continue the by-law codification process; manage the two (2) scheduled elections for FY 2020 (March (Presidential Preference Primary) and May (Annual Town Election)).

Major Accomplishments for FY 2019

Managed a busier-than usual election cycle due to the November 2018 State Election and the resumption of early voting.

Personnel

<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	One full time staff
A-2	Part-time S&W	None
A-3	S&W Longevity	None
A-4	Stipend	Earned professional designation as outlined under MGL, c. 41, §19K.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$3,000	Annual street listing census project as mandated by statute
B-2	Education & Training	\$1,020	Ongoing professional development and training
B-4	Bylaw	\$3,500	Ongoing codification project for by-laws/charter
B-5	Bookbinding	\$1,500	Binding of vital records
B-6	Office Supplies	\$500	Standard office supplies
B-7	Travel	\$2,874	Related travel expenses related to training
B-8	Meals/Lodging	\$300	Meals only for travel
B-9	Dues & Memberships	\$300	Professional membership dues for department staff

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Part-time S&W	Election officers
A-2	S&W Stipend	Stipend for four (4) members of the Board of Registrars

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$2,554	Coding and costs related to handicap voting machine
B-2	Postage	\$1,300	Postage related to voter registration and absentee ballots
B-3	Printing	\$1,000	Printing of town ballots
B-4	Office Supplies	\$1,000	Standard office supplies for elections and town meeting
B-5	Food Supplies	\$330	Meals for election officers during elections

161 Town Clerk

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	66,765	74,023	70,040	50,350	50,350
A-2	S&W - Part-time	0	0	0	0	0
A-3	S&W - Longevity	0	0	0	0	0
A-4	Stipend	1,000	1,000	1,000	1,000	1,000
		0	0	0	0	0
Total Personnel		67,765	75,023	71,040	51,350	51,350
OPERATING EXPENSES						
B-1	Contract Services	3,000	1,523	3,000	3,000	3,000
B-2	Education & Training	1,020	630	1,020	1,020	1,020
B-3	Postage	0	48	0	0	0
B-4	Bylaw	0	0	3,500	3,500	3,500
B-5	Bookbinding	0	0	1,500	1,500	1,500
B-6	Office Supplies	80	84	500	500	500
B-7	Travel	2,874	1,758	2,874	2,874	2,874
B-8	Meals/Lodging	300	742	300	300	300
B-9	Dues/Memberships	300	250	500	500	500
Total Operating		7,574	5,035	13,194	13,194	13,194
Total Department		75,339	80,058	84,234	64,544	64,544

GENERAL GOVERNMENT
179 Shellfish Department

Program Description

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing the policies and regulations governing the Town's shellfishing activities,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

To achieve its above responsibilities, the department is operational seven days a week, it employs three full-time personnel, utilizes two trucks, a boat, a barge and an ATV. Much of its work is performed outdoors in all kinds of weather on intertidal bottom areas and on the water, supervising and interacting with commercial and recreational shellfishermen and grant holders. Its personnel liaise with federal, state and county governments, other town departments and committees, and independent agencies, academic institutions and nonprofits. It works closely with the Harbormaster Dept. and other harbor user groups. It coordinates communications and collaborates with the media, the public, scientists, and other shellfish departments from around the state and the country. It engages in a wide variety of public education activities.

Budget Statement

Having completed a full year on the job, deficiencies in the department have become clear to me. Adequate staffing and appropriate classification of staff given duties, responsibilities and work environment have risen as priorities for re-adjustment. As noted last year, the responsibilities of the department have grown from a patrol perspective to ensure that a safe, healthy product reaches the market, especially during the five-month vibrio season. The budget presented here includes adjustments to more accurately reflect the responsibilities and demands of the department. This includes reclassifying the job description of its full-time deputy constable and increasing the part-time, seasonal employee to full-time, seasonal, to monitor the recreational fishery and its catch data and assist with propagation efforts, as well as commercial fishery patrols. In addition, cultching takes place in the spring when we have double tides, which means that we need to pay 10 hours of overtime to the Assistant and Deputy Constables.

FY 2020 Objectives

- 1) Increase recreational fishery catch data capture beyond June-Sept. to fully understand the value of the Town's propagation investments.
- 2) Increase boat monitoring to better capture catch data from deep-water shellfish harvesting.
- 3) Research ways to increase grant lease income through current regulation enforcement and exploration with Barnstable County and State of Mass. on other opportunities.
- 4) Continue working closely with Town administration, Harbormaster Dept., Dredging Task Force and shellfishing community to ensure positive advancement of Wellfleet Harbor dredging.

Major Accomplishments for FY 2019

- 1) Captured catch data from the recreational fishery from June through September from the Indian Neck recreational-only area, totaling more than 80,000 oysters (a value of \$200,000) and 25,000 quahogs (a value of more than \$37,000).
- 2) Documented all department activities, from patrols to grant inspections and from communications to warnings and violation actions.
- 3) Worked with grant holders to increase minimum productivity, and as a result, one grant was given back to the town. A lottery was held, and it was awarded to a younger generation shellfisherman.

Town of Wellfleet FY 2020 Budget Request

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$201,624 - Three full time staff
A-2	Full-time, seasonal S&W	\$20,095 - Move from 16 hours/week to 40 hours/week
A-3	Overtime	\$871 - 2 hours/day for 5 days to Asst. and Deputy Constables for cultching
A-4	Vacation Buyout S&W	\$3,518 – 2 weeks for Asst. Constable and 1 week for Deputy Constable
A-5	Longevity	\$2,700 – Asst. Constable (14 years) and Deputy Constable (19 years)

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Electricity	\$0	
B-2	Rep. & Maint. Vehicles	\$4,000	With new barge, we will need to put it in the water and take it out each year (\$500 each time) and we will need to service/winterize the two outboard motors (\$500 each/year). \$2,000 is an additional expense causing a budget increase.
B-3	Contract Services	\$1,700	Small increase from last year
B-4	Education & Training	\$800	Decrease from last year
B-5	Telephone	\$2,200	Level Funded
B-6	Postage	\$120	Level Funded
B-7	Printing	\$650	Decrease from last year
B-8	Advertising	\$200	Has never been included in budget before, but expenses are charged. Moving from another line item for more accuracy.
B-9	Office Supplies	\$500	Level Funded
B-10	Rep & Maint. Supplies	\$600	Increase from last year
B-11	Vehicle Supplies	\$100	Decrease from last year
B-12	Gas/Diesei	\$5,200	To more accurately reflect actual expenditures. Moving from another line item.
B-13	Other Supplies	\$250	Has never been included in budget before, but expenses are charged. Moving from another line item for more accuracy.
B-14	Uniform	\$1,000	Decrease from last year
B-15	Travel	\$350	Decrease from last year
B-16	Dues & Memberships	\$200	MSOA dues plus yearly event
B-17	Other Fees	\$1,000	Decrease from last year
B-18	Small Equipment	\$2,000	Decrease from last year

GENERAL GOVERNMENT
180 Shellfish Conservation & Propagation

Program Description

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing the policies and regulations governing the Town's shellfishing,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

To conduct its propagation efforts, the department pays for trucking sea clam cultch to the transfer station each fall and operates a barge to spread cultch around the harbor in the spring. It buys shellfish seed and runs an intertidal farm operation much like town grant holders, but the product is not grown to market size; instead it is grown to a predator-resistant size when it can be distributed to different harvesting areas around the harbor to finish growing. It undertakes a variety of relay initiatives, meaning that it buys (or moves) shellfish from one area and transplants it to another area to provide better harvesting opportunities for both commercial and recreational shellfishing permit holders.

Budget Statement

As noted last year, the responsibilities of the department have grown regarding propagation efforts to enhance a bountiful supply of wild shellfish for commercial and recreational harvest. We were able to mitigate some of the propagation funding discrepancies in last year's budget because we received a grant from Wellfleet SPAT. We have put in another grant request for this year to the Community Preservation Committee. For that reason, we will keep our propagation budget level funded for FY20. Our priority is to increase our propagation efforts that will result in the addition of a number of meaningful commercial shellfish permits.

FY 2020 Objectives

- 1) Purchase greater quantities of oyster and quahog seed.
- 2) Initiate wild oyster seed capture practices by buying Chinese hats to collect spat in Chipman's Cove like grant holders do.
- 3) Explore initiatives for increasing shellfish introductions to different areas in the harbor, perhaps through the development of public-private business opportunities to remove excess oyster stock from shellfish grants (we would pay lease holders by the bushel) or hiring a dragger to help us move quahogs from deep-water areas to hand scratching areas.
- 4) Buy more clams from the state-run quahog relay. This is a quick fix for our low inventory of market-size quahogs.
- 5) Reinvigorating our cultch program with the delivery of the new barge, deploying both sea clam and oyster shells, as well as additional oyster seed.

Town of Wellfleet FY 2020 Budget Request

Major Accomplishments for FY 2018

- 1) Obtained approval from Shellfish Advisory Board and Town Administrator to initiate a Revolving Fund for Shellfish Propagation with a percentage of funds from permit sales and license fees (Shellfish Fund). Next steps: Presentations to Board of Selectmen and Town Meeting for approval.
- 2) Planted 208,000 juvenile oysters and 343,000 juvenile quahogs on propagation bed.
- 3) Planted more than 100,000 mixed-size quahogs from the state-run relay program and moved one third to the Indian Neck recreational area.
- 4) Purchased and distributed close to 300,000 pounds of sea clam cultch around the harbor.
- 5) Accepted donations of more than 150,000 juvenile oysters and 22,000 market-size oysters from grant lease holders to supplement our shellfish inputs to bolster what Mother Nature provides.
- 6) Contracted for a new cultch barge, to be delivered in April.

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Aquaculture Supplies	\$9,000	Addition of Chinese hats to other gear, such as racks, oyster grow bags, clam nets, rebar, U-hooks, etc. (Moved from B-2)
B-2	Cultch	\$12,000	12 loads of sea clam cultch trucked to transfer station (\$1,000/trip)
B-3	Seed	\$25,000	400,000 R8 quahogs \$35/1000 \$14,000 (2018 pricing) 210,000 R12 oysters \$52/1000 \$10,920 (2018 pricing)

179 Shellfish FY 2020 Additional Budget Request

Additional Amount Requested

\$35,717

Budget Line Number

Line # A-1	Account Description: S&W – Full-time	+\$15,197
Line # A-2	Account Description: S&W – Part-time	+\$13,931
Line # A-3	Account Description: Overtime	+\$ 871
Line # A-4	Account Description: S&W – Vacation Buyout	+\$ 3,518
Line # A-5	Account Description: Longevity	+\$ 200
Line # B-2	Account Description: Repair & Maint. Services	+\$ 2,000

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Having completed a full year on the job, deficiencies in the department have become clear to me. Adequate staffing and appropriate classification of staff given duties, responsibilities and work environment have risen as priorities for re-adjustment. The responsibilities of the department have grown from a commercial patrol perspective to ensure that a safe, healthy product reaches the market, especially during the five-month vibrio season. We also feel a new responsibility to understand what is being harvested from the commercial boat fleet and the recreational fishery, so the town better understands the return on its propagation investments.

I propose reclassifying the deputy constable and adding new boat patrol responsibilities to his job description. Compensation for the deputy constable needs to match the risk of his job, and it currently does not. He is out on the water, in all weather, doing physical work, as well as interacting with the public daily, enforcing regulations with tact, precision and fairness. In addition, as we identified shortcomings in the department's oversight, we assigned new duties to him regarding boat patrol. He will lead the department's efforts with the dragger fleet, and he will make propagation assistance his second priority.

I also propose moving the part-time, seasonal staff person to a full-time, seasonal position to capture catch data from the recreational fishery over a longer period of time, to assist more fully with the growing needs of propagation and to cover commercial patrol so constables can conduct grant inspections in a more timely way. In addition, cultching takes place in the spring when we have double tides, which means that we need to pay 10 hours of overtime to the Assistant and Deputy Constables. In last year's budget (my first), I did not understand the vacation buyout and failed to include it. I have rectified that this year by including it.

With the delivery of our new cultch barge means new maintenance expenses. It will cost \$500 each year to put it in the water and \$500 to take it out (total \$1,000). The outboard motors will need to be winterized each year at a cost of \$500 each (total \$1,000). We will get a longer life out of these capital investments if we take good care of them. I increased our budget by \$2,000 to accommodate this maintenance plan.

Cost/Benefit Analysis

For too long, through no fault in town administration, the shellfish department has been overlooked and underfunded. The budget presented here includes adjustments to more accurately reflect the expertise of its staff and the responsibilities and demands of the department, as well as a solution for compensating over time for these increases in expenditures.

Wellfleet shellfish sales represent \$6.3M of economic impact to the town in a year-round industry that is second only to tourism. The Shellfish Department oversees the work of more than 150 wild commercial harvesters, including up to 10 boats, plus 134 grant holders and their employees. More than 850 community members and visitors buy recreational permits, which are used year-round. Three full-time employees are responsible for compliance monitoring of all of these individuals for town, state and federal government regulations: a tall order.

We hired one part-time, seasonal employee to monitor the recreational fishery this summer who collected important data on the four-month period at the Indian Neck recreational-only area. He documented the harvest of about 80,000 oysters with a restaurant value of \$200,000 and 25,000 quahog clams at a restaurant value of more than \$37,000. The Town is providing an immense value to residents and visitors alike with its recreational shellfishing program. This is an incredible return on investment for a propagation budget of \$46,000, especially considering that the propagation budget fuels commercial and other recreational harvest areas in addition to the Indian Neck recreational-only area.

In addition, the Shellfish Advisory Board and the Town Administrator have approved the creation of a revolving fund for propagation. This will need to be presented to the Selectboard for approval and at Town Meeting for a public vote to create it. A percentage of Shellfish Fund fees collected each year would be moved to a dedicated revolving fund to be used only for propagation. Down the line, I foresee our budget 180 being completely funded by this revolving fund, taking the burden off taxpayers. And eventually, I would expect that some of the Assistant Constable for Propagation's salary and perhaps the full-time, seasonal employee's wages would also be covered by the revolving fund. This is how it works in other towns, such as Chatham and Barnstable.

Currently, shellfish permit sales bring in more than \$80,000 in revenue and aquaculture grant fees bring in on average approximately \$12,000 a year. Over the past five years, approximately \$50,000 a year has been moved from the Shellfish Fund (where these fees are collected) to the town's operating budget. I believe the Shellfish Fund has the revenue to cover the increase in resources outlined here. If the department can get a revolving fund for propagation created, we would expect that the town will end up saving money over the long-term as the revenue generated for the revolving fund will finance the expenses in budget 180, evening out the increases proposed here for budget 179.

179 Shellfish

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	179,855	177,439	188,784	193,504	193,504
A-2	S&W - Part-time	0	1,392	6,164	20,095	18,360
A-3	Overtime	0	4,055	0	871	871
A-4	S&W - Vacation Buyout	0	4,088	0	3,518	3,518
A-5	Longevity	3,400	2,300	2,500	2,700	2,700
Total Personnel		183,255	189,274	197,448	220,688	218,953
OPERATING EXPENSES						
B-1	Electricity	0	0	0	0	0
B-2	Repair & Maint. Services	2,000	2,107	2,000	4,000	4,000
B-3	Contract Services	1,600	1,821	1,600	1,700	1,700
B-4	Education & Training	0	50	1,000	800	800
B-5	Telephone	1,500	1,786	2,200	2,200	2,200
B-6	Postage	120	304	120	120	120
B-7	Printing	750	625	750	650	650
B-8	Advertising	0	157	0	200	200
B-9	Office Supplies	500	685	500	500	500
B-10	Rep & Maint. Supplies	500	416	500	600	600
B-11	Vehicle Supplies	150	102	150	100	100
B-12	Gas/Diesel	6,000	5,635	4,000	5,200	5,200
B-13	Other Supplies	0	8	0	250	250
B-14	Uniform	1,000	888	1,200	1,000	1,000
B-15	Travel	395	224	395	350	350
B-16	Dues/Memberships	110	110	210	200	200
B-17	Other Fees	1,500	1,506	1,500	1,000	1,000
B-18	Small Equipment	2,300	2,300	2,300	2,000	2,000
Total Operating		18,425	18,724	18,425	20,870	20,870
Total Department		201,680	207,998	215,873	241,558	239,823

180 Shellfish Conservation & Propagation

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Aquaculture Supplies	6,000	3,991	6,000	9,000	9,000
B-2	Cultch	10,000	12,000	15,000	12,000	12,000
B-3	Seed	6,000	6,000	25,000	25,000	25,000
Total Department		22,000	21,991	46,000	46,000	46,000

General Government - Other

114 Moderator

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
PERSONNEL:					
A-1 S&W - Part-time	200	200	200	200	200
Total Personnel	200	200	200	200	200
OPERATING EXPENSES					
B-1 Dues/Memberships	225	365	400	400	400
Total Operating	225	365	400	400	400
Total Department	425	565	600	600	600

115 Constables

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
PERSONNEL:					
A-1 S&W - Part-time	100	0	100	100	100
Total Department	100	0	100	100	100

121 Audit

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
OPERATING EXPENSES					
B-1 Audit Professional Fees	22,500	21,900	22,500	23,000	23,000
Total Department	22,500	21,900	22,500	23,000	23,000

131 Finance Committee

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
OPERATING EXPENSES					
B-1 Advertising	100	0	100	100	100
B-2 Dues/Membership	200	279	200	200	200
Total Department	300	279	300	300	300

132 Finance Committee Reserve Fund

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
OPERATING EXPENSES					
B-1 Reserve Fund	83,000	0	85,075	87,202	87,202
Total Department	83,000	0	85,075	87,202	87,202

General Government - Other

151 Legal Expenses

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Legal Services	100,000	105,539	102,000	103,700	103,700
B-2 Dues/Membership	1,300	1,300	1,300	1,300	1,300
Total Department	101,300	106,839	103,300	105,000	105,000

153 Information Technology

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	26,730	1,550	26,730	28,797	28,797
B-2 Barnstable County	98,703	95,828	98,703	98,703	98,703
B-3 Telephone	0	0	0	0	0
B-4 Internet	7,000	4,080	7,000	7,000	7,000
B-5 Office Supplies	500	0	500	500	500
B-6 Small Equipment	25,000	47,363	25,000	25,000	25,000
Total Department	157,933	148,821	157,933	160,000	160,000

158 Tax Title

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Tax Title Expenses	11,000	5,303	11,000	11,000	11,000
Total Department	11,000	5,303	11,000	11,000	11,000

162 Elections/Registration

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:					
A-1 S&W - Part-time	3,200	1,141	4,970	4,970	4,970
A-2 S&W - Stipend	350	350	350	350	350
Total Personnel	3,550	1,491	5,320	5,320	5,320
OPERATING EXPENSES					
B-1 Contract Services	1,000	1,000	2,554	2,554	2,554
B-2 Postage	1,300	721	1,300	1,300	1,300
B-3 Printing	1,000	0	1,000	1,000	1,000
B-4 Office Supplies	1,000	0	1,000	1,000	1,000
B-5 Food Supplies	200	0	330	330	330
Total Operating	4,500	1,721	6,184	6,184	6,184
Total Department	8,050	3,212	11,504	11,504	11,504

**General Government - Other
171 Conservation Commission**

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	0	0	0	0	0
B-2 Education & Training	450	140	450	450	450
B-3 Postage	530	1,939	530	530	530
B-4 Printing	150	0	150	150	150
B-5 Advertising	250	384	250	250	250
B-6 Office Supplies	250	321	250	250	250
B-7 Field Supplies	1,500	0	1,500	1,500	1,500
B-8 Travel	200	19	200	200	200
B-9 Dues/Subscriptions	300	191	300	300	300
B-10 Small Equipment	0	0	0	0	0
Total Department	3,630	2,993	3,630	3,630	3,630

174 Planning Board

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	5,000	0	5,000	5,000	5,000
B-2 Education & Training	1,750	273	1,750	1,750	1,750
B-3 Postage	550	200	550	550	550
B-4 Printing	1,200	0	1,200	1,200	1,200
B-5 Advertising	1,500	463	1,500	1,500	1,500
B-6 Office Supplies	300	365	300	300	300
B-7 Dues/Subscriptions	135	450	135	135	135
Total Department	10,435	1,751	10,435	10,435	10,435

176 Zoning Board

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	0	0	0	0	0
B-2 Education & Training	50	0	50	50	50
B-3 Postage	700	744	700	700	700
B-4 Printing	100	0	100	100	100
B-5 Advertising	500	388	500	500	500
B-6 Office Supplies	250	190	250	250	250
B-7 Travel	80	19	80	80	80
B-8 Dues/Subscriptions	76	0	76	76	76
Total Department	1,756	1,341	1,756	1,756	1,756

**General Government - Other
177 Open Space Committee**

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Contract Services	1,000	0	1,000	1,000	1,000
B-2	Printing	500	0	500	500	500
Total Department		1,500	0	1,500	1,500	1,500

178 Herring Warden

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Stipend	2,200	2,200	2,200	2,200	2,200
Total Personnel		2,200	2,200	2,200	2,200	2,200
OPERATING EXPENSES						
B-1	Contract Services	0	0	0	300	300
B-2	Supplies	0	0	0	0	0
B-3	Food	0	0	0	0	0
Total Operating		0	0	0	300	300
Total Department		2,200	2,200	2,200	2,500	2,500

181 Shellfish Advisory Committee

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Printing	50	0	50	50	50
B-2	Supplies	50	0	50	50	50
Total Department		100	0	100	100	100

182 Chamber of Commerce

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Contract Services	10,000	10,000	10,000	10,000	10,000
Total Department		10,000	10,000	10,000	10,000	10,000

183 Natural Resources Advisory Board

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Contract Services	1,050	600	1,050	1,050	1,050
B-2	Office Supplies	100	0	100	100	100
Total Department		1,150	600	1,150	1,150	1,150

**General Government - Other
189 Housing Authority**

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	4,800	4,000	4,800	4,800	4,800
B-2 Legal Services	0	1,799	0	0	0
B-3 Office Supplies	200	0	200	200	200
Total Department	5,000	5,799	5,000	5,000	5,000

195 Town Reports & Warrants

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Postage	2,000	1,319	2,000	2,050	2,050
B-2 Printing	11,000	11,618	11,000	12,000	12,000
Total Department	13,000	12,938	13,000	14,050	14,050

196 Consultancy

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	20,000	20,000	20,000	20,000	20,000
Total Department	20,000	20,000	20,000	20,000	20,000

Program Description

The Wellfleet Police Department is one component of your public safety agencies serving the town. We operate on a 24-hour basis, 7 days a week, 365 days a year. We provide support to the town, residents and visitors via a community policing philosophy. To accomplish this, we have 14 fulltime officers and seasonal officers who serve many functions to include patrol, investigation, animal control officer, etc.

Budget Statement

The overall budget falls within the Board of Selectmen budget guidelines. The budget is consistent with past practice and philosophy with minor adjustments.

FY 2020 Objectives

Maintain the same level of service that we have provided in the past. Working with the community, different agencies, businesses, residents and visitors.

Major Accomplishments for FY 2018

- Working with the community on the various issues, traffic, opioid, mental health, storm preparation, etc.
- Building the new police station
- Encompassing the ACO position into the police department

Personnel			
Line #	Account	Amount	Description (specify basis for calculation)
A-1	S&W - Full-time	\$1,110,590	Includes correct union and step increases, Chief & Lt. position no changes, pending contract negotiations.
A-2	S&W – In-house Training	\$5,813	Slight increase to reflect new wages (approx. \$2,000)
A-3	S&W – Specials	\$70,000	Slight increase to reflect wages and hours (\$5,000)
A-4	S&W – Matron	\$2,000	Used to watch people under arrest
A-5	S&W – Sch Crossing Guard	\$6,500	Same as previous year
A-6	S&W – Overtime	\$120,000	Slight increase to reflect new wages (\$10,000), well under outer cape overtime
A-7	S&W – Night Differential	\$12,064	Same as previous year
A-9	S&W - Holiday	\$30,596	Slight increase to reflect new wages (approx. \$1,000)
A-10	S&W – Longevity	\$7,200	Slight increase to reflect n changes in longevity (approx. \$300)
A-11	Uniform Allowance	\$10,000	Same as previous year
A-12	Education Incentive	\$6,240	Slight increase to reflect new hires (approx. \$1,000)
A-13	Stipend-Detective	\$3,000	Slight increase to reflect new wages (\$600)

Public Safety

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Rep & Maint. Services	\$500	Same as previous year
B-2	Rep & Maint. Vehicles	\$7,735	Same as previous year
B-3	Serv Contract-Copier	\$1,500	Same as previous year
B-4	Contract Services	\$5,000	Same as previous year
B-5	Medical Services	\$400	Same as previous year
B-6	Education & Training	\$10,000	Same as previous year
B-7	Academy Costs	\$10,000	Same as previous year
B-8	Telephone	\$5,000	Same as previous year
B-9	Postage	\$600	Same as previous year
B-10	Printing	\$700	Same as previous year
B-11	Advertising	\$300	Same as previous year
B-12	Office Supplies	\$5,500	Same as previous year
B-13	Rep & Maint. Supplies	\$2,500	Same as previous year
B-14	Vehicle Supplies	\$7,500	Same as previous year
B-15	Gasoline/Diesel	\$35,000	Same as previous year
B-16	Food Supplies	\$200	Same as previous year
B-17	Medical Supplies	\$2,500	Same as previous year
B-18	Other Supplies	\$0	Same as previous year
B-19	Uniform	\$2,000	Same as previous year
B-20	Uniform Allowance	\$4,000	Same as previous year
B-21	Training Supplies	\$3,000	Same as previous year
B-22	Travel	\$2,000	Same as previous year
B-23	Meals/Lodging	\$1,500	Same as previous year
B-24	Dues & Membership	\$4,000	Same as previous year
B-25	Drug Investigations	\$1,200	Same as previous year
B-26	Small Equipment	\$6,000	Same as previous year

210 Police
FY 2020 Additional Budget Request

Additional Amount Requested

\$25,000

Budget Line Number

Line # Account Description: **Special Event Line Item**

One Time Only or Ongoing Expense?

This will be an ongoing expense.

Description of Program, Product or Service

Over the years, the police department has continued to take on special events throughout the town which has put a strain on our overtime budget. This past year we have also seen an increased need for additional police coverage at Cahoon Hollow beach, which has become a popular destination for visitors (school buses) during the week of July 4th and most Saturdays throughout the summer. In addition, due to the continued popularity of the annual Oyster Fest, police related calls after the festival ends have increased the need for additional officers to be brought in. There will be times that outside agencies may be called in to help supplement the manpower for events that take place in town as we are a small agency that cannot handle all the requests.

Cost/Benefit Analysis

The following are large scale events that take place in town that currently are not budgeted. As a result, the events are covered under overtime (except for the beaches which is a new item) which has put a strain on that line item. In addition, outside agencies may be needed to cover some of these events and there is no funding mechanism at this time for that.

July 4th Parade: Required 15 officers to close roads for the Antique Car Parade and the
July 4th Parade from 7am-12pm (avg 5hrs). \$5,000

Week of July 4th & Saturdays July/August: 2 officers covering approximately 12 days
10am-6pm (192 hrs). \$15,000

Oyster Festival: Past two years average of 40hrs of overtime for after festival police
coverage Friday, Saturday and Sunday. \$5,000

210 Police FY 2020 Additional Budget Request

Additional Amount Requested
\$45,000

Budget Line Number

Line # Account Description:

One Time Only or Ongoing Expense?

Onetime expense

Description of Program, Product or Service

In Fiscal year 2020, the Police Chief with over 30 years of service will be retiring. During the 30 plus years of service, he used a minimum sick leave, thus accumulating over 330 days. This request is to fund the contractual payout of these accumulated days.

Cost/Benefit Analysis

Accumulated sick leave is not paid out at 100% of the days, but is paid at 25%.

Funding this request has been done in the past with senior management members of the town with very lengthy longevity and accumulated sick leave, most recently with Marilyn Crary, Town Accountant (retired).

This funding request will be instrumental in the transition of the Police Chief position and maintaining proper staffing. The most recent hire to replace a retired Police Officer will take over 15 months from date of retirement through the hiring process, police academy and Field Training. Without this request the process is expected to take an additional 6 months.

210 Police Department

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	961,582	1,028,449	1,054,917	1,110,590	1,110,590
A-2	S&W - In-house Training	5,195	5,061	5,616	5,813	5,813
A-3	S&W - Specials	65,000	70,558	65,000	70,000	70,000
A-4	S&W - Matron	2,000	1,728	2,000	2,000	2,000
A-5	S&W - Sch Crossing Gu	6,500	5,308	6,500	6,500	6,500
A-6	S&W - Overtime	105,000	129,568	110,000	120,000	120,000
A-7	S&W - Officer in Chg	14,000	7,600	7,000	7,000	7,000
A-8	S&W - Night Differential	12,064	9,692	12,064	12,064	12,064
A-9	S&W - Holiday	25,905	27,347	29,778	30,596	30,596
A-10	S&W - Longevity	6,840	6,840	6,920	7,200	7,200
A-11	Uniform Allowance	10,000	14,000	10,000	10,000	10,000
A-12	Education Incentive	3,120	440	5,200	6,240	6,240
A-13	Stipend-Detective	2,400	3,000	2,400	3,000	3,000
A-13	Health Ins Stipend	0	18,860	0	0	0
A-14	Special Event Line				25,000	25,000
	Contract Adjust/Retirement Payout			29,561	45,000	45,000
	Total Personnel	1,219,606	1,328,451	1,346,956	1,461,003	1,461,003
OPERATING EXPENSES						
B-1	Rep & Maint. Services	500	533	500	500	500
B-2	Rep & Maint. Vehicles	7,735	7,436	7,735	7,735	7,735
B-3	Service Contract-Copier	1,500	2,378	1,500	1,500	1,500
B-4	Contract Services	3,500	6,293	5,000	5,000	5,000
B-5	Medical Services	400	1,337	400	400	400
B-6	Education & Training	10,000	6,002	10,000	10,000	10,000
B-7	Academy Costs	10,000	9,584	10,000	10,000	10,000
B-8	Telephone	5,000	4,438	5,000	5,000	5,000
B-9	Postage	600	577	600	600	600
B-10	Printing	700	697	700	700	700
B-11	Advertising	300	1,113	300	300	300
B-12	Office Supplies	5,500	3,398	5,500	5,500	5,500
B-13	Rep & Maint. Supplies	2,500	0	2,500	2,500	2,500
B-14	Vehicle Supplies	7,500	9,700	7,500	7,500	7,500
B-15	Gasoline/Diesel	33,000	23,694	35,000	35,000	35,000
B-16	Food Supplies	200	11	200	200	200
B-17	Medical Supplies	2,500	1,815	2,500	2,500	2,500
B-19	Uniform	2,000	7,786	2,000	2,000	2,000
B-20	Uniform Allowance	3,000	1,648	4,000	4,000	4,000
B-21	Training Supplies	3,000	2,077	3,000	3,000	3,000
B-22	Travel	2,000	4,800	2,000	2,000	2,000
B-23	Meals/Lodging	1,500	1,880	1,500	1,500	1,500
B-24	Dues & Memberships	4,000	5,402	4,000	4,000	4,000
B-25	Drug Investigations	1,200	0	1,200	1,200	1,200
B-26	Small Equipment	6,000	1,362	6,000	6,000	6,000
	Total Operating	114,135	104,552	118,635	118,635	118,635
	Total Department	1,333,741	1,433,003	1,465,591	1,579,638	1,579,638

215 Communications/Dispatchers**Program Description**

The Wellfleet Police Department (Communications) is one component of your public safety agencies serving the town. We operate on a 24-hour basis, 7 days a week, 365 days a year. We provide support to the town, residents and visitors via a community policing philosophy. To accomplish this, we have 4 fulltime dispatchers and relief dispatchers who answer the emergency phones, business phones and monitor the many radio channels, maintain the record management system, police CAD system, etc.

Budget Statement

The overall budget falls within the Board of Selectmen budget guidelines. The budget is consistent with past practice and philosophy with minor adjustments.

FY 2020 Objectives

Maintain the same level of service that we have provided in the past. Working with the community, different agencies, businesses, residents and visitors.

Major Accomplishments for FY 2018

- Working with the community on the various issues, traffic, opiod, mental health, storm preparation, etc.
- Building the new police station

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	S&W - Full-time	\$270,397	5 full-time
A-2	S&W - Reliefs	\$12,375	Slight increase to reflect wages and hours (Approx. \$2,000)
A-3	S&W - Overtime	\$43,840	Slight Increase to reflect wages and hours (\$5,000)
A-4	S&W – Night Differential	\$5,500	Same as previous year
A-5	S&W – Holiday	\$8,191	Slight reduction from last year (Approx. \$150)
A-6	S&W – Longevity	\$2,200	Slight reduction from last year (Approx. \$1,500)
A-7	S&W – EMT/EMD	\$1,800	Slight reduction from last year (Approx. \$1,200)
A-9	Uniform Allowance	\$4,000	Same as previous year
A-10	Incentive Pay	\$1,000	Same as previous year

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$20,000	Increase \$5,000 covers maintenance contract for records management system, copier lease, state computer interface, etc.
B-2	Education & Training	\$100	Same as previous year
B-3	Postage	\$100	Same as previous year
B-4	Office Supplies	\$1,500	Same as previous year
B-5	Uniforms	\$500	Same as previous year
B-7	Travel	\$500	Same as previous year
B-8	Meals/Lodging	\$100	Same as previous year
B-9	Dues & Memberships	\$400	Same as previous year

215 Communications/Dispatchers

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	274,289	272,944	279,776	270,397	270,397
A-2	S&W - Reliefs	10,368	19,492	10,368	12,375	12,375
A-3	S&W - Overtime	38,840	37,806	38,840	43,840	43,840
A-4	S&W - Night Differential	5,500	5,502	5,500	5,500	5,500
A-5	S&W - Holiday	8,342	8,788	8,503	8,191	8,191
A-6	S&W - Longevity	3,610	3,610	3,670	2,200	2,200
A-7	S&W - EMT/EMD	3,000	2,889	3,000	1,800	1,800
A-8	Health Ins Stipend	0	4,432	0	0	0
A-9	Uniform Allowance	4,000	4,800	4,000	4,000	4,000
A-10	Incentive Pay	1,000	0	1,000	1,000	1,000
Total Personnel		348,949	360,263	354,657	349,303	349,303
OPERATING EXPENSES						
B-1	Contract Services	15,000	15,824	17,000	20,000	20,000
B-2	Education & Training	100	200	100	100	100
B-3	Postage	100	0	100	100	100
B-4	Office Supplies	1,500	121	1,500	1,500	1,500
B-5	Uniforms	500	0	500	500	500
B-6	Travel	500	93	500	500	500
B-7	Meals/Lodging	100	0	500	100	100
B-8	Dues & Memberships	400	368	0	400	400
B-9	Small Equipment	0	515	0	0	0
Total Operating		18,200	17,121	20,200	23,200	23,200
Total Department		367,149	377,384	374,857	372,503	372,503

Program Description

The Wellfleet Fire Department is a combination staffed Fire/Rescue/Advanced Life Support provider that responds to an average of about 1,140 requests for emergency service annually. In 2017, this Department responded to a total of 1,157, calls of which 420 were fire related calls and 737 were emergency medical service (EMS)/ambulance calls.

In terms of staff, the Department consists of thirteen (13) full-time positions which include the Chief, our Administrative Assistant, and, eleven (11) Firefighter/Paramedics, and, we are authorized for sixteen (16) call members which have varying certifications. The Department is organized into four (4) working groups who rotate on a twenty-four (24) hour work schedule which is pretty much the industry standard. The groups consists of two (2) Full-time personnel and up to four (4) call personnel. The remaining two (2) full-time personnel work a four (4) day, week day schedule, to provide coverage due to the inability of most call personnel to respond to calls during the regular work day. At this time, our call force consists of only ten (10) personnel and it is becoming increasingly difficult to recruit new candidates due to the demographics of the community, economic conditions, ever changing training/certification requirements, and, in general the lack of individuals who wish to perform this type of work. It should be noted that this situation (the lack of available call personnel) is a nationwide reality, and not limited to just Wellfleet.

The Department provides a wide array of fire, rescue and advanced life support (ALS) emergency medical services. In addition to the traditional emergency response and hazard mitigation services that we provide, the following is part of our overall mission:

- Code Compliance/Fire Prevention (site plan review, building plan review, various life safety and fire safety code inspections in accordance with State and local laws);
- Fire prevention education (Pre-school, elementary school level, senior citizen public education programs);
- Community outreach (CPR training, car seat checks, blood pressure checks, drug addiction awareness, various group and special presentations);
- Community risk reduction (Pre- incident planning, Hazard mitigation planning, numerous emergency management functions);
- Training (On-going and continuous training to include required EMS refresher/recertification training, firefighting, rescue techniques, special hazards, instructor, fire officer/supervisor skills, etc.,).

Budget Statement

This budget includes the one (1) new full-time Firefighter/Paramedic (EMT) position that was approved at the September 24, 2018, Special Town Meeting. The funding for this full-time position was largely taken from existing accounts/line items in the FY-2019 annual Department operating budget. The significant drop in the number of on-call (presently nine members) from a budgeted authorization of sixteen members allowed the moving of funding/monies from on-call salaries and stipends to full-time salaries which covers the cost of this position.

Public Safety

This budget also reflects the Department's Administrative Assistant position to be funded at a 40 hour work week. As previously outlined the work load for this position has continued to increase over the years and it is hopeful that the resolution in terms of moving this position to 40 hours per week will be reached with the Wellfleet Employees Association.

FY 2020 Objectives

- Complete re-organization the Fire Prevention Division in terms of the new software and record keeping/filing system. Captain Joseph Cappello was promoted to Fire Inspector during FY-2019 has been working diligently on this re-organization and is making good progress in this regard. In addition, he is transitioning away from his duties as lead Public Education Officer and preparing another employee to lead that important function.
- Prepare plans/specifications to replace Aerial Ladder 93, our 1986 Duplex/LTI 75' quint ladder/pumper, and secure funding at the Annual Town Meeting. The cost to replace this piece of fire apparatus with a new unit is budgeted at \$875,000.00. After careful thought and consideration, the decision has been made to replace this 32-year old truck with a "gently" used/pre-owned model of the same design type and specifications. It is our hope to find a replacement ladder/pumper that is in the range of 10-14 years old, needs minor refurbishment that can be acquired, and, equipped at a cost of around \$525,000.00.
- Improved emergency communication(s) and rescue capabilities at the Town owned ocean beaches. This objective has several components with its ultimate goal to provide better public safety services (EMS/Paramedic, lifeguard rescue and law enforcement). This objective includes direct hard lined telephone 911 call boxes at each of the four (4) oceanside beaches, improved cellular phone service, improved radio communications from the beach, and, better rapid patient access/extrication from all areas below the dune(s).

Major Accomplishments for FY 2018

- Placed the new Ambulance 99, a 2018 Ford F550/Horton, four-wheel drive in service.
- Moved the Captain's position to a weekday schedule and re-organized so that this position has the responsibility to oversee and perform Fire Prevention Code Compliance inspections, tasks, planning, etc.
- Two (2) full-time Firefighter/Paramedics completed their intensive ten (10) week training, successfully graduating from the Massachusetts Firefighting Academy Recruit Training Program.
- Successfully secured approval at the September, 2018, Special Town Meeting to hire one (1) additional full-time Firefighter/Paramedic-EMT.

Public Safety

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	S&W - Full-time	\$855,331	This line item covers the costs of thirteen (13) personnel including the Chief, Administrative Assistant and ten (10) Firefighter/Paramedics.
A-2	S&W – Seminars	\$18,638	This line item covers the cost of 60 seminars hours for each full-time Firefighter/Paramedic and is a contractual obligation. These seminars are taken off-duty and are paid at straight time.
A-3	S&W – Overtime	\$274,435	This line item is estimated based upon call volume history and contractual obligations. This line item represents the overtime required by contractual obligations to back-fill for vacations, sick time, personal time, meetings, and, emergency response call back. About 52% of total overtime costs for shift coverage (back-fill) and about 23% is required for emergency response call back.
A-4	S&W – Holiday	\$42,596	This line time represents the amount required to compensate the full-time personnel for Holidays as required by contractual obligations.
A-5	S&W – Longevity	\$6,000	This line item represents the amount required to compensate the full-time personnel based upon years of service as required by contractual obligation.
A-6	S&W – Stipend Call	\$39,600	This line item represents the stipend paid to call members for overnight standby coverage. It is based upon nine (9) members at \$4,400 per year.
A-7	S&W – Fire/Rescue Call	\$52,256	This line item represents the hourly wages paid to call staff for emergency responses. It is based upon the average hourly wage of \$21.55 at an estimated 3,392 hours for the year.
A-8	S&W – Ambulance Runs Call	\$45,760	This line item represents the amount paid to call staff for ambulance runs (transports) to Cape Cod Hospital. It is based upon the average rate of \$83.00 for 650 transports for the year
A-9	S&W – Days-Weekends	\$19,909	This line item represents the hourly wages paid to call staff for summer day time station duty. This represents one (1) extra person on duty during the day time hours and is based upon the average rate of \$22.16 for 900 hours for the year.
A-10	S&W – Summer Coverage	\$0	This line item is not used and has not been funded for several years.
A-11	S&W – Vacation Payout	\$5,131	This line item represents payments to employees who wish to sell back their un-used vacation time in accordance with contractual agreements.
A-13	Education Stipend	\$10,000	This line item represents payments to full-time personnel for education incentive stipends based upon the number of college credits they have taken and is a contractual obligation.
A-14	Incentive Pay Call	\$3,800	This line item represents payments to full-time personnel for education incentive stipends based upon the number of college credits they have taken and is a contractual obligation.

Public Safety

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Rep & Maint. Services	\$19,500	This line item covers repairs to our apparatus (engines, aerial ladder, ambulances, etc.) and major tools and equipment. This includes annual pump and ladder testing/certification, Hurst/rescue tools, meter calibrations, etc.
B-2	Contract Services	\$26,915	This line item covers various contracts such as telephone system, copier. In addition, it covers the annual Cape & Islands EMS assessment fee, maintenance agreements on our three (3) LifePak 15s, Lucas CPR machines, power stretchers, SCBA testing, etc.
B-3	Medical Services	\$3,700	This line item covers the costs of pre-employment physicals and periodic TB testing.
B-4	Education & Training	\$1,500	This line item covers the cost of seminars and classes for the fire chief and on-call members for approved outside classes
B-5	EMS Training	\$4,700	This line item covers the cost of instructor fees and required Paramedic and EMT recertification costs.
B-6	Ambulance Billing	\$16,500	This line item covers the cost for our ambulance billing company.
B-7	County Dispatch	\$23,317	This line item covers the annual assessment/cost of Fire/EMS dispatch with the Barnstable County Sheriff's Dispatch and C-MED radio patch figured per ambulance transport.
B-8	Telephone	\$9,500	This line item covers the costs of office/landline phones and cell phone service costs associated with computer aided dispatch (CAD) and mobile data terminal/I-PAD linking.
B-9	Postage	\$460	This line item covers the cost of Department postage.
B-10	Printing	\$400	This line item covers the cost of printing, business cards, permits, forms, flyers, etc.
B-11	Advertising	\$1,560	This line item covers the cost of advertising inclusive of job classifieds/recruitment.
B-12	Office Supplies	\$3,000	This line item covers the cost of paper, ink cartridges, pens, binders, small office equipment, computer supplies, etc.
B-13	Rep & Maint. Supplies	\$6,500	This line item covers the cost of repair and maintenance of chainsaws, batteries (tool, radio, etc.) various tools, vehicle cleaning/maintenance supplies, etc.
B-15	Gasoline/Diesel	\$16,000	This line item covers the cost gasoline and diesel. Increased cost in accordance with the Town Administrator's instructions.
B-15	Food Supplies	\$600	This line item covers the cost of food during storm coverage and during extended emergency operations.
B-16	Medical Supplies	\$27,000	This line item covers the cost of all of our EMS supplies inclusive of drugs, narcotics, oxygen, personal protective equipment and disposable supplies.
B-17	Field Supplies	\$6,000	This line item covers the cost of patches, miscellaneous outerwear/vests, replacement gloves, boots, flashlights, consumable water, safety cones, etc.
B-18	Uniform	\$12,760	This line item covers the cost of call member uniform allowance, new member uniforms, replacement of ruined uniforms, and Chief's uniform allowance.

Public Safety

B-19	Training Supplies	\$1,500	This line item covers the cost of training videos, books, CPR manikins, training props/equipment, etc.
B-20	Travel	\$6,000	This line item covers the cost of mileage reimbursement for various required courses (Firefighter I/II, Paramedic/EMT refresher courses, continuing education, seminars, etc.
B-21	Meals/Lodging	\$2,300	This line item covers the cost of meals/lodging for seminars, Paramedic recertification/refresher classes and Chief's seminar
B-22	Dues & Membership	\$3,150	This line item covers the costs of annual regional Haz-Mat and Tech Team assessments, NFPA (membership and fire code subscriptions) Mass. Fire Chiefs, New England Fire Chiefs dues and various trade magazines subscriptions.
B-23	License/Permits/Fees	\$9,700	This line item covers the costs of our required annual ambulance license, controlled substance license, StationSmarts and Firehouse software license, CAD interface/mobile software maintenance fees, etc.
B-24	Miscellaneous	\$735	This line item covers the costs of miscellaneous costs, flu shots, Hep B serum, etc.
B-25	Small Equipment	\$15,000	This line item covers the cost of replacing and/or repair small equipment due to damage, wear/tear, etc. This includes shovels, rakes, hand tools, power saws/tools, Class A and B foam, etc.

220 Fire Department

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	736,423	719,548	790,201	855,331	855,331
A-2	S&W - Seminars	13,033	1,297	16,529	18,638	18,638
A-3	S&W - Overtime	222,099	258,496	247,495	274,435	274,435
A-4	S&W - Holiday	54,114	34,521	40,937	42,596	42,596
A-5	S&W - Longevity	7,200	7,200	5,700	6,000	6,000
A-6	S&W - Stipend Call	48,000	26,438	52,800	39,600	39,600
A-7	S&W - Fire/Rescue Call	73,109	38,558	58,850	52,256	52,256
A-8	S&W - Amb Runs Call	52,360	37,250	54,015	45,760	45,760
A-9	S&W - Days/Weekend	22,171	8,269	19,936	19,909	19,909
A-10	S&W - Summer Coverage	0	0	0	0	0
A-11	S&W - Vacation Payout	4,100	4,956	5,065	5,131	5,131
A-12	Health Ins Stipend	6,360	8,908	6,360	6,360	6,360
A-13	Education Stipend	6,000	8,000	7,000	10,000	10,000
A-14	Incentive Pay Call	3,000	800	3,800	3,800	3,800
Total Personnel		1,247,969	1,154,240	1,308,688	1,379,816	1,379,816
OPERATING EXPENSES						
B-1	Rep & Maint. Services	14,000	16,641	17,300	19,500	19,500
B-2	Contract Services	18,300	20,861	21,100	26,915	26,915
B-3	Medical Services	3,850	4,700	3,850	3,700	3,700
B-4	Education & Training	1,500	530	1,500	1,500	1,500
B-5	EMS Training	5,000	3,695	4,200	4,700	4,700
B-6	Ambulance Billing	17,000	16,262	17,000	16,500	16,500
B-7	County Dispatch	29,828	20,425	20,415	23,317	23,317
B-8	Telephone	9,400	8,779	9,500	9,500	9,500
B-9	Postage	460	56	460	460	460
B-10	Printing	400	227	400	400	400
B-11	Advertising	400	1,761	600	1,560	1,560
B-12	Office Supplies	3,000	2,184	3,000	3,000	3,000
B-13	Rep & Maint. Supplies	6,500	5,760	6,500	6,500	6,500
B-14	Gasoline/Diesel	16,420	12,207	19,704	16,000	16,000
B-15	Food Supplies	600	322	600	600	600
B-16	Medical Supplies	34,200	24,511	29,000	27,000	27,000
B-17	Field Supplies	5,500	8,936	5,500	6,000	6,000
B-18	Uniform	10,250	17,134	9,100	12,760	12,760
B-19	Training Supplies	1,500	707	1,500	1,500	1,500
B-20	Travel	8,000	4,766	8,000	6,000	6,000
B-21	Meals/Lodging	1,650	2,779	1,650	2,300	2,300
B-22	Dues & Memberships	2,525	2,791	3,115	3,150	3,150
B-23	License/Permits/Fees	10,750	9,900	12,465	9,700	9,700
B-24	Miscellaneous	600	151	600	735	735
B-25	Small Equipment	15,000	2,987	15,000	15,000	15,000
Total Operating		216,633	189,074	212,059	218,297	218,297
Total Department		1,464,602	1,343,314	1,520,747	1,598,113	1,598,113

Program Description

The budget purpose is to provide the Town of Wellfleet with Private and Public Building Safety codes:

- Massachusetts State Building Code by M.G.L. 143 (780 CMR-NFPA 72 &13)*
- Massachusetts State Electrical Code by M.G.L. 148 (527 CMR-National Electrical Code-NFPA 70)*
- Massachusetts State Plumbing and Gas Code by M.G.L. 142 (248 CMR - NFPA 54, 58, 85, & 86)*

The purpose and Intent of these codes are to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment, and to provide safety to fire fighters and emergency responders during emergency operations.

The proposed budget will provide for Building, Electrical, Plumbing /Gas Permitting and Inspectional services.

Budget Statement

FY 2020 Objectives

The objectives of the Building Department from FY 2019 into 2020 is to continue to modernize our hard permit routing process within our existing software and current computers' abilities on our desk top computer workstations, while eliminating redundancy and improving the contractors and customers service.

Major Accomplishments for FY 2018

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	Full time – Building Inspector started in the middle of FY 2017
A-2	Part-time S&W	<ul style="list-style-type: none"> • Committee Secretary • Electrical Inspector • Plumbing and Gas Inspector Electrical 400 inspections @ \$38 per inspection = \$15,200 400 office hours @\$25 per hour = \$10,000 Plumbing and Gas 400 inspections @ \$38 per inspection = \$15,200 400 office hours @\$25 per hour = \$10,000
A-3	Seasonal/Temporary	(3) Alternate Inspectors Electrical & Plumbing /Gas Inspectors
A-4	Overtime	
A-5	Longevity	Per WEA contract

Operating Expenses			
<i>Line</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Serv. Contract-Copier	\$600	Includes support provided to multiple Public Boards
B-2	Service Contract	\$1,500	
B-3	Contract Services	\$1,500	Level funded from FY 2019
B-4	Education & Training	\$1,500	Continuing Education for Building, Plumbing & Gas and Electrical Inspector
B-4	Telephone	\$300	Cell phone reimbursement to Building Inspector
B-5	Postage	\$500	No change from FY 2019
B-7	Printing	\$400	No change from FY 2019
B-8	Advertising	\$200	No change from FY 2019
B-9	Office Supplies	\$1,500	Paper and ink cartridges

Town of Wellfleet Budget Request

B-10	Field Supplies	\$750	No change from FY 2019
B-11	Uniforms	\$250	No change from FY 2019
B-12	Travel	\$2,500	Reimbursement for inspections travel
B-13	Meals/Lodging	\$550	No change from FY 2019
B-14	Dues & Memberships	\$300	Level funded line item

241 Building Department

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	126,412	126,898	130,732	134,000	134,000
A-2	S&W - Part-time	71,924	74,421	74,461	76,543	76,543
A-3	S&W - Seasonal/Temp	4,000	350	4,000	3,000	3,000
A-4	S&W - Longevity	1,500	1,100	1,600	1,700	1,700
A-5	S&W - Vacation Buyout	0	1,812	0	0	0
Total Personnel		203,836	204,580	210,793	215,243	215,243
OPERATING EXPENSES						
B-1	Service Contract-Copier	750	1,260	750	600	600
B-2	Service Contract				1,500	1,500
B-3	Contract Services	1,500	0	1,500	1,500	1,500
B-4	Education & Training	1,500	1,290	1,500	1,500	1,500
B-5	Telephone	300	250	300	300	300
B-6	Postage	300	311	300	500	500
B-7	Printing	400	154	400	400	400
B-8	Advertising	200	0	200	200	200
B-9	Office Supplies	1,500	1,199	1,500	1,500	1,500
B-10	Field Supplies	750	80	750	750	750
B-11	Uniforms	250	0	250	250	250
B-12	Travel	3,000	2,146	3,000	2,500	2,500
B-13	Meals/Lodging	550	34	550	500	500
B-14	Dues & Memberships	300	0	300	300	300
Total Operating		11,300	6,725	11,300	12,300	12,300
Total Department		215,136	211,305	222,093	227,543	227,543

291 Emergency Management

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Emergency Mgt	5,000	1,749	5,000	5,000	5,000
B-2		0	0			
Total Department		5,000	1,749	5,000	5,000	5,000

293 Traffic/Parking Control

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL						
A-1	Stipend	2,000	2,000	2,000	2,000	2,000
Total Personnel		2,000	2,000	2,000	2,000	2,000
OPERATING EXPENSES						
B-1	Contract Services	4,250	1,036	4,250	4,250	4,250
Total Operating		4,250	1,036	4,250	4,250	4,250
Total Department		6,250	3,036	6,250	6,250	6,250

300 Wellfleet Elementary School

Program Description

Wellfleet Elementary School serves grades Kindergarten through 5 for the Town of Wellfleet.

The mission of Wellfleet Elementary School is to ensure that each child develops skills, knowledge and respect for themselves and others. These are the foundation for life-long learning, responsible citizenship, and the realization of their potential.

Wellfleet Elementary accomplishes this by providing a rigorous curriculum, outstanding teaching, and family and community involvement.

Budget Statement

The FY 2019 budget has not yet been finalized for the Wellfleet Elementary School. The preliminary budget indicates a decrease of 2.61%.

Previous Year Budgets:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Prior Yr. Increase</u>
2015	\$2,457,692	+1.75%
2016	\$2,484,932	+1.10%
2017	\$2,535,847	+2.05%
2018	\$2,652,879	+4.61%
2019	\$2,631,903	-0.08%
2019	\$2,697,701	+2.50% (preliminary estimate)

301 Nauset Regional School District

Program Description

The Nauset Regional School District provides education to students in grades 6 through 12 for the towns of Brewster, Eastham, Orleans and Wellfleet. Under separate tuition agreements the District accepts students from the towns of Provincetown and Truro and also accepts school choice students from other districts.

Budget Statement

As of the date of this report, December 1, 2018, the district's budget has not yet been finalized. For the purposes of this budget draft it is assumed that the budget for the Nauset Regional School District will increase by 2.5%.

In FY 2019 we projected Wellfleet would have 13 fewer students in the Nauset Regional School District in FY 2019 as compared to FY 2018 (146 vs. 159). As a result, while projecting the district's overall budget will increase 2.5% we are currently projecting a 4.62% decrease in our assessment for the Town of Wellfleet.

In FY 2020 we project Wellfleet will have 9 additional students in the Nauset Regional School District thereby increase our % allocation of the District's expenses from 12.62% to 12.91%.

Please see the attached forms for additional information and calculations.

302 Cape Cod Regional Technical High School

Program Description

Cape Cod Regional Technical High School (Cape Cod Tech) is located in Harwich and provides students with a high school vocational option. Cape Cod Tech was founded in 1975. It started out as a school that anyone could enroll in, but it is now a school that is very competitive and is recognized for its academic and shop work. The school accepts students from the towns of Mashpee, Barnstable, Yarmouth, Harwich, Dennis, Chatham, Brewster, Orleans, Eastham, Wellfleet, Truro and Provincetown. Cape Cod Tech is located just off Route 6 in Harwich at Exit 10. The school has an approximate enrollment of 588 students in grades 9–12 as of October 1, 2017.

Budget Statement

The budget for Cape Cod Tech is calculated as a tuition per student. The annual assessment will vary depending on the number of Wellfleet students opting to attend Cape Cod Tech.

- In FY 2018 nine Wellfleet students opted to attend Cape Cod Tech. This is actually based on 10/01/16 enrollment numbers.
- In FY 2019 thirteen Wellfleet students opted to attend Cape Cod Tech. That was actual based on 10/01/16 enrollment numbers.
- We are estimating thirteen Wellfleet students will be attending Cape Cod for the purposes of the FY 2020 budget.

	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
Total Education	5,751,602	5,962,747	6,026,675	6,237,513	6,216,136	6,273,905
% 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%
Annual Budget	2,631,903	2,697,701	2,765,143	2,834,272	2,905,128	2,977,757
% 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%
Annual Assessment	2,850,944	2,989,573	2,979,171	3,113,822	3,014,352	2,992,076
% 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%
Annual Budget	268,755	275,474	282,361	289,420	296,655	304,072
% 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

ELEMENTARY	PK	K	01	02	03	04	05
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
MIDDLE	06	07	08				
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				
HIGH SCHOOL	09	10	11	12	Other		
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		

TOTALS	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
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

Community Totals	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
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%
Annual Budget	22,589,788	23,154,533	23,733,396	24,326,731	24,934,899	25,558,272
% 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
Brewster						
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%
Eastham						
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%
Orleans						
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%
Wellfleet						
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%

Program Description

The DPW is responsible for all Town buildings, owned or leased, including cleaning, maintenance of plumbing, electrical, heating and air conditioning systems, lighting systems, emergency generators and structural upkeep. In addition, we maintain all Cemeteries, Parks, Parking areas, Recreational and Beach Facilities, which includes: structural maintenance, trash removal, restroom cleaning, maintenance of irrigation systems and lighting, placement and upkeep of signs at those locations.

Budget Statement

The department strives to keep all buildings, cemeteries, parks, parking areas, recreational and beach facilities in the best condition possible, while implementing a fiscally responsible budget.

FY 2020 Objectives

To maintain the buildings, cemeteries, parks, parking areas, recreational and beach facilities to a superior standard.

Major Accomplishments for FY 2018

Renovation of Recreation Building at Bakers Field; Installed four new bleachers and playground apparatus at Baker's Field; Replaced the fire alarm system at the library; Installation of new carpeting in the Meeting room at the Library; The front stairs of the Library were rebuilt and painted; Installation of ADA doors at DPW; Installation of new water fountain/bottle filler at Town Hall; Renovation of the cupola, including new 60' copper weathervane at Town Hall; Interior painting at the Council on Aging; Directly involved with Police Station Renovation; Feasibility study to implement a corrective plan for the Fire Departments' mechanical, electrical, HVAC, plumbing, controls and performance.

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Electricity	\$102,000	Increased \$15,000 as PD Building heating/cooling w/electric
B-2	Propane Gas	\$38,000	Increased \$3,000 based on usage in FY2018 (DPW, Fire House, Town Hall, COA)
B-3	Fuel Oil	\$4,000	Decreased \$6,000 based on usage in FY2018, Library only heating w/oil
B-4	Rep & Maint. Services	\$4,000	Level Funded
B-5	Cleaning Perm	\$36,000	Decrease \$5,000 based on FY2018
B-6	Cleaning COA	\$15,600	Level Funded
B-7	Contract Services	\$95,000	Level Funded
B-8	Telephone	\$7,500	Level Funded Note: Telephone services used to be in both Facilities and Operating, placing all in Facilities now for easier tracking
B-9	Rep & Maint. Supplies	\$15,000	Level Funded
B-10	Custodial Supplies	\$10,500	Level Funded
B-11	Grounds keeping Supplies	\$6,000	Level Funded
B-12	Other Supplies	\$1,000	Decrease \$800 based on FY2018
B-13	Licenses/Permits/Fees	\$350	Increased \$150 based on FY2018
B-14	Muni Water System	\$6,000	Level Funded

417 DPW Facilities

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Electricity	87,000	84,364	87,000	102,000	102,000
B-2 Propane Gas	30,000	37,184	35,000	38,000	38,000
B-3 Fuel Oil	30,000	3,336	10,000	4,000	4,000
B-4 Rep & Maint. Services	4,000	4,022	4,000	4,000	4,000
B-5 Cleaning Perm	41,000	29,966	41,000	36,000	36,000
B-6 Purrfect Cleaning COA	15,600	15,600	15,600	15,600	15,600
B-7 Contract Services	95,000	96,031	95,000	95,000	95,000
B-8 Telephone	2,500	4,542	7,500	7,500	7,500
B-9 Rep & Maint. Supplies	12,000	14,775	15,000	15,000	15,000
B-10 Custodial Supplies	9,000	9,706	10,500	10,500	10,500
B-11 Groundskeeping Supplies	5,000	5,531	6,000	6,000	6,000
B-12 Other Supplies	800	874	1,800	1,000	1,000
B-13 Licenses/Permits/Fees	200	332	200	350	350
B-14 Muni Water System	6,000	2,935	6,000	6,000	6,000
Total Department	338,100	309,197	334,600	340,950	340,950

Program Description

The DPW Operations Budget maintains: routine service, maintenance and repairs on over 45 pieces of rolling stock (including the Fire Department vehicles, the Police Department takes care of their own); DPW copy machine; office supplies to keep office running efficiently; medical service (MassDOT physicals); travel to seminars and meetings; training and seminars for staff; repair and maintenance supplies; grounds keeping; gasoline; meals when appropriate; uniforms; dues and memberships; licenses, permits, fees; small equipment and cemetery maintenance.

Budget Statement

To facilitate the repairs and maintenance of vehicles, small equipment; purchasing of vehicle parts, tires, oil, filters, belts, etc. welding supplies for repairs in-house; keep staff trained and up to date on software and machinery; uniforms for staff to keep warm and for safety; gasoline to power vehicles.

FY 2020 Objectives

To maintain vehicles and equipment to a superior standard; and to keep operations running smoothly.

Major Accomplishments for FY 2018

Numerous repairs to town vehicles by the Town’s mechanic including trucks, loaders, backhoe, etc., which resulted in a cost savings to the Town of \$20,000; Staff members attended a Chipper Safety seminar; Staff members attended a Chain Saw Safety seminar; Staff members attended seminar concerning Basics of a Good Road; Attended meeting to consider sites for proposed vehicle charging stations; Attended Barnstable County meetings; Hosted WES 1st graders, presented them a tour of the DPW.

Operating Expenses

Line#	Account	Amount	Description (specify basis for calculation)
B-1	Rep & Maint. Vehicles	\$30,000	Level Funded, Repair & Maintain Vehicles
B-2	Rep & Maint. Fire Veh	\$20,000	Level Funded, Repair & Maintain Vehicles
B-3	Serv. Contract-Copier	\$500	Level Funded, contract for Copier
B-4	Contract Services	\$20,000	Level Funded, Cylinder rental, uniforms, Manager Plus Software
B-5	Medical Services	\$500	Level Funded, for MassDOT Physicals
B-7	Education & Training	\$900	Level Funded, for Training & Seminars
B-8	Telephone	\$0	All the telephone is now in 417, Facilities
B-9	Postage	\$50	Level Funded, for postage
B-10	Advertising	\$500	Level Funded, Employment opportunities
B-11	Office Supplies	\$1,400	Level Funded, paper, toner, office supplies
B-12	Rep & Maint. Supplies	\$55,000	Level Funded, vehicle/tool parts, tools, welding supplies
B-13	Groundskeeping Supplies	\$2,300	Level Funded, various tools, etc.
B-14	Gasoline	\$3,500	Level Funded, for gas operated vehicles, tools
B-15	Medical Supplies	\$500	Level Funded, medical supplies for offices and garage
B-16	Uniforms	\$7,000	Level Funded
B-17	Travel	\$400	Level Funded, to meetings and seminars
B-18	Meals/Lodging	\$200	Level Funded
B-19	Dues & Memberships	\$1,000	Level Funded, BCPWA, MA Water Assoc.
B-20	License/Permits/Fees	\$1,000	+600, Hoisting Licenses, Construction Licenses
B-21	Small Equipment	\$4,300	Decreased -\$600, for smaller pieces of equipment
B-22	Cemetery Maint.	\$500	Level Funded, maintain cemeteries

420 DPW Operations

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	857,835	828,490	889,123	911,351	911,351
A-2	S&W - Seasonal/Temp.	60,000	33,156	60,000	60,000	60,000
A-3	S&W - Overtime, etc	34,400	27,454	34,400	34,400	34,400
A-4	S&W - Longevity	11,300	9,250	11,400	12,750	12,750
A-5	S&W - Vacation Buyout	0	0	0	0	0
A-6	Health Ins Stipend	0	3,654	0	0	0
A-7	Uniform Allowance	1,000	1,000	0	1,000	1,000
Total Personnel		964,535	903,004	994,923	1,019,501	1,019,501
OPERATING EXPENSES						
B-1	Rep & Maint. Vehicles	30,000	23,843	30,000	30,000	30,000
B-2	Rep & Maint. Fire Vehicl.	20,000	19,085	20,000	20,000	20,000
B-3	Service Contract-Copier	500	23	500	500	500
B-4	Contract Services	20,000	23,158	20,000	20,000	20,000
B-5	Medical Services	300	380	500	500	500
B-6	Admin. Services	0	0	0	0	0
B-7	Education & Training	500	579	900	900	900
B-8	Telephone	1,900	2,819	0	0	0
B-9	Postage	50	16	50	50	50
B-10	Advertising	500	605	500	500	500
B-11	Office Supplies	1,400	1,650	1,400	1,400	1,400
B-12	Rep & Maint. Supplies	55,000	55,333	55,000	55,000	55,000
B-13	Groundskeeping Supplies	2,500	258	2,300	2,300	2,300
B-14	Gasoline	4,000	3,002	3,500	3,500	3,500
B-15	Medical Supplies	200	334	500	500	500
B-16	Other Supplies	0	84	0	0	0
B-17	Uniforms	7,000	5,102	7,000	7,000	7,000
B-18	Travel	100	238	400	400	400
B-19	Meals/Lodging	200	216	200	200	200
B-20	Dues & Memberships	1,000	973	1,000	1,000	1,000
B-21	License/Permits/Fees	400	1,021	400	1,000	1,000
B-22	Small Equipment	4,900	3,881	4,900	4,300	4,300
B-23	Cemetery Maintenance	500	495	500	500	500
Total Operating		150,950	143,095	149,550	149,550	149,550
Total Department		1,115,485	1,046,098	1,144,473	1,169,051	1,169,051

Program Description

Maintenance and materials for public paved roads, public dirt roads, town parking lots, parking lots at each town facility (including the elementary school), public beach parking lots, public landings, bridges and dikes. Maintenance includes: asphalt repairs; cracksealing; sweeping; line striping; brushing and mowing road sides; manufacture (for public town roads only) street and traffic signs and installation (initial installation of a Private Paved Road sign which residents have purchased, thereafter residents of the roads' responsibility); installation and maintenance of drainage systems; storm water management; grading and filing of public dirt roads. The Town also has approximately fourteen road maintenance agreements on private dirt road to perform light grading.

Budget Statement

Road materials, maintenance supplies, aging equipment are all factors. The budget also serves as a supplement to our annual Chapter 90 allotment from MassDOT.

FY 2020 Objectives

To deliver the expected level of superior service provided to the Town.

Major Accomplishments for FY 2018

Drainage remediation at Cahoon Hollow to control storm water on Town property; Donald Liptack from Cape Cod Conservation District, verified that we are up to date; Staff attended seminar for "New HMA Pavement Specifications for Municipalities Chapter 90 Mixtures"; The department has done numerous repairs on mowers, weed wackers and most notably Sweeper repairs with a cost savings of \$12,000; Several roads and parking lots were paved including West Road, Spring Brook Road, Indian Neck Road, Lieutenant Island Road (The department used shell to backfill the berm through the marsh), Mayo Beach Parking Lot, Breakwater Parking Lot on Indian Neck Road and Great Pond Parking Lot on Cahoon Hollow road; Paving and hand work was also done at various locations around Town; The before mentioned paving and handwork was partially paid for by submitting Chapter 90 project requests to MassDOT. MassDOT then approves those project requests and funds are allotted. When the projects are completed, reimbursement requests for those projects are submitted to MassDOT for approval, then refunded, a \$196,100.93 savings to the Town; Attended several meetings to discuss intersection design at Route 6 and Main Street.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$50,400	Level Funded, Chapter 90 Supplement
B-2	Infrastructure Maint.	\$20,000	Level Funded, for sub-contracted hot mix repairs, hand work & new basin maintenance
B-3	Postage	\$0	
B-4	Rep & Maint. Supplies	\$5,000	Level Funded, sweeper & hot mix supplies, etc.
B-5	Public Works Supplies	\$17,000	Level Funded, cold patch, stone, basins, frames & grates, etc.
B-6	Small Equipment	\$500	Level Funded, lawn mowers, chain saws

422 DPW Highways

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	50,400	45,979	50,400	50,400	50,400
B-2 Infrastructure Maint.	20,000	20,524	20,000	20,000	20,000
B-3 Postage	0	0	0	0	0
B-4 Rep & Maint. Supplies	5,000	5,118	5,000	5,000	5,000
B-5 Public Works Supplies	17,000	20,604	17,000	17,000	17,000
B-6 Small Equipment	500	675	500	500	500
Total Department	92,900	92,900	92,900	92,900	92,900

Program Description

This budget is used to maintain snow and ice removal on public paved roads and sidewalks, public dirt roads and private paved roads that have met the Selectmen’s Policy, approximately fourteen Town parking lots, including the elementary school, public beach parking lots, public paved landings, sidewalks around each facility.

Budget Statement

This budget is based on an average winter for Wellfleet. The snow budget has the flexibility of being increased during a fiscal year, due to the unpredictability of the winter’s snow and ice.

FY 2020 Objectives

To maintain the above in excellent condition throughout winter conditions.

Major Accomplishments for FY 2018

The winter of 2017 – 2018 was moderate, with three Nor’easters occurring in March. Helping residents of Private Paved roads follow and comply with the Selectmen’s policy through conversations, walkabouts and inspections.

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Salaries & Wages	\$45,000	Level Funded Staff Snow Pay Overtime
B-1	Contracted Services	\$47,000	Level Funded Contracted Snow Equipment & Manpower
B-2	Vehicle Supplies	\$3,800	Level Funded Items needed to repair Sanders, Trucks, ATV, etc.
B-3	Food Supplies	\$380	Level Funded Food purchased for Staff after long hours
B-4	Salt / Deicer	\$32,000	Level Funded Salt for sidewalks & roads

423 DPW Snow and Ice

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Overtime	45,000	31,539	45,000	45,000	45,000
Total Personnel		45,000	31,539	45,000	45,000	45,000
OPERATING EXPENSES						
B-1	Contract Services	47,000	36,937	47,000	47,000	47,000
B-2	Rep & Maint. Supplies	0	57	0	0	0
B-3	Vehicle Supplies	3,800	9,105	3,800	3,800	3,800
B-4	Food Supplies	380	33	380	380	380
B-5	Salt/De-Ice	32,000	32,493	32,000	32,000	32,000
Total Operating		83,180	78,626	83,180	83,180	83,180
Total Department		128,180	110,165	128,180	128,180	128,180

Program Description

Manages all of the Town's 234 Streetlights, repair and maintenance. It also pays the electricity used by the street lights.

Budget Statement

The electric service and maintenance with Siemen is obtained through the Cape Light Compact.

FY 2020 Objectives

To maintain an excellent standard of street lighting to the Town.

Major Accomplishments for FY 2018

Since all the 234 street lights were changed over to LEDs, an initial savings of 50%, (starting in FY2016, going from \$18,000 to \$9,000) is still exhibited. The LED street lights continue to perform well, reflecting energy efficiency and savings.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Street Lighting	\$9,000	Level Funded, expected to be stable
B-2	Contract Services	\$1,600	Level Funded, expected to be stable

424 DPW Street Lights

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Street Lighting	9,000	5,709	9,000	9,000	9,000
B-2 Contract Services	1,600	1,049	1,600	1,600	1,600
Total Department	10,600	6,758	10,600	10,600	10,600

Program Description

The DPW manages the operation of the Transfer Station. It Includes: transporting all refuse to SEMASS; implementation of Pay as You Throw; collection of all recycled materials, such as glass, newspaper, plastic, tin, scrap metal, paint, batteries, anti-freeze, waste oil, etc.; handling of hazardous waste materials including batteries, paint, antifreeze, waste oil, etc.; composting grass and leaves; collection of fees; billing of accounts; adhering to MassDEP regulations and inspections pertaining to Transfer Stations and landfills; reporting according to state requirements.

Budget Statement

Manage recycling and solid waste removal for the Town and oversees Mass DEP requirements of monitoring of the former landfill.

FY 2020 Objectives

Efficiently process recycling and solid waste for the Town.

Major Accomplishments for FY 2018

Purchased a new 20yard Gambrel container for glass, using MassDEP grant funds; now recycling reusable latex paint through a cape wide grant and Recolor Paints; fabricated screens so residents can now screen compost and leaf compost; composted 1200 tons; added Bay State Textiles trailer to recycle clothing.

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Rep & Maint. Services	\$10,000	Level Funded, service & maint. of vehicles, equipment
B-2	Contract Services	\$191,000	Level Funded, recycling, solid waste costs, equipment repairs
B-3	Landfill Monitoring	\$17,000	Level Funded, monitoring of the landfill
B-4	Amnesty Day	\$10,000	+4,000 Increased due to increased participation, rising costs associated for Amnesty Day
B-5	Postage	\$150	Level Funded, stamps, certified/return receipt
B-6	Advertising	\$0	
B-7	Office Supplies	\$1,000	Level Funded, various office items, toner, copy paper, etc.
B-8	Rep & Maint. Supplies	\$5,000	Level Funded, various parts, locks, tools
B-9	Custodial Supplies	\$300	Level Funded, various cleaning, paper products
B-10	Vehicle Supplies	\$7,000	Level Funded, filters, parts, belts, batteries, etc.
B-11	Diesel	\$65,000	Level Funded, diesel for various vehicles, usage & price per gallon fluctuates from year to year: FY2016 \$2.65, FY2017 \$1.689, FY2018 \$1.905, FY2019 \$2.18
B-12	Medical Supplies	\$300	Level Funded, first aid supplies
B-13	Public Works Supplies	\$2,500	Level Funded, misc. items: construction blocks, hardware set, welding supplies
B-14	Other Supplies	\$11,000	-\$4,000 Decreased, lamp recycling boxes, tarp, etc.
B-15	Recycling Bins	\$2,400	Level Funded, earth machines, recycling receptacles for various locations
B-16	Licenses/Permits/Fees	\$200	Level Funded, Various
	Recycling Committee	\$500	Level Funded, to help with their endeavors

433 DPW Transfer Station

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Rep & Maint. Services	10,000	13,291	10,000	10,000	10,000
B-2 Contract Services	211,109	198,359	191,000	191,000	191,000
B-3 Landfill Monitoring	17,000	17,900	17,000	17,000	17,000
B-4 Amnesty Day	6,000	12,698	6,000	10,000	10,000
B-5 Postage	150	158	150	150	150
B-6 Advertising	0	0	0	0	0
B-7 Office Supplies	1,000	1,088	1,000	1,000	1,000
B-8 Rep & Maint. Supplies	5,000	3,676	5,000	5,000	5,000
B-9 Custodial Supplies	300	314	300	300	300
B-10 Vehicle Supplies	7,000	9,206	7,000	7,000	7,000
B-11 Diesel	65,000	28,759	65,000	65,000	65,000
B-12 Medical Supplies	300	374	300	300	300
B-13 Public Works Supplies	2,500	2,456	2,500	2,500	2,500
B-14 Other Supplies	15,000	6,808	15,000	11,000	11,000
B-15 Recycling Bins	2,400	860	2,400	2,400	2,400
B-16 Licenses/Permits/Fees	200	75	200	200	200
B-17 Recycling Committee	0	0	500	500	500
Total Department	342,959	296,024	323,350	323,350	323,350

434 Recycling Committee FY 2020 Additional Budget Request

Additional Amount Requested

\$775 [\$225]

Budget Line Number

Line # 434

Account Description: Recycling Projects

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

The Recycling Committee's charge is to *'develop and promote recycling and waste reduction activities in the Town of Wellfleet.'* Our current budget (DPW line) is \$100 per year. We request an additional \$775 to produce digital and non-digital outreach materials. This will help keep the community informed about Recycling Community initiatives like the Community Cutlery program, event composting, zero waste event planning, etc.

Cost/Benefit Analysis

TAX INSERT

Cost: \$375 per year for an educational flyer inserted in the Town's annual Property Tax mailing *
Benefit: By piggybacking on the tax mailing, we are able to reach thousands of Wellfleet residents via direct mail. This saves paper and the substantial postage costs of a separate mailing.

* Contingent upon Selectboard approval of content and Town Collector's space constraints.

OTHER PRINTED MATTER

Cost: \$400 per year to produce our quarterly Recycling Guide, posters, bookmarks, and other useful outreach materials.

Benefit: The guides provide seasonal updates on what is accepted for recycling. Posters and bookmarks announce special events and initiatives like Skip the Straw, Fix It Clinics, Zero Waste Wellfleet, and more.

MEMBERSHIP and DIGITAL OUTREACH

\$65 to cover the wix.com domain registration fee for our website wellfleetrecycles.org

IF THIS IS A PERMITTED PUBLIC PURPOSE, we would also like to request:

\$125 to cover our Chamber of Commerce annual nonprofit membership fee

\$35 to cover Chamber of Commerce email blasts to their email list of over 4,000 addresses.

\$225

434 Recycling Committee

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
OPERATING EXPENSES					
B-1 Contract Services	100	47	100	775	775
Total Department	100	47	100	775	775

Program Description

The Health and Conservation Department makes protection of the environment, groundwater and surface water a priority as well as the protection of public health. The conservation interests we strive to protect are as follows: protection of public and private water supply, protection of groundwater supply, flood control, storm damage prevention, prevention of pollution, protection of land containing shellfish, protection of fisheries, and the protection of wildlife habitat. This is accomplished through regulation by administration and enforcement of 310 CMR 10.00 with authority granted by M.G.L. Chapter 131, Section 40. The Health Department as required under M.G.L. Chapter 111 protects the food and water supply, inspects housing, swimming pools, camps, performs communicable disease surveillance and management, plans and prepares for emergencies, promotes community health and wellbeing, regulates food service industry, solid waste, hazardous waste, subsurface sewage disposal systems, wells, monitors bathing beach water quality, and investigates nuisance complaints. Most of these activities are required under State Law to assure population health, well-being, and sanitation.

Budget Statement

To ensure compliance with applicable general laws and to maintain the current level of services.

FY 2020 Objectives

- Improve interdepartmental communication and permit co-ordination
- Create a streamline permitting process with the Building Department to speed the issuance of permits
- Initiate a new electronic file storage system for all permits to respond to inquiries from the public so that Assessing, Building, Health and Conservation can share relative documents with ease
- Continue to work on regionalization with the Towns of Eastham, Truro and Provincetown for Health and Conservation services
- Work with the Conservation Commission and Board of Health to strengthen existing regulations to protect health and the environment in the presence of population growth, climate change and sea level rise
- Modernize office procedures with modern technologies and software

Major Accomplishments for FY 2019

- Maintained trail network on Conservation Commission and Conservation Trust Land
- Monitored 9 Geocaches
- Maintained a database for beach renourishment
- Organized the Bug Off Event
- Participated in the Schoodic Institute's Climate Adaptation Workshop
- Attended monthly meetings with Provincetown and Truro to discuss a regionalization plan
- Successfully shared services with the Town of Truro and Provincetown
- Applied for and received MVP and DLTA Grants
- Successfully met inspection requirements
- Issued and reviewed permits in a timely fashion
- Updated Open Space and Recreation Plan
- Creation of a database of properties within 300' of wetland resources to inform Wastewater, Board of Health and Conservation regulations
- Rebuilt Pleasant Point kayak rack and maintained all others

Human Services

Personnel		
Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	Two full time staff
A-2	Part-time S&W	One part time
A-3	Seasonal/Temporary	None
A-4	Overtime	None
A-5	Longevity	HGL-employed since 3/8/05, JM-employed since 8/25/98

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Service Contract-Copier	\$707	General maintenance of copier
B-2	Contract Services	\$15,322	Hazardous Waste Collection and Disposal, Tick testing for Wellfleet residents, Water Samples, Soil Samples, Food Samples, and any other emergency testing and sampling, GIS annual maintenance
B-3	Education & Training	\$1,000	Training, seminars, workshops, continuing education to maintain licensure
B-4	Greenhead Fly	\$2,200	Amount assessed by State Reclamation Board for services from Cape Cod Mosquito Control and Greenhead Fly Program
B-5	Telephone	\$600	To pay a portion to two individuals for cell phone usage
B-6	Postage	\$600	Required to send letters and certified mail, also to purchase pre-stamped envelopes for general correspondence
B-7	Printing	\$1,100	Cost to print required inspection reports, note pads, and business cards
B-8	Advertising	\$100	Used to advertise Board of Health Meetings, Regulation changes, and other pertinent information
B-9	Office Supplies	\$1,400	Purchase items necessary to run an administrative office
B-10	Transfer Station Stickers	\$1,200	Cost to print yearly stickers for vehicles
B-11	Travel	\$1,000	Mileage reimbursement for travel related to inspections, complaints, enforcement, meetings, and trainings
B-12	Meals/Lodging	\$400	For attendance at MA Health Officers Association Annual Conference or MA Environmental Health Association annual conference
B-13	Dues & Memberships	\$600	Membership dues to MA Environmental Health Association, MA Health Officers Association, National Association of City and County Health Associations, MA Association of Health Boards
B-14	Small Equipment	\$400	Purchase equipment necessary to perform required inspections such as thermometers, pool testing kits, salinity meters and other equipment as needed

510 Health and Conservation

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	126,306	128,883	132,728	136,046	136,046
A-2	S&W - Part-time	24,060	23,972	24,882	25,504	25,504
A-3	S&W - Temporary	2,500	0	0	0	0
A-4	S&W - Longevity	1,350	1,800	1,975	2,500	2,500
A-5	Health Stipend	0	3,654	0	0	0
Total Personnel		154,216	158,308	159,585	164,050	164,050
OPERATING EXPENSES						
B-1	Service Contract-Copier	707	1,260	707	707	707
B-2	Contract Services	13,122	8,383	14,822	15,322	15,322
B-3	Education & Training	1,000	455	1,000	1,000	1,000
B-4	Greenhead Fly	1,700	1,700	2,200	2,200	2,200
B-5	Telephone	600	250	600	600	600
B-6	Postage	600	905	600	600	600
B-7	Printing	1,100	337	1,100	1,100	1,100
B-8	Advertising	100	32	100	100	100
B-9	Office Supplies	1,400	1,993	3,900	1,400	1,400
B-10	Trans Station Stickers	1,200	0	1,200	1,200	1,200
B-11	Travel	1,000	790	1,000	1,000	1,000
B-12	Meals & Lodging	400	0	400	400	400
B-13	Dues/Memberships	450	436	600	600	600
B-14	Small Equipment	400	0	400	400	400
Total Operating		23,779	16,540	28,629	26,629	26,629
Total Department		177,995	174,849	188,214	190,679	190,679

Program Description

“The Mission of the Wellfleet Council on Aging is to enhance the quality of life for residents of the Town sixty years of age and over through an ongoing assessment of the needs of Senior Citizens, by making the community aware of those needs and by overseeing the development and implementation of programs and services to meet those needs.”

The Wellfleet Council on Aging serves two distinct populations; the active Seniors who participate in our exercise classes, art classes, and other activities offered and the frail, homebound elders who require a different set of services centered around our Outreach programming. Aging in Place, translated as being able to stay in your home, is the goal of most Seniors. The biggest concerns are safety, personal care, nutrition, transportation, and access to medical services. The COA collaborates with agencies that provide these services and enables the providers to connect with those who are in need of them.

Budget Statement

For FY20, the operating budget increase is 3.23%. 2.6% of this increase is the increased cost for the VNA to provide services in Wellfleet. The value of these services supports the increased cost. Please note that the requested FY20 operating expense budget is actually less than the FY18 operating expense budget.

FY 2020 Objectives

- 1 – To continue to serve the 60+ population in Wellfleet, focusing on those 75 and over
- 2 – To engage the younger seniors, 60 to 75 and to offer activities and programs and volunteer opportunities that appeal to them and that benefit our older seniors.
- 3 – To continue to work with the Council on Aging Board in their efforts to provide events and programming at the Senior Center
- 4 – Maintain current levels of services both at the Senior Center and in the homes of our homebound Seniors

Major Accomplishments for FY 2018

- 1 - Purchase and delivery of our new Ford Transit 150 van which carries six passengers. Our transportation demands grow every year.
- 2 – Increasing exercise opportunities to ten classes per week and adding two mat classes per week to our menu of exercise opportunities.

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	Three full-time staff
A-2	Part-time S&W	Four drivers (on call); Food Services Manager; Exercise Coordinator- \$42,000
A-3	Seasonal/Temporary	None
A-4	Overtime	None
A-5	Longevity	\$6,300

Human Services

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Service Contract-Copier	\$3,250	Contracted amount
B-2	Contract Services	\$7,500	Aqua Aerobics instructor; ID Machine annual fee; MySeniorCenter.com annual fee;
B-3	Health Serv. Contract	\$13,500	VNA – please see additional expense request
B-4	Telephone	\$3,500	Land line and cell phone for Outreach and for Van
B-5	Postage	\$600	Postage stamps went up
B-9	Office Supplies	\$2,250	
B-10	Custodial Supplies	\$150	
B-11	Food Supplies	\$15,000	
B-12	Field Supplies	\$600	
B-13	Travel	\$500	
B-14	Dues & Memberships	\$275	

541 Council on Aging

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	139,973	142,504	157,394	161,329	161,329
A-2	S&W - Part-time	39,504	34,069	40,294	42,000	42,000
A-3	S&W - Longevity	5,700	5,700	6,000	6,300	6,300
A-4	Health Ins Stipend	0	6,486	0	0	0
A-5	Vacation Buyout	0	0	0	0	0
Total Personnel		185,177	188,759	203,688	209,629	209,629
OPERATING EXPENSES						
B-1	Service Contract-Copier	2,600	3,249	2,600	3,250	3,250
B-2	Contract Services	7,000	13,381	7,000	7,500	7,500
B-3	Health Serv Contract	12,500	8,638	12,500	13,500	13,500
B-4	Telephone	3,900	3,435	3,900	3,500	3,500
B-5	Postage	500	541	500	600	600
B-6	Office Supplies	2,500	2,032	2,500	2,250	2,250
B-7	Custodial Supplies	250	132	250	150	150
B-8	Food Supplies	17,500	13,488	15,000	15,000	15,000
B-9	Field Supplies	0	586	0	600	600
B-10	Travel	350	685	500	500	500
B-11	Dues/Memberships	255	220	275	275	275
Total Operating		47,355	46,387	45,025	47,125	47,125
Total Department		232,532	235,146	248,713	256,754	256,754

520 Human Services FY 2020 Additional Budget Request

Additional Amount Requested

\$100,000

Budget Line Number

Line # B-7 Account Description: vouchers

One Time Only or Ongoing Expense?

This would add three year olds to the voucher program and be an ongoing expense.

Description of Program, Product or Service

Grants for all three year olds whose parents/guardians live in Wellfleet year round for licensed Pre-School programs.

Cost/Benefit Analysis

The success of the vouchers for Four Year olds is documented and dollars spent at the age of Three are a valuable investment. Early intervention dollars are easily outweighed by expenses for children whose educational needs and learning styles are not identified until they are in Elementary School.

520 Human Services Grants

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Navigator Program	0	0	25,000	25,000	25,000
B-2 AIDS Support	2,000	2,500	2,500		
B-3 Wflt Montessori Preschoc	3,000	4,000	4,000		
B-4 Mustard Seed Kitchen	4,000	5,000	5,000		
B-5 The Childrens Place	10,000	10,000	10,000		
B-6 Wflt Child Care	4,000	4,000	4,000		
B-7 Tuition for 4 Yr Olds	100,000	98,861	100,000	200,000	200,000
B-8 Alzheimers Family Supp.	2,000	5,000	5,000		
B-9 Meals on Wheels	1,000	1,500	1,500		
B-10 Coastal Cty Legal Servies	2,000	2,000	2,000		
B-11 Independence House	2,000	3,000	3,000		
B-12 Helping our Women	4,000	4,000	4,000		
B-13 Homeless Prevention Cou	10,000	14,000	14,000		
B-14 Lower Cape Outreach	7,000	7,000	7,000		
MASS-A-Peal, Inc	4,500	4,500	4,500		
B-15 Consumer Asst Council	300	0	0		
B-16 Gosnold, Inc	10,000	13,500	13,500		
Outer Cape Health Serv	8,660	0	0		
B-17 Unallocated	5,540		0	80,000	80,000
Total Department	180,000	178,861	205,000	305,000	305,000

542 Council on Aging Board

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Contract Services	300	0	0	0	0
B-2 Office Supplies	300	0	0	0	0
Total Department	600	0	0	0	0

543 Veteran's Services

	FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Assessment	16,594	16,594	16,830	17,335	17,855
B-2 Benefits	12,000	5,133	12,000	12,000	12,000
Total Department	28,594	21,726	28,830	29,335	29,855

Program Description

The Library's Mission Statement, according to our 5-year plan, submitted to the Massachusetts Board of Library Commissioners for 2019-2023 is as follows: *The Wellfleet Public Library is a welcoming space that is free and open to all and provides books, information, technology, programming, entertainment, outreach, and services of all kinds to educate and enrich the lives of the people of Wellfleet and the greater community.*

The Wellfleet Public Library is a vibrant, thriving community center in the heart of Wellfleet. It is our intention to maintain and build upon this mission and strong commitment to the community.

Budget Statement

The Wellfleet Community has come to expect a certain level of service from the Wellfleet Library. In order to maintain that level of service, the Library is asking for a 4.9% increase in our operating budget for FY20.

FY 2020 Objectives

The Community has come to expect excellence from the Library. It has become clear to us over the past year, that, although the community still needs all the services we have provided in the past, there is a greater need for major, technological assistance from the staff. The usage of public computers rose over the last year, as did the number of reference transactions (which include patrons needing assistance from staff in needing support with computers, the internet including basic services such as email), electronic devices, scanners, printing, copying, and other services offered to the public.

The library is the hub of technology in the town. As such, it provides economic development to the community because the community can no longer apply for jobs, healthcare, and other concerns without being comfortable with technology. The Library is the only place where the Wellfleet population can have access to assistance with these issues.

We are still assessing how we can best serve our patrons according to these and other emerging library trends.

We also plan on working towards the goals on our five year strategic plan by accomplishing the following:

- Continuing to assess our building needs for addition/renovation/restructuring.
- Updating the A/V equipment in the Meeting Room.
- Continuing to build partnerships with local committees and organizations, as well as libraries on the Outer Cape.
- Creating opportunities for patrons in the 18-30 age-group (an elusive population for libraries nationwide).
- Exploring opportunities for assisting residents with programming for free assistance to services such as taxes, health care registration, education, etc.

Culture and Recreation

- Continuing to grow our presence as the technological hub of Wellfleet.
- Building a new library website to allow easy access to information about our expanding services.
- Explore emerging formats to bolster our circulation statistics.

Major Accomplishments for FY 2018

Looking toward our patron needs and the priorities on our five-year plan we accomplished the following:

- Bringing in a consultant from the Massachusetts Board of Library Commissioners to begin evaluating our space for future renovation.
- Bolstering our Outreach, by improving our electronic newsletter ("Mermaid Memo"), creating PSA's with channel 99 for our programming, and boosting our social media presence with Facebook, Twitter, and Instagram.
- Partnering with Town Departments such as the Recycling Committee for major programs such as the Fix-it Clinic and our Reuse Event among others; we also house their community cutlery.
- Creating Town-wide "One Book/One Community" Initiative with the Book, *The Sixth Extinction: An Unnatural History*, by Elizabeth Kolbert that involved reading the book (100 books were given away), having discussion groups, hosting panels, showing documentaries, and promoting materials from our collection on the environment and sustainability; this sort of "community engagement" was praised by the Massachusetts Library System and we were asked to present a table at one of their events.
- Remaining a "five-star" library (11th year in row – we have been five stars since Library Journal started collecting statistics). 5-star rating comes from number of programs, attendance at programs, attendance at the library and number of people who use public computers, and number of materials that circulate (both in print and online).
- Added 20% more programming (mostly for the year-round community).
- Interim administrator of the Wellfleet Cultural District.
- New carpet tiles in the meeting room, with improved acoustics, which were very well received by the community.
- Adding to our "tech drop in hours" by holding hours on Friday afternoons (specifically having those in mind who cannot drive in the dark).
- Built a partnership with Audubon and National Seashore for children's programming, connecting children to the local place where they experience their environment.
- Created a Manga (Japanese Graphic Novel genre) collection with young people who chose the books and activities surrounding them (origami, Japanese lesson).
- I was asked to present on a panel at the annual Massachusetts Library Association annual conference on job-seekers in the library.

Culture and Recreation

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$ 288,145	WEA specified wages and raise
A-2	Part-time S&W	\$ 52, 541	WEA specified wages and raise
A-3	Seasonal/Temporary	\$ 12,620	We added \$9,620 to our regular \$3,000 temp budget. See Additional budget request for narrative.
A-4	Overtime	\$ 0	N/A
A-5	Longevity	\$ 4,638	WEA specified

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract-CLAMS	\$ 27,000	Fees rise every year. We usually get a "Small Libraries in Network" (SLIN) Grant from the Mass Board of Library Commissioners in the Spring which lowers the cost. We cannot plan for this in the fall.
B-2	Contract Services	\$ 1,600	Same amount we budgeted for last FY year.
B-3	Telephone	\$ 1500	Same amount we budgeted for last FY year.
B-4	Postage	\$ 450	Same amount we budgeted for last FY year.
B-5	Advertising	\$ 250	Same amount we budgeted for last FY year; we did not use the entire amount, but we may advertise for job, etc.
B-6	Office Supplies	\$ 9,500	Prices for ink and toner have increased <i>significantly</i> as have patron use of printers and copiers.
B-7	Periodicals	\$ 9,000	Same amount budgeted for last FY year.
B-11	Books	\$ 43,000	Same amount budget for last FY year.
B-12	Non-Print Materials	\$ 26,000	\$1,000 more – DVD's and Ebooks are very expensive
B-13	Travel	\$ 1,000	I am the president of the CLAMS board – CLAMS office is located in Hyannis and I also have meetings at other libraries.
B-15	Small Equipment	\$ 5,000	Same amount as budgeted for last FY year

Respectfully Submitted,

**Jennifer Wertkin,
Library Director**

610 Library FY 2020 Additional Budget Request

Additional Amount Requested

\$ 8,620

Budget Line Number

Line # A-3 Account Description: S&W – Temporary

One Time Only or Ongoing Expense?

Ongoing, but not necessarily from a temporary line item; we intend to incorporate this into a staff position in the future.

Description of Program, Product or Service

This additional amount will cover a 10 hour/week, temporary, year-round position at \$18.50/hour. This temporary employee will be specifically tasked with assisting patrons with technical assistance when our Outreach Coordinator is not available. Additionally, there are occasional times when two staff members are absent, and the library needs coverage.

Cost/Benefit Analysis

It is part of our 5-year strategic plan to evaluate our staffing in order to provide superior assistance to the public, be the “hub” of technology for the community and identify the holes in our current staffing structure.

We have observed the immense increase in the need for technical support (please see Budget Request). We have also, for the first time, used some of our temporary budget to provide a substitute for staff absences. We chose a substitute with technical skills. We have watched how, in conjunction with the support already provided by our Outreach Coordinator, the public’s needs are starting to be met on a much wider basis.

While we continue to develop and fine-tune the hours needed to provide the best possible service to the Wellfleet Community, we have decided that we will begin with a temporary, skilled employee to assist us in meet our patron’s needs.

We believe that the benefit far outweighs the cost, as many of our year-round patrons can no longer afford computers, printers, internet or other electronic devices, and the world has become increasingly electronically based. For Wellfleet’s population to remain competent and up-to-date in their skill sets, assistance at the library – the only place for free computing – is crucial.

In order to provide that, we need more skilled help.

It is important to note that, at this time, the Town is only funding the Library's material budget at 85%. (Materials are books, periodicals, and non-print items – not things like office supplies), If our materials budget dips below 80%, the Library is no longer eligible for State Aid, is in danger of decertification, and will no longer be allowed to participate in the CLAMS system. This means that the Library can no longer request books from other Libraries for our patrons or maintain our five-star status.

We are aware that we are sacrificing a larger materials budget, in order to request money for a temporary employee. We do not want to increase our operating budget by more than five percent, so we are making this choice.

In the future, we will need to increase our materials budget to keep our certification.

Respectfully submitted,

Jennifer Wertkin

610 Library

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	231,527	273,325	281,117	288,145	288,145
A-2	S&W - Part-time	89,871	48,044	51,260	52,541	52,541
A-3	S&W - Temporary	4,000	658	4,000	12,620	12,620
A-4	S&W - Longevity	3,375	3,375	3,913	4,638	4,638
A-5	Health Ins Stipend	0	0	0	0	0
Total Personnel		328,773	325,402	340,290	357,944	357,944
OPERATING EXPENSES						
B-1	Contract - CLAMS	25,000	23,834	26,500	27,000	27,000
B-2	Contract Services	1,600	1,434	1,600	1,600	1,600
B-5	Telephone	1,500	1,728	1,500	1,500	1,500
B-6	Postage	450	421	450	450	450
B-8	Advertising	250	49	250	250	250
B-9	Office Supplies	8,500	8,487	8,750	9,500	9,500
B-10	Periodicals	9,000	8,875	9,000	9,000	9,000
B-11	Books	42,000	40,766	43,000	43,000	43,000
B-12	Non Print Materials	24,000	24,005	25,000	26,000	26,000
B-13	Travel	300	295	1,000	1,000	1,000
B-14	Dues/Memberships	50	0	0	0	0
B-15	Small Equipment	0	0	5,000	5,000	5,000
Total Operating		112,650	109,893	122,050	124,300	124,300
Total Department		441,423	435,295	462,340	482,244	482,244

Program Description

The Wellfleet Recreation Department is committed to providing recreational opportunities to fulfill all Recreational needs identified by the Wellfleet Community. The Department believes that these opportunities should be provided as a community service and welcomes participation from all age groups regardless of demonstrated ability, previous experience and/or personal resources, with the objective being that all citizens and visitors of Wellfleet should have the opportunity to participate in a wide variety of fun activities that stimulate, challenge and improve mind-body and spirit. To that end the Department offers varied structured programming and facilities (skateboard park, multi-use soccer, softball and baseball fields, basketball courts, playground) utilized by all ages and staffed and maintained by the Recreation Department. In addition to sports activities the Department also offers, Music and Theatre performances and Community Wide celebrations by hosting the Annual Halloween Parade and Easter Egg Hunt. (See attached list of all programs, facilities and staff that are under the auspices of the Recreation Department)

Budget Statement

The Recreation Department has provided outstanding programming and facilities to the Wellfleet Community, while keeping operating costs virtually level funded for the past three years due to: Volunteer efforts of coaches and community members, Wellfleet Friends of Our Recreation, Grant Opportunities such as the Community Preservation Grants and others, Partnerships with leagues and businesses such as, Brewster Regional Little League, Cape Cod Splash Basketball Club and The Well Restaurant and Tavern.

In fiscal 2020 the Department is expanding programming by utilizing a gifted twelve passenger van and use of the Wellfleet Elementary School as a Community Center. Programs will be added for all age groups on nights, weekends and vacations in consultation with a teen advisory council and the Wellfleet 349-Prevention Committee. This requires an increase in Flexible Part Time Hours which is reflected in this budget. This creative use of Wellfleet's existing excellent facilities such as: The Elementary School, Wellfleet Public Library, Preservation Hall and the Baker's Field Recreation Facility will create a "Community Center without Walls" whereby programming can be expanded to further meet the needs of the Community without an actual "Community Center Building."

In addition The Recreation Budget is staff orientated. Maintaining quality programming requires paying a competitive wage to those of surrounding Towns. Wellfleet has been gradually increasing seasonal salaries and wages to be able to staff the Morning and Afternoon Summer Recreation Programs and Gull Pond Swimming Lesson Programs with qualified experienced staff and needs to continue to do so in the coming fiscal year.

FY 2020 Objectives

- Complete implementation of paperless registration for all programming by finalizing online payment, minimizing cash transactions.
- In cooperation with the Nauset Public Schools work to access and utilize a 12 passenger van being gifted to the Wellfleet Recreation Department by the Nauset District.
- Partner with the Wellfleet Public Library and 349-Prevention Committee to offer programming to Wellfleet Youth based on the results of the comprehensive survey.

Culture and Recreation

- Create a teen advisory group and based on their input offer increased programming
- Navigate a grant application for an updated shade structure at Baker's Field, in cooperation with the Community Preservation Committee and Community Services Director.

Major Accomplishments for FY 2019

- Departmental Staff Retention of 90% for all employees. Experienced employees come back year after year to work for the Department which is a huge asset to the programs.
- Successfully implemented the automatic "One Call Now" automated notification system. Participants in all programs are now informed right away about scheduling changes.
- In cooperation with the DPW, completed renovations and upgrades to the Baker's Field Recreation Building.
- Completed construction of the Tennis/Pickle Ball Courts. Including a landscaped vegetative windscreen.
- In cooperation Wellfleet Recycling Committee successfully installed a water refilling station at Baker's Field.
- Completed collection of survey Data from teens for inclusion in the Town's updated Local Comprehensive Plan
- Worked with the Wellfleet Recovery 349 Addiction Prevention Group to provide activities for youth as a preventative to at risk behaviors.
- Further increased Saturday and Sunday Programming at Wellfleet Elementary School during off-season months, to provide wholesome activities and act as a preventative to at risk behaviors.
- Submitted a Community Preservation Grant Application for an upgraded shade structure at the Baker's Field Recreation Center to replace the 30' x 40' rented tent, used for special events, performances and shade for patrons of the facility.

Culture and Recreation

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$128,818	2 full-time
A-2	Part-time S&W		
A-3	Seasonal/Temporary	\$120,479	2.5% increase in compensation plus \$6,426. See additional budget request.
A-4	Overtime	\$0	
A-5	Longevity	\$3,600	

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$38,615	(See attached spreadsheet)
B-2	Education & Training	\$600	Regional Parks and Rec. Conferences, Safe-Serve.
B-3	League Tourney Expenses	\$6,000	Referee Schedulers and Referees for all Recreational Leagues and Tournaments.
B-4	Field Trips	\$500	Audubon, inflatable park, ten pin, Willy's Gym
B-5	Bouse House	\$	
B-6	Ice Time	\$700	Field Trip to Charles Moore Arena
B-7	Telephone	\$277	Level Funded from previous year
B-8	Postage	\$50	Slight increase for regular postage needs
B-9	Printing	\$1200	Level Funded from previous year
B-10	Office Supplies	\$300	Level Funded from previous year
B-11	Gasoline	\$2000	Year-around cost with newly gifted 12-passenger van
B-12	Medical Supplies	\$300	Ice Packs and Bandages
B-13	Other Supplies	\$400	Electrical Supplies, batteries, extension cords field marking paint
B-14	Uniforms	\$4,500	Staff Uniforms: \$2000.00, Player Uniforms: \$2500.00
B-15	Recreational Supplies	\$4,000	Soccer, baseball, basketball supplies
B-16	Road Race Supplies	\$10,000	Bottled Water, Ice, Awards, T-Shirts, for two road races
B-17	Bakers Field Supplies	\$2,500	Supplies for Summer Recreation Programs
B-18	Holiday Supplies	\$,1000	Easter Egg Hunt and Halloween Parade
B-19	League Tourney Sup.	\$1,500	Trophies and supplies for basketball, baseball and soccer tournaments.
B-20	Dues & Memberships	\$650	ASCAP, USTA, American Red Cross
B-21	Other Charges	\$450	Change Drawer for summer
B-22	Small Equipment	\$800	Wood to fix Skateboard Park

630 Recreation FY 2020 Additional Budget Request

Additional Amount Requested

\$ 6,426.00

Budget Line Number

Line # A-3 Account Description: Salaries and Wages Temporary/Part-Time

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

In fiscal 2020 the Department is expanding programming by utilizing a gifted twelve passenger van and use of the Wellfleet Elementary School as a Community Center. Programs will be added for all age groups on nights, weekends and vacations in consultation with a teen advisory council and the Wellfleet 349-Prevention Committee. This requires an increase in Flexible Part Time Hours which is reflected in this budget. This creative use of Wellfleet's existing excellent facilities such as: The Elementary School, Wellfleet Public Library, Preservation Hall and the Baker's Field Recreation Facility will create a "Community Center without Walls" whereby programming can be expanded to further meet the needs of the Community without an actual "Community Center Building."

Cost/Benefit Analysis

The Department is proposing to increase programming to further meet the needs of the Community by increasing staff and utilizing a gifted twelve passenger van and existing excellent Town Facilities minimizing the need for a Community Center Building which could cost hundreds of thousands to construct.

BUDGET EXPLANATIONS FISCAL YEAR 2020 REC. DEPT.
Operating Budget

Contract Services:	Recurring Costs:	
	Bandstand Awning Installation and Maintenance	2,300.00
	Bottled Water at Baker's Field:	
	Concerts in the Tent (20 Concerts at Mayo Beach Tent and Bandstand)	9,245.00
	Square Dance Caller + one live music square dance	3,670.00
	Summer Van Rental:	1,100.00
	Artwork on Skateboard Park Ramps	350.00
	Recreation	2,830.00
	Inflatable Water Slide at end of Rec. Picnic	700.00
	Yoga at Morning Recreation Program	480.00
	Drum Workshop, Juggler and Drama Performance at Summer rec.	1,500.00
	Terminix	400.00
	Coaching Stipends for volunteer coaches	2,600.00
	Tent Rental/Put up and Take Down:	5,675.00
	Repair of Fencing around Skateboard Park	
	Art Classes	2,600.00
	courts	2,025.00
	Credit Card Fees	1,500.00
	Comcast Security Camera's	1,640.00
	TOTAL CONTRACT SERVICES	38,615.00
Seminars and Training:	Regional Parks and Recreation Conferences & seminars. (certification for 2 rec, staff members for Safe Serve.)	600.00
League/Tournament Referees:	Referees for all Recreational Leagues and Tournaments	6,000.00
Field Trips:	Audobon trips, bike rentals, museums (lighthouse museum Provincetown Monument)	500.00
Portable Toilet Rental		
Contract Services Ice Time:	Ice Time	700.00
Telephone		277.00
Postage		50.00
Printing:	Posters and fliers for summer concerts and Special Events	1,200.00
Office Supplies		300.00
Gasoline/ Diesel	Pumped at Eastham town gas	2,000.00

Medical Supplies:	Ice packs and bandages	300.00
Other Supplies:	Electrical Supplies: Batteries, extension cords	400.00
	Lights. Rope, marking tape, sandwich boards	
	Field Marking Paint, wood to make sandwich Boards.	
Uniforms	Staff Uniforms	2,000.00
	Player Uniforms	2,500.00
Recreational Supplies:	Soccer, baseball, basketball, and pickleball supplies.	4,000.00
Road Race Supplies:	races	10,000.00
Baker's Field Supplies:	for the	2,500.00
	summer program ie. and flag Football and kickball and jump ropes.	
Holiday Supplies	Easter Egg Hunt, Halloween Parade, and Turkey Shoot	1,000.00
League/Tourney Supplies:	Trophies, and supplies for basketball, baseball and soccer tournaments (Largely covered by participant fees)	1,500.00
Dues/Memberships	(ASCAP, USTA, American Red Cross)	650.00
Other Charges Cash on Hand	Change Drawer for the summer	450.00
Small Equipment	Wood to fix entrance of Skateboard Park	800.00
Van Registration Costs		
	GRAND TOTAL Expenses	\$76,342.00
	Total Revenue	59,074.00

630 Recreation

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	121,523	121,628	125,676	128,818	128,818
A-2	S&W - Part-time	0	2,153	0	0	0
A-3	S&W - Temporary	92,920	89,993	108,995	118,146	118,146
A-4	S&W - Longevity	3,200	3,200	3,400	3,600	3,600
A-5	Vacation Buyout	0	4,674	0	0	0
Total Personnel		217,643	221,649	238,071	250,564	250,564
OPERATING EXPENSES						
B-1	Contract Services	32,997	42,666	31,963	38,615	38,615
B-2	Education & Training	600	450	600	600	600
B-3	League Tourney Expense:	4,000	4,170	0	6,000	6,000
B-4	Field Trips	500	0	500	500	500
B-5	Bouse House	5,000	10,755	12,000		
B-6	Ice Time	700	235	700	700	700
B-7	Telephone	277	257	277	277	277
B-8	Postage	36	0	36	50	50
B-9	Printing	800	990	1,200	1,200	1,200
B-10	Office Supplies	300	98	300	300	300
B-11	Gasoline	273	106	273	2,000	2,000
B-12	Medical Supplies	300	318	400	300	300
B-13	Other Supplies	300	200	300	400	400
B-14	Uniforms	4,500	3,348	4,500	4,500	4,500
B-15	Recreational Supplies	4,000	3,938	4,000	4,000	4,000
B-16	Road Race Supplies	10,000	8,930	10,000	10,000	10,000
B-17	Bakers Field Supplies	2,500	2,831	2,500	2,500	2,500
B-18	Holiday Supplies	1,000	1,237	1,000	1,000	1,000
B-19	League Tourney Supplies	1,500	2,647	1,500	1,500	1,500
B-20	Dues/Memberships	650	442	650	650	650
B-21	Other Charges	450	0	450	450	450
B-22	Small Equipment	2,300	3,804	2,000	800	800
Total Operating		72,983	87,423	75,149	76,342	76,342
Total Department		290,626	309,071	313,220	326,906	326,906

Program Description

Community Services includes the Council on Aging, Social and Human Services, Recreation and the Beach Program.

Budget Statement

Because of the ever increasing cost of providing portable toilets which are now paid on the prevailing wage scale, all portable toilet costs have been relocated to one budget. Recreation and Beaches have traditionally borne the costs and it is more transparent to unify the line so that taxpayers are aware of the annual expense to provide clean and convenient portable rest rooms.

FY 2020 Objectives

- 1 – increase communication and information dissemination from the Recreation Department to the parents and children of Wellfleet
- 2 – continue to provide the seniors in Wellfleet with a Senior Center that promotes health and wellness as well as fun.
- 3 – expand the Voucher program to include three year olds as well as four year olds
- 4 – to enhance the ability of Wellfleet lifeguards to respond to threats of sharks and shark attacks
- 5 – to work with the Town Administrator, Police Chief and Fire Chief to bring better cell communications, radio communications and emergency call boxes to the Oceanside.

Major Accomplishments for FY 2018

- 1 – The Senior Center received delivery of our new seven passenger van\
- 2 – The Beach program was successful in its request at Town Meeting for new, higher and long lasting lifeguard stands

Personnel

A-1	Full-Time S&W	One Full Time \$89,653
A-2	Part-Time S&W	\$
A-4	Longevity	\$1900
A-5	Vacation Buyout	\$ 3364

Operating Expenses

B-1	Telephone	\$ 750
B-2	Portable Toilets	\$75,000

660 Community Services

		FY 2018	FY 2018	FY 2019	FY 2020	Budget Request
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	84,577	84,575	87,466	89,653	89,653
A-2	S&W - Part-time	0	0	0	0	0
A-3	S&W - Temporary	0	0	0	0	0
A-4	S&W - Longevity	1,700	1,700	1,800	1,900	1,900
A-5	Vacation Buyout	0	3,253	0	3,364	3,364
Total Personnel		86,277	89,528	89,266	94,917	94,917
OPERATING EXPENSES						
B-1	Telephone	650	712	650	750	750
	Portable Toilets				75,000	75,000
Total Operating		650	712	650	75,750	75,750
Total Department		86,927	90,240	89,916	170,667	170,667

Program Description

The Beach Program oversees and manages Lifeguards, Parking Lots and Beach Sticker sales. Additionally, Beach Program personnel, appointed as Parking Control Officers, issue parking violation citations during the Beach season (the third Saturday in June through Labor Day) annually.

Budget Statement

FY 2020 Objectives

- 1 – To purchase a vehicle with an extended bed that can transport patients over the sand, up the dune and to the ambulance.
- 2 – To continue the expansion of White Crest parking lot to accommodate thirty year parking needs created by erosion and loss of parking spaces of the three other Town ocean beaches.

Major Accomplishments for FY 2018

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$	
A-2	Part-time S&W	\$ 5,125	
A-3	Seasonal/Temporary	\$243,764	
A-4	Overtime	\$12,300	
A-5	Longevity	\$	

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$6,000	Bonsai Logic; Water; ID maker;
B-2	Portables	\$ 0	Transferred to Community Services Budget
B-3	Telephone	\$ 500	
B-4	Postage	\$200	
B-5	Printing	\$6,000	Beach stickers; Proofs of Stay; Hang tags for daily beaches
B-6	Office Supplies	\$1,200	
B-7	Rep & Maint. Supplies	\$1,000	
B-8	Gasoline	\$ 200	
B-9	Medical Supplies	\$5,000	AED and Pelican case; Quikclot bandages; replace usual supplies for med kits and for new vehicle
B-10	Other Supplies	\$1,000	
B-11	Uniforms	\$6,000	Supply uniforms that protect from sun
B-12	Recreational Supplies	\$5,000	
B-13	Travel	\$8,000	
B-14	Dues/Licenses/Fees	\$1,300	
B-15	Credit Card Fees	\$17,500	
B-16	Miscellaneous	\$2,500	
B-17	Small Equipment	\$5,000	SUP boards and paddles and bags

699 Beach Program

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	0	0	0	0	0
A-2	S&W - Part-time	5,000	5,000	5,000	5,125	5,125
A-3	S&W - Seasonal/Temp.	233,155	236,756	237,818	243,764	243,764
A-4	S&W - Overtime	12,000	12,000	12,000	12,300	12,300
A-5	Vacation Buyout	0	0	0	0	0
Total Personnel		250,155	253,756	254,818	261,189	261,189
OPERATING EXPENSES						
B-1	Contract Services	2,500	5,565	2,500	6,000	6,000
B-2	Portables	25,000	138,239	63,000	0	0
B-3	Telephone	500	415	500	500	500
B-4	Postage	200	147	200	200	200
B-5	Printing	6,300	0	5,500	6,000	6,000
B-6	Office Supplies	1,000	978	1,200	1,200	1,200
B-7	Rep & Maint. Supplies	1,000	420	3,000	1,000	1,000
B-8	Gasoline	200	124	200	200	200
B-9	Medical Supplies	1,000	2,399	1,000	5,000	5,000
B-10	Other Supplies	0	800	1,000	1,000	1,000
B-11	Uniforms	4,500	1,407	6,000	6,000	6,000
B-12	Recreational Supplies	1,000	4,796	1,000	5,000	5,000
B-13	Travel	8,000	5,609	8,000	8,000	8,000
B-14	Dues/Licenses/Fees	1,300	1,085	1,300	1,300	1,300
B-15	Credit Card Fees	17,000	15,724	17,500	17,500	17,500
B-16	Miscellaneous	2,000	2,296	2,000	2,500	2,500
B-17	Small Equipment	2,500	100	4,000	5,000	5,000
Total Operating		74,000	180,103	117,900	66,400	66,400
Total Department		324,155	433,859	372,718	327,589	327,589

690 Historical Commission

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Advertising	50	0	2,400	2,400	2,400
B-2	Office Supplies	50	0	200	200	200
Total Department		100	0	2,600	2,600	2,600

692 Holiday Celebrations

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Supplies	1,200	1,030	1,200	1,200	1,200
Total Department		1,200	1,030	1,200	1,200	1,200

696 Cultural Council

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Services	2,000	2,000	2,000	2,000	2,000
B-2	Oher Expenses	0	0	0	0	0
Total Department		2,000	2,000	2,000	2,000	2,000

900 Benefits & Insurance

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget	
OPERATING EXPENSES						
B-1 Retirement Assessment	1,150,399	1,150,399	1,256,352	1,385,500	1,385,500	10.3%
B-2 Workers Comp.	100,000	109,075	115,000	115,000	115,000	0.0%
B-3 Unemployment Comp.	25,000	17,543	25,000	25,000	25,000	0.0%
B-4 Group Health Insurance	1,320,600	1,391,278	1,379,027	1,461,769	1,461,769	6.0%
B-5 Group Life Insurance	6,300	5,864	6,500	6,500	6,500	0.0%
B-6 Medicare-Town Share	105,500	110,459	112,500	126,000	126,000	12.0%
B-7 Health Insur. Stipend	49,850	0	45,000	45,000	45,000	0.0%
B-8 Miscellaneous/Health Equity	0	18,000	0	19,000	19,000	
B-9 Property/Liability Ins.	300,000	301,201	305,000	312,000	312,000	2.3%
B-10 Payroll Contract Adjust.	78,000	74,181	44,654			
B-11						
Total Department	3,135,649	3,177,999	3,289,033	3,495,769	3,495,769	6.3%

Explanations

- B-1 BCR audit done in sept reflected higher wages which will result in a higher assessment
- B-4 I expect and approximate 5-6% increase this year. The fund balance at this time is good which means CCMHG could offset some of the increase if needed.
- B-6 This has been running negative by the end of the year and needs to be offet by another account. The amount is too low
- B-7 Stipend remain approximately the same
- B-8 Health Equity - This need to be included as a line item

Retirement Actual 1,247,696

Dept #	Position	Incumbent		FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
114	(114) Moderator			200	200	200
			Total Moderator	200	200	200
115	(115) Constable			100	100	100
			Total Constable	100	100	100
122	(122) Selectmen			5,000	5,000	12,500
			Total Selectmen	5,000	5,000	12,500
(123) TOWN ADMINISTRATOR						
123	Town Administrator	Dan Hoort	Contract	117,300	119,646	119,646
123	Asst Town Administrator	Joseph Powers	Contract	85,900	95,000	97,850
			Subtotal Full-time	203,200	214,646	217,496
	Incentive Pay to WEA staff				15,000	10,000
	hired 08/15/16	Longevity-Hoort		Year 1	Year 2	Year 3
	hired 08/09/14	Longevity-Powers		Year 3	Year 4	100
			Total Town Administrator	203,200	229,646	227,596
(124) GENERAL ADMINISTRATION						
124	Executive Assistant	open	Contract	59,884	55,000	57,000
124	Principal Clerk	Maclauchlan, J	WEA-B	45,834	47,400	48,585
			Subtotal Full-time	105,718	102,400	105,585
124	Committee Support	Eldridge, R	WEA-B	20,321	35,035	43,500
	Charged to Water Dept				-20,419	-21,533
			Subtotal Part-time	20,321	14,616	21,968
	Hire date 01/14/19	Longevity-			Year 1	Year 2
	Hire date 08/13/01	Longevity-Maclauchlan		1,200	1,400	1,500
		Longevity-Eldridge		0	Year 1	Year 2
			Total General Administration	127,239	118,416	129,053
(135) TOWN ACCOUNTANT						
135	Town Accountant	Connie Boulos	A	76,875	79,500	81,885
135	Asst Town Accountant	Jane Tesson	B	53,336	60,139	61,642
			Subtotal Full-time	130,211	139,639	143,527
135	Accounting Clerk (71.43% Karen Murphy)		B	42,038	0	0
	Charged to Collector's Office			-12,010	0	0
			Subtotal Part-time	30,028	0	0
	Hire date 02/27/17	Longevity-Boulos		Year 1	Year 2	Year 3
	Hire date 12/05/95	Longevity-Tesson		1,900	2,000	2,100
	Hire date 06/04/07	Longevity-Murphy		800	0	0
			Total Town Accountant	162,939	141,639	145,627
(141) ASSESSOR'S OFFICE						
141	Assessor	Nancy Vail	WEA-A	72,292	74,762	76,631
141	Assessor Data Collector	Jennifer Kane	WEA-B	45,815	47,381	48,566
			Subtotal Full-time	118,107	122,143	125,197
	Hire date 02/03/97	Longevity-Vail		1,100	1,900	2,000
	Hire date 07/01/14	Longevity-Kane		Year 3	Year 4	375
			Total Assessor	119,207	124,043	127,572

Dept #	Position	Incumbent		FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
(145) TREASURER/COLLECTOR's OFFICE						
145	Treasurer	Rosemary Moriarity	Contract	68,289	77,338	79,658
145	Asst Treas/Town Clerk	Miriam Spencer	WEA-B	45,332	46,870	48,042
145	Asst. Tax Collector	Karen Murphy	WEA-B		50,735	52,003
			Subtotal Full-time	113,621	174,943	179,703
	Asst to Tax Coll. (28.57%)	Karen Murphy	WEA-B		0	
			Subtotal Part-time	0	0	0
	Hire date 12/15/15	Longevity-Moriarity		Year 2	Year 3	Year 4
	Hire date 06/04/07	Longevity-Murphy		800	900	1,000
	Hire date 03/09/15	Longevity-Spencer		Year 3	Year 4	375
			Total Treasurer	114,421	175,843	181,078
(146) TAX COLLECTOR's OFFICE						
146	Tax Collector	Marianne Nickerson	Contract	71,220	0	0
			Subtotal Full-time	71,220	0	0
	Asst to Tax Coll. (28.57%)	Karen Murphy	WEA-B	12,010	0	0
			Subtotal Part-time	12,010	0	0
	Longevity			2,150	0	0
			Total Collector	85,380	0	0
(161) TOWN CLERK						
161	Town Clerk	Joseph Powers	Contract	68,000	70,040	51,350
	Stipend			1,000	1,000	
			Subtotal Full-time	69,000	71,040	51,350
	Hire date 08-09-14	Longevity-Powers		Year 3	Year 4	
			Total Town Clerk	69,000	71,040	51,350
(162) ELECTIONS						
162	Election Part-time		Seasonal/PT	3,200	4,970	4,970
162	Election Stipend		Stipend	350	350	350
			Total Elections	3,550	5,320	5,320
(178) HERRING WARDEN						
178	Herring Warden		Stipend	2,200	2,200	2,200
			Total Herring Warden	2,200	2,200	2,200
(179) SHELLFISH DEPARTMENT						
179	Shellfish Constable	Nancy Civetta	WEA A	73,570	75,009	76,883
179	Asst Shellfish Constable	John Makevetch	WEA B	56,924	62,728	60,340
179	Deputy Shellfish Constable	Chris Manulla	WEA B	49,361	51,047	52,323
			Subtotal Full-time	179,855	188,784	189,546
	Seasonal Staff person				6,165	6,164
			Subtotal Part-time	0	6,165	6,164
	hire date 08/10/17	Longevity-Civetta		0	Year 1	Year 2
	hire date 07/13/05	Longevity-Mankevetch		900	1,000	1,100
	hire date 10/31/00	Longevity-Manulla		1,400	1,500	1,600
			Total Shellfish	182,155	197,449	198,410

Dept #	Position	Incumbent		FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
(210) POLICE DEPARTMENT						
210	Police Chief	Ronald Fiset	Contract	130,910	133,530	137,536
	Police Lieutenant	Michael Hurley	Contract	116,475	118,805	122,369
	Sergeant	Bill Brazile	Police Union	87,346	87,346	92,919
	Sergeant	Michael Turner	Police Union	73,370	73,370	79,011
	Sergeant	Paul Clark	Police Union	87,346	87,346	92,919
	Sergeant	Kevin LaRocco	Police Union		67,164	74,663
	Officer	Donna Holway	Police Union	67,182	67,182	0
	Detective/Court Officer	Geraldine LaPense	Police Union	76,344	76,344	82,214
	Officer	Kevin LaRocco	Police Union	58,709	0	0
	Officer	George Spirito	Police Union	58,709	58,709	68,116
	Officer	Ryan Murphy	Police Union	53,495	0	0
	Officer	Laecio DeOliveira	Police Union	52,160	53,532	64,535
	Officer	Ryan Golden	Police Union	49,263	52,377	0
	Officer	Mark Braun	Police Union	50,273	52,892	63,346
	Officer	Nick Daley	Police Union		48,578	60,341
	Officer	Ed Garneau	Police Union		48,181	60,094
	Officer	Jeremiah Valli	Police Union			62,449
	New Officer		Police Union	42,962		57,647
			Subtotal Full-time	1,004,544	1,025,356	1,118,159
	In-house Training			5,195	5,616	5,728
	Specials			65,000	65,000	65,000
	Matron			2,000	2,000	2,000
	Sch Crossing Guard			6,500	6,500	6,500
	Overtime			105,000	110,000	112,200
	Officer in Charge			14,000	7,000	7,140
	Night Differential			12,064	12,064	12,064
	Holiday			25,905	29,778	30,374
	Longevity			6,840	6,920	7,300
	Uniform Allowance			10,000	10,000	10,000
	Education Incentive			3,120	5,200	5,304
	Stipend			2,400	2,400	2,400
			Total Police	1,262,568	1,287,834	1,384,169
(215) COMMUNICATIONS/DISPATCH						
215	Dispatch-Clerk	Ilene Davis	CU	64,995	66,296	66,296
	Dispatch	Emilie Miller	CU	53,877	54,955	54,955
	Dispatch	Cheryl Mulligan	CU	53,877	54,955	0
	Dispatch	Jan Worthington	CU	50,770	51,785	0
	Dispatch	Eileen McCarthy	CU	50,770	51,785	51,785
	Dispatch	Sabrina Fitzgerald	CU	0	0	47,346
	Dispatch	Selina Austin	CU	0	0	45,081
			Subtotal Full-time	274,289	279,776	265,463
	Reliefs		CU	10,368	10,368	10,575
	Overtime			38,840	38,840	38,840
	Night Differential			5,500	5,500	5,500
	Holiday			8,342	8,503	8,673
	EMT/EMD			3,000	3,000	3,000
	Uniform Allowance			4,000	4,000	4,000
	Incentive Pay			1,000	1,000	1,000
	Longevity					
		Longevity-Davis		1,250	1,250	1,500
		Longevity-Mulligan		1,500	1,500	1,500

Dept #	Position	Incumbent	FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
		Longevity-Miller	420	440	460
		Longevity-Worthington	220	240	260
		Longevity-McCarthy	220	240	260
Total Communications/Dispatchers			348,949	354,657	341,032

(220) FIRE DEPARTMENT

Fire Chief	Rich Pauley	Contract	107,882	111,140	114,474
Captain	T. Ferreira (retiring)	Firefighters	75,480	70,998	0
Lieutenant	Curtis Gelatt	Firefighters	69,606	70,998	70,998
Lieutenant	Joe Cappello	Firefighters	69,606	70,998	70,998
Lieutenant	Shawn Clark	Firefighters	69,606	70,998	70,998
Lieutenant	Mary Lou Wood	Firefighters	53,333	53,212	70,998
Firefighter	Kuhn, Holly	Firefighters	51,662	53,212	53,212
Firefighter	Cappello, Jesse	Firefighters	51,662	53,212	0
Lieutenant	Allison Gray	Firefighters	51,662	53,212	70,998
Firefighter	Burns, Matthew	Firefighters	51,662	53,212	53,212
Firefighter	Gary Doolittle	Firefighters	51,662	53,212	53,212
Firefighter	Justin Kinshaw	Firefighters	0	0	53,212
Firefighter	Shawn Deane	Firefighters	0	0	53,212
Office Admin	Townsend, T	WEA - B	49,515	58,011	52,487
Department Restructure				17,786	
Budget Adjustment			-16,915		
Subtotal Full-time			736,423	790,201	788,011
Seminars			13,033	16,529	16,529
Overtime			222,099	247,495	253,682
Holiday			54,114	40,937	41,960
Stipend Call			48,000	52,800	52,800
Fire/Rescue Call			73,109	58,850	58,850
Ambulance Runs Call			52,360	54,015	54,015
Day/Weekend			22,171	19,936	19,936
Summer			0	0	0
Vacation Payout			4,100	5,065	5,065
Longevity			7,200	5,700	6,400
Health Insurance Stipend			6,360	6,360	6,360
Education Stipend			6,000	7,000	8,000
Incentive Pay Call			3,000	3,800	2,800
Total Fire			1,247,969	1,308,688	1,314,409

(241) BUILDING DEPARTMENT

241	Bldg Inspector	Justin Post	WEA-A	79,310	82,020	84,071
241	Asst to Bldg, Health	Dareen Davis	WEA-B	47,102	48,712	49,930
Subtotal - Full-time				126,412	130,732	134,000
	Part-time	Chris Bates		23,474	24,276	24,883
	Electrical Inspector PT	SD		22,950	25,200	25,830
	Plumbing Inspector PT	EO		25,500	25,200	25,830
Subtotal - Part-time				71,924	74,676	76,543
	Temporary			4,000	4,000	3,000
Subtotal - Seasonal/Temporary				4,000	4,000	3,000
	hire date FY 2017	Longevity-Post	Year 1		Year 2	Year 3
	hire date 01/28/04	Longevity-Davis	1,500	1,600	1,700	
Total Building Department				203,836	211,008	215,243

Dept #	Position	Incumbent		FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
(293) Traffic/Parking Control						
293	Stipend		Stipend	2,000	2,000	2,000
			Total Herring Warden	2,000	2,000	2,000
(420) Public Works Department						
420	DPW Director	Mark Vincent	Contract	103,904	106,003	108,653
420	DPW Asst Director	Paul Lindberg	WEA - B	80,422	83,158	85,237
420	Working Foreman	Williams, Peter	Teamsters	62,036	63,294	64,876
420	Administrative Asst	Jeanne Leidenfrost	WEA-B	46,512	53,706	55,049
420	Heavy Truck Driver	Kevin Berry	Teamsters	55,756	56,867	58,289
420	Transfer Station Foreman	Michael Cicale	Teamsters	58,938	60,133	61,636
420	Gate Attendant	Delano, Jacob	Teamsters	43,556	44,429	45,540
420	Custodian/Grounds	Patrick Flanagan	Teamsters	47,587	48,547	49,761
420	Lead Equip. Operator	McCarthy, Kevin	Teamsters	55,756	58,989	60,464
420	Driver/Laborer	Parker, Christopher	Teamsters	49,009	48,547	49,761
420	Mechanic	Silva, Warren	Teamsters	58,493	59,654	61,145
420	Driver/Laborer	Pickard, Lloyd	Teamsters	45,381	50,794	52,064
420	Custodian	Morris, Benjamin	Teamsters	44,935	46,301	47,459
420	Facilities Maintenance	Walters, Davis	Teamsters	55,756	56,867	58,289
420	Driver/Laborer	Williams, Ryan	Teamsters	49,794	51,834	53,130
			Subtotal - Full-time	857,835	889,123	911,351
420	Seasonal		SS	60,000	60,000	60,000
420	Overtime		T	28,000	34,400	28,000
420	Weekends & Holidays		T	6,400	0	6,400
420	Longevity	Longevity-M Vincent		1,700	1,800	1,900
		Longevity-W Silva		875	925	975
		Longevity-C Parker		1,325	1,375	1,425
		Longevity-P Lindeberg		1,700	2,100	2,200
		Longevity-K Berry		1,275	1,325	1,375
		Longevity-R Williams		1,075	1,075	1,125
		Longevity-P Flanagan		1,225	1,275	1,325
		Longevity-J Taylor		1,075	0	0
		Longevity-P Williams		675	725	775
		Longevity-J Leidenfrost		375	425	475
		Longevity-K McCarthy		0	375	425
		Longevity-D Walters		0	0	375
		Longevity-M Cicale				375
		Uniform				1,000
			Total Public Works	963,535	994,923	1,019,501
SNOW and ICE (423)						
	S&W - Overtime			45,000	45,000	45,000
			Subtotal - Overtime	45,000	45,000	45,000
			Total Snow and Ice	45,000	45,000	45,000
HEALTH and CONSERVATION						
510	Health Agent	Hillary Greenberg-Le	WEA-A	78,390	81,068	83,095
510	Asst Health Agent	Douglas Guey-Lee	WEA-B	47,916	51,660	52,952
			Subtotal - Full-time	126,306	132,728	136,046
510	Secretary (1/2 time)	Jeanne May	WEA-B	24,060	24,882	25,504
			Subtotal - Part-time	24,060	24,882	25,504
	Temporary Staff			2,500	0	0
			Subtotal - Seasonal/Temporary	2,500	0	0
	Hire Date 03/08/05	Longevity-Lemos		1,000	1,100	1,200
	Hire Date 05/01/15	Longevity-Guey-Lee		Year 3	Year 4	375

Dept #	Position	Incumbent	FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
	Hire Date 08/25/98	Longevity-May	350	875	925
Total Health & Conservation			154,216	159,585	164,050

COUNCIL on AGING

541	Outreach Coordinator	Linda Balch	WEA-B	52,910	54,718	56,086
541	Asst COA Director	Terri Frazier	WEA-B	45,834	60,040	61,541
541	Office Asst	Sally Largey	WEA-B	41,228	42,636	43,702
Subtotal - Full-time				139,972	157,394	161,329
Part-time Permanent Staff				39,504	40,294	42,000
Subtotal - Part-time				39,504	40,294	42,000
	hire date 05/01/92	Longevity-Balch		2,300	2,400	2,500
	hire date 01/06/92	Longevity-Frazier		2,300	2,400	2,500
	hire date 07/08/03	Longevity-Largey		1,100	1,200	1,300
Total Council on Aging				185,176	203,688	209,629

LIBRARY

610	Library Director	Jennifer Wertkin	WEA-A	75,096	77,662	79,604
610	Public Services Librarian	Naomi Robbins	WEA-B	54,340	56,196	57,601
610	Youth Services Librarian	Anna Nielsen	WEA-B	52,845	54,650	56,016
610	Tech Services Librarian	Peg McClellan	WEA-B	49,246	50,928	52,201
610	Outreach Coord.	Gabrielle Griffis	WEA-B	40,304	41,681	42,723
Subtotal - Full-time				271,831	281,117	288,145
610	Library Asst (part-time)	Anne Freyss	WEA-B	18,230	18,852	19,323
610	Library Asst (part-time)	Taylor, J		10,285	10,637	10,903
610	Library Asst (part-time)	Joyce Tibbets	WEA-B	21,052	21,771	22,315
Subtotal - Part-time				49,567	51,260	52,542
Temporary Staff				4,000	4,000	4,000
Subtotal - Seasonal/Temporary				4,000	4,000	4,000
	Hire date 02/23/15	Longevity- Wertkin		Year 3	Year 4	375
	Hire date 10/01/99	Longevity-N Robbins		1,500	1,600	1,700
	Hire date 06/16/05	Longevity-M McClellan		1,000	1,100	1,200
	Hire date 08/01/16	Longevity-Griffis		Year 1	Year 2	Year 3
	Hire date 07/01/15	Longevity-Taylor		Year 2	Year 3	Year 4
	Hire date 06/15/05	Longevity-J Tibbetts		500	550	600
	Hire date 12/11/12	Longevity-A Nielsen		375	425	475
	Hire date 03/13/14	Longevity-A Freyss		Year 4	238	288
Total Library				328,773	340,290	349,324

RECREATION

630	Recreation Director	Becky Rosenberg	WEA-A	66,117	68,376	70,085
	Asst Recreation Director	Angel Robinson	WEA-B	55,406	57,300	58,733
Subtotal - Full-time				121,523	125,676	128,818
	Skateboard Monitors		Seasonal	15,000	14,560	14,924
	Seasonal/Temporary Staff		Seasonal	77,920	94,435	96,796
Subtotal - Seasonal/Temporary				92,920	108,995	111,720
	hire date 06/02/97	Longevity-Rosenberg		1,800	1,900	2,000
	hire date 07/01/00	Longevity-Robinson		1,400	1,500	1,600
Total Recreation				217,643	238,071	244,138

COMMUNITY SERVICES

660	Comm Services Director	Suzanne Thomas	WEA-A	84,577	87,466	89,653
Subtotal - Full-time				84,577	87,466	89,653
	Hire date 06/13/91	Longevity-S Thomas		1,700	1,800	1,900
Total Community Services				86,277	89,266	91,553

Dept #	Position	Incumbent	FY 2018 Comp	FY 2019 Comp.	FY 2020 Comp.
BEACH DEPARTMENT					
	Seasonal	John Ryerson	5,000	5,000	5,125
	Seasonal	Seasonal staff	233,155	237,818	243,764
		Subtotal - Seasonal/Temporary	238,155	242,818	248,889
	Overtime	SS	12,000	12,000	12,300
		Subtotal - Overtime	12,000	12,000	12,300
		Total Beach Program	250,155	254,818	261,189

Town of Wellfleet Summary of Total Compensation

Department	FY 2018	FY 2019	FY 2020	
Moderator	200	200	200	0.0%
Constable	100	100	100	0.0%
Selectmen	5,000	5,000	12,500	150.0%
Town Administrator	203,200	229,646	227,596	-0.9%
General Administration	127,239	118,416	129,053	9.0%
Town Accountant	162,939	141,639	145,627	2.8%
Assessor's Office	119,207	124,043	127,572	2.8%
Treasurer/Collector's Office	114,421	175,843	181,078	3.0%
Collector's Office	85,380	0	0	0.0%
Town Clerk	69,000	71,040	51,350	-27.7%
Elections	3,550	5,320	5,320	0.0%
Herring Warden	2,200	2,200	2,200	0.0%
Shellfish Department	182,155	197,449	198,410	0.5%
Police Department	1,262,568	1,287,834	1,384,169	7.5%
Communications/Dispatch	348,949	354,657	341,032	-3.8%
Fire Department	1,247,969	1,308,688	1,314,409	0.4%
Building Department	203,836	211,008	215,243	2.0%
Traffic/Parking Control	2,000	2,000	2,000	0.0%
Public Works Department	963,535	994,923	1,019,501	2.5%
Snow & Ice	45,000	45,000	45,000	0.0%
Health & Conservation	154,216	159,585	164,050	2.8%
Council on Aging	185,176	203,688	209,629	2.9%
Library	328,773	340,290	349,324	2.7%
Recreation	217,643	238,071	244,138	2.5%
Community Services	86,277	89,266	91,553	2.6%
Beach Department	250,155	254,818	261,189	2.5%
Police Union Contract Proposal		29,654		
Other Compensation	42,478			
Total Compensation	6,413,166	6,590,377	6,722,242	
		2.76%	2.00%	

442 Water Enterprise Fund

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Part-time	25,000	19,698	20,419	21,533	21,533
A-2						
	Total Personnel	25,000	19,698	20,419	21,533	21,533
OPERATING EXPENSES						
B-1	Electricity	12,000	10,271	12,000	12,000	12,000
B-2	Propane Gas	0	0	0	0	0
B-3	Contract Services	3,500	6,321	3,500	3,500	3,500
B-4	Legal	2,000	0	2,000	2,000	2,000
B-5	WW Contract	78,675	76,557	78,675	80,642	80,642
B-6	WW Contingency	25,000	823	25,000	25,000	25,000
B-7	Env Partners	4,500	0	4,500	4,500	4,500
B-8	Telephone	1,200	1,505	1,200	1,200	1,200
B-9	Postage	600	800	600	600	600
B-10	Advertising	500	747	750	750	750
B-11	Office Supplies	600	402	600	600	600
B-12	Rep & Maint. Supplies	10,000	1,007	10,000	10,000	10,000
B-13	Dues/Memberships	300	0	300	300	300
B-14	Small Equipment	1,000	0	1,500	1,500	1,500
B-15	Insurance	2,000	0	2,000	2,000	2,000
B-16	Debt Service Costs	111,147	111,147	110,442	109,736	109,736
B-17	Indirect Costs	5,000	5,000	5,000	5,000	5,000
	Total Operating	258,022	214,579	258,067	259,328	259,328
	Total Expenses	283,022	234,278	278,486	280,861	280,861
Revenues						
	Phase I Connections	75,530	0	75,530	0	0
	Phase II Connections	0	0	0	0	0
	User Charges	76,515	87,434	90,000	110,000	110,000
	Loan Repayments	0	12,964	0	22,000	22,000
	Interest Income	0	237	0	1,000	1,000
	Total Revenues	152,045	100,635	165,530	133,000	133,000
Other Receipts:						
	General Fund Subsidy	130,977	175,977	112,956	147,861	147,861
	Town Hookups	0	0	0	0	0
	Retained Earnings	0	0	0	0	0
	Total Receipts	283,022	276,612	278,486	280,861	280,861
	Net Income (Loss)	0	42,334	0	0	0

		FY 2018	FY 2018	FY 2019	FY 2020	FY 2020
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	122,352	128,945	124,848	127,969	127,969
A-2	S&W - Temp./Seasonal	50,000	36,627	50,000	50,000	50,000
A-3	S&W - Overtime	2,000	4,060	2,000	2,000	2,000
A-4	S&W - Weekends	1,300	680	1,300	1,300	1,300
A-5	S&W - Holiday	1,500	564	1,500	1,500	1,500
A-6	S&W - Longevity	1,080	1,275	1,325	1,375	1,375
Total Personnel		178,232	172,152	180,973	184,144	184,144
OPERATING EXPENSES						
B-1	Electricity	8,000	7,189	8,000	8,000	8,000
B-2	Propane Gas	2,000	2,723	2,000	3,000	3,000
B-3	Rep & Maint. Services	6,000	5,669	6,000	6,000	6,000
B-4	Service Contract-Copier	0	0	300	300	300
B-5	Contract Services	10,000	12,986	10,000	13,000	13,000
B-6	Legal	5,000	85	5,000	1,000	1,000
B-7	Education & Training	100	50	100	100	100
B-8	Telephone	1,400	1,496	1,500	1,500	1,500
B-9	Postage	700	37	600	600	600
B-10	Printing	200	0	200	200	200
B-11	Advertising	250	334	250	250	250
B-12	Internet	500	0	500	500	500
B-13	Office Supplies	2,000	2,342	2,000	2,500	2,500
B-14	Rep & Maint. Supplies	6,000	5,564	6,000	6,000	6,000
B-15	Vehicle Supplies	2,000	942	2,023	2,000	2,000
B-16	Gasoline/Diesel	2,500	972	2,500	2,500	2,500
B-17	Resale Gas/Diesel	160,000	137,583	160,000	140,000	140,000
B-18	Other Supplies	1,000	931	3,000	1,000	1,000
B-19	Uniforms	1,000	1,019	0	2,000	2,000
B-20	Travel	100	0	200	200	200
B-21	Dues/Memberships	500	405	500	500	500
B-22	Credit Card Fees	7,000	5,341	7,000	7,000	7,000
B-23	Insurance	0	125	125	125	125
B-24	Small Equipment	1,000	1,976	1,200	1,200	1,200
B-25	Engineering/Marina	20,000	23,365	20,000	20,000	20,000
B-26	Debt-Principal	105,000	110,000	110,000	105,000	105,000
B-27	Debt-Interest	34,000	29,798	23,900	21,750	21,750
B-28	Reserve Contingency	40,000	36,407	42,000	40,000	40,000
B-29	Indirect Costs	55,300	65,300	55,300	55,300	55,300
Total Operating		471,550	452,640	470,198	441,525	441,525
Total Expenses		649,782	624,791	651,171	625,669	625,669

**FY 2020 Budget Request
Marina Enterprise Fund**

	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2020 Dept	FY 2020 TA Budget
Revenues					
Charges for Services	385,000	318,498	345,000	315,000	315,000
Resale Gas/Diesel	160,000	155,715	150,000	150,000	150,000
Dockage	47,500	65,988	56,000	55,000	55,000
Winter Storage	0	0	4,500		
Other Income	10,000	9,392	12,000	9,000	9,000
Parking - Seasonal	0	30,848	35,000	30,000	30,000
Refunds	0	-811	0		
Interest Income	0	3,700	0		
Total Revenues	602,500	583,330	602,500	559,000	559,000
Other Receipts					
Retained Earnings Transfer	40,282	40,282	31,671	49,669	49,669
Waterways Fund	2,000	2,000	2,000	2,000	2,000
Beach Fund	0	0	10,000	10,000	10,000
Shellfish Fund	5,000	5,000	5,000	5,000	5,000
Total Other	47,282	47,282	48,671	66,669	66,669
Total Receipts	649,782	630,612	651,171	625,669	625,669
Net Income (Loss)		5,821	0	0	0

Capital Improvement Requests

Line #25

Capital Improvement Program Funding

Dept	Description	FY 2020 Request	FY 2020 TA Recommend	Raise & Approp.	Other
153 Information Technolog	Technology Equipment	\$50,000	\$40,000	\$40,000	
161 Town Clerk	Vault Shelving	\$5,750	\$5,750	\$5,750	
161 Town Clerk	Microfilming Records	\$11,000	\$11,000	\$11,000	
179 Shellfish	Pick-up Truck	\$26,015			
179 Shellfish	Two motors for barge	\$30,000	\$30,000	\$30,000	
210 Police	Police cruiser replacement	\$40,000	\$40,000		\$40,000 borrow
210 Police	Taser replacement	\$20,000	\$20,000	\$20,000	
220 Fire & Rescue	Turnout gear replacement	\$17,500	\$17,500	\$17,500	
220 Fire & Rescue	Portable radios	\$65,000	\$65,000		\$65,000 borrow
220 Fire & Rescue	Forestry 90 replacement	\$40,000	\$40,000		\$40,000 borrow
220 Fire & Rescue	Replace Ladder 93	\$525,000	\$525,000		\$525,000 borrow
300 Wellfleet Elementary	Paint/Repair exterior trim	\$15,000	\$15,000	\$15,000	
300 Wellfleet Elementary	Replace chainlink fence	\$10,000	\$10,000	\$10,000	
300 Wellfleet Elementary	Computer replacements	\$10,000	\$10,000	\$10,000	
Total Cost					
		Wellfleet \$	Wellfleet \$		
301 Nauset Regional Sch	General Repair	25,000	\$3,125	\$3,125	\$3,125
301 Nauset Regional Sch	Replace classroom flooring	30,000	\$3,750	\$3,750	\$3,750
301 Nauset Regional Sch		10,000	\$1,250	\$1,250	\$1,250
301 Nauset Regional Sch		15,000	\$1,875	\$1,875	\$1,875
301 Nauset Regional Sch		20,000	\$2,500	\$2,500	\$2,500
301 Nauset Regional Sch		114,355	\$14,294	\$14,294	\$14,294
301 Nauset Regional Sch		15,000	\$1,875	\$1,875	\$1,875
301 Nauset Regional Sch		25,000	\$3,125	\$3,125	\$3,125
301 Nauset Regional Sch		180,000	\$22,500	\$22,500	\$22,500
301 Nauset High School	General Repairs	30,000	\$3,750	\$3,750	\$3,750
301 Nauset High School	Interactive classroom screens	25,000	\$3,125	\$3,125	\$3,125
417 DPW Facilities	Town hall basement flooring		\$30,000		
417 DPW Facilities	Library bathroom upgrades		\$8,000	\$8,000	\$8,000 borrow
417 DPW Facilities	Library Parking Lot/Sidewalks		\$12,000	\$12,000	\$12,000 borrow
417 DPW Facilities	Fire Station HVAC upgrades		\$80,000	\$80,000	\$80,000 Other
417 DPW Facilities	Old COA-secure foundation		\$10,000	\$10,000	\$10,000
420 DPW Equipment	2000 Dump Truck w sander/plow replace	\$140,000	\$140,000		\$140,000 borrow
420 DPW Equipment	2008 Street Sweeper replacement	\$360,000	\$360,000		\$360,000 borrow
420 DPW Equipment	2005 Front end loader replacement	\$220,000	\$220,000		\$220,000 borrow
420 DPW Equipment	Skid steer loader	\$14,900	\$14,900	\$14,900	
420 DPW Equipment	100 yd refuse/recycling trailer	\$75,000	\$75,000		\$75,000 borrow
510 Health & Conservation	Inspection vehicle	\$32,000	\$32,000		\$32,000 borrow
630 Recreation	Baker Field Shade Structure	\$37,449	\$37,449		\$37,449 borrow
630 Recreation	Adult fitness stations	\$14,900			
630 Recreation	Bandstand at Pier - awning	\$25,175	\$25,175		\$25,175 borrow
699 Beach	Pick-up truck replacement	\$35,000	\$35,000		\$35,000 borrow
		\$2,020,858	\$1,939,943	\$245,319	\$1,694,624
					\$1,939,943
					\$1,939,943

Enterprise Fund Capital Improvements (paid for by Enterprise Funds)

Marina Enterprise Fund	Fuel Tank	
Marina Enterprise Fund	Maintenance Dredging	\$80,000

Department

Requested By

Project Description & Objectives

New truck. With the building of our propagation program, there are at least three days a week where we need three trucks. We would like to dedicate our old 2016 truck to propagation activities and get a new truck for our enforcement patrols.

Project Need & Background

Trucks suffer when taken on the tidal flats, which is a key facet of our enforcement and inspection work. After speaking with DPW, we decided that in order to have a truck dedicated to our new propagation efforts, we should get a third truck. However, since this will be a real work horse of a truck, transporting aquaculture gear, seed shellfish, adult shellfish and cleaning up

Priority # of Projects Submitted Priority # for Fiscal Year

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="26,013.6"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

I worked with the DPW to get the best bid possible for the truck with exactly what WSD needs from approved vendor, MHQ. See estimate attached.

Department

Requested By

Project Description & Objectives

Two new engines (outboard motors) for the department's cultch barge. Cultch is whole sea clam shell, and the department uses the barge to deploy this shell around Wellfleet Harbor and estuaries to attract oyster larvae. The cultch creates a natural

Project Need & Background

Our old barge engines are from 2009. In the spring of 2019 we will take delivery of a new cultch barge. In order to meet the budget, we did not order new engines at the same time. In 2018, we spent more than \$3,000 getting the old cultch barge engines to work again (as they had gotten submerged during the 2017 cultching season and were damaged). Because of that

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="2,020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="30,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

I did research online and emailed three potential vendors to request estimates on cost for two new outboard motors. I received two quotes back. To come up with my estimate, I took an average of the two quotes and factored in that it will be two years later.

Wellfleet Police Department
10 Year Capital Plan

FY 2020

DATE		CRUISER REPLACEMENT	OTHER
FY 2020	September-2019	Receive replacement for cruiser #3 (Police Interceptor Utility)	Replace aging Tasers
	September-2020	Receive replacement for cruiser #5 (Police Interceptor Utility)	
FY 2021	September-2020	Receive replacement for cruiser #1 (Police Interceptor Sedan or Utility)	
FY 2022	September-2021	Receive replacement for cruiser #4 (Police Interceptor Utility)	Body Cameras
FY 2023	September-2022	Receive replacement for cruiser #2 (Police Interceptor Utility)	Bullet Proof Vests Replacement
FY 2024	September-2023	Receive replacement for cruiser #3 (Police Interceptor Utility)	
		Receive replacement for cruiser #6(Police Interceptor Utility)	
FY 2025	September-2024	Receive replacement for cruiser #5 (Police Interceptor Utility)	
FY 2026	September-2025	Receive replacement for cruiser #4 (Police Interceptor Utility)	Replace aging Tasers
	September-2026	Receive replacement for cruiser #2 (Police Interceptor Utility)	
FY 2027	September-2026	Receive replacement for cruiser #7 (Police Interceptor Utility)	
FY 2028	September-2027	Receive replacement for cruiser #2 (Police Interceptor Utility)	Bullet Proof Vests Replacement
FY 2029	September-2028	Receive replacement for cruiser #3 (Police Interceptor Utility)	

Discussion on the state level that all radios and portable will need to be upgraded to digital, unknown when and the cost at this time.

Department:

Requested by

Project Name

Project Description & Objectives

Replace aging police cruiser(s)

Project Need and Background

This is part on on going cycle to replace one of the 4 marked cruiser, as part of a four year cycle.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2019	<input type="text"/>	FY 2025	<input type="text"/>
FY 2020	<input type="text" value="40,000.00"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	Total	<input type="text"/>
FY 2024	<input type="text"/>		

Other Comments

Department: Police Department

Requested by Chief Ronald Fisette

Project Name Cruiser Replacement Plan

Project Description & Objectives

Replace aging tasers

Project Need and Background

This is part on on going cycle to replace the tasers, approximately every 5 years

Priority #	of Projects Submitted	Priority #	for Fiscal Year
1	1	1	2020

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2019	<input type="text"/>	FY 2025	<input type="text"/>
FY 2020	20,000	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	Total	<input type="text"/>
FY 2024	<input type="text"/>		

Other Comments

Fire Department FY 2020 10 -Year Capital Improvement Plan Summary 11-12-2018

Item	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total Expenditures	Suggested Source
Water Supply Development												OR
Replace Turnout Gear	17,500	17,500	18,000	18,000	19,000	19,000	20,000	20,000	21,000	21,000	191,000	OR
Replace Ambulance 99						320,000					320,000	AF
Replace Command Car 81		45,000						50,000			95,000	OR
Replace 4" supply hose			10,000	10,000				10,000	10,000		40,000	OR
Replace Medical/Rescue Equip.					20,000	20,000	20,000				60,000	OR
Replace Duty Truck (Sq. 80)				58,000							58,000	OR
Portable Radios	65,000	70,000	80,000								305,000	OR
Replace Ambulances 97 & 98			320,000	320,000						90,000	960,000	AF
Replace SCBA bottles							40,000				40,000	OR
Replace Forestry 90	40,000						150,000				190,000	GOB/SHN
Replace Ladder 93	525,000										525,000	GOB/SHN
Replace Engine 95			325,000								625,000	GOB/SHN
Training room / EOC completion		150,000									150,000	Fire station contingency
Catwalk storage						300,000					300,000	GOB/SHN
Replace mobile data terminals			16,000	16,000	16,000		18,000	18,000	18,000		102,000	AF
Recoat apparatus bays floor					70,000						70,000	OR
Fire Prevention/Inspection vehicle								40,000			40,000	OR
Department Total	647,500	282,500	1,069,000	422,000	125,000	659,000	248,000	138,000	49,000	431,000	4,071,000	
Total from operating revenues	122,500	132,500	108,000	86,000	199,000	39,000	80,000	126,000	31,000	111,000	939,000	
Total from ambulance fund			336,000	336,000	16,000	320,000	18,000	18,000	18,000	320,000	1,382,000	
Total from borrowing	525,000	150,000	625,000			300,000	150,000				1,750,000	

Operating Revenues	OR
Ambulance Fund	AF
General Oblig. Bonds / State House Notes	GOB/SHN

Annual average expenditure from operating revenue	93,900
Annual average expenditure from ambulance fund	138,200
Annual average expenditure from borrowing	175,000
Annual average total capital budget	407,100



Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

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

TO: Dan Hoort, Town Administrator
FROM: Richard J. Pauley, Jr., Fire Chief
RE: *FY-2020 Fire Department Capital Plan Revision*
DATE: November 12, 2018

The purpose of this memorandum is to request a two (2) revisions or changes to the FY-2020 Fire Department's Capital Plan as follows:

Replace Ladder 93: As previously outlined, Ladder 93 is a 1986 Duplex/LTI aerial ladder truck, 1,500 gallon per minute pump, 400 gallon water tank. It was purchased by the Town in 2001, as a used vehicle from Ocala, FL. The cost to replace this truck with a brand new one of the same size and specifications is approximately \$895,000.00. The present condition of this truck is poor and it has reached it's useful expected life.

After much thought and consideration, I believe the most cost effective and practical way to replace this truck is with the purchase of another pre-owned quint/aerial, something in the range of 10 – 14 years old. We have researched this issue over the last year, and, we believe that it would be possible to acquire a pre-owned quint/aerial, provide the necessary refurbishment work, paint, cabinet work, etc., for approximately \$525,000.00

Accordingly, I am requesting to revise/change the amount of funding needed to replace the existing Ladder 93 from \$895,000.00 to \$525,000.00. Attached to this memorandum, please find additional information regarding this request.

Forestry truck 90: Forestry 90 is a 2007, Chevrolet 3500 four-wheel drive designed specifically for fighting forest and wildland fires. It has a 200 gallon water tank, 120 gallon per minute pump and class A foam capabilities. The condition of the truck itself (chassis/body) is very good and should serve the Town adequately for the next eight (8) years. However, the tank/pump design and construction, water piping and plumbing, and, class A foam system, is basically non-functional and continues to fail and break down when we need it to work. The tank/pump and piping were basically put together from various pieces of used and outdated components and equipment. On a regular basis, when the truck is needed in the field, and, extinguishing fires, the pump or foam system (or both) fails.

TO: Dan Hoort, Town Administrator
RE: *FY-2020 Fire Department Capital Plan Revision*

November 12, 2018
Page 2

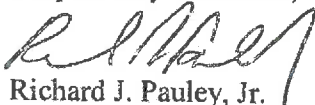
We have attempted on numerous times to repair and/or reconfigure this pump/tank/foam system equipment, with limited or no success. It necessary to completely remove the old equipment from the bed of the truck and replace with a new engineered and factory built skid tank unit, that is designed for fighting forest and outdoor fires. These skid units are built as one complete unit and include a water tank (250 – 300 gallons), electric start pump, Class A and B foam systems, hose reel, night time scene lights, etc.

Essentially, the unit is built at the factory (to our prepared industry standard specifications) and delivered to the station for installation on the truck chassis. In addition, when the time does come to replace the truck chassis itself, the skid units is removed and placed on the new chassis. The funding needed to purchase this skid unit is approximately \$40,000.00. As such we are requesting funding in the amount of \$40,000.00 for FY-2020 in the Fire Department's Capital Plan.

I have attached a revised FY-2020 10 – Tear Capital Improvement Plan Summary sheet dated 11-12-2018, as well as updated, individual C.I.P. Request sheets to this memorandum for your review and consideration.

As always, should you have any questions, or need additional information, please don't hesitate to contact me.

Respectfully submitted,



Richard J. Pauley, Jr.
Fire Chief

Department

Requested By

Project Description & Objectives

To replace Ladder 93, our 1986 Duplex/LTI aerial ladder truck, (1,500 GPM pump/300 gal tank) with a pre-owned/used truck of the same type of design characteristics and capability that meets current National Fire Protection Association standards.

Project Need & Background

Ladder 93 will be thirty-three (33) years old next year and is beyond its recommended life span. It has significant corrosion and rust deterioration (frame and body), an open cab design that exposes personnel to potential injury/exposure, and increasing maintenance costs to keep it in service.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="1"/>	<input type="text" value="2,020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="525,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text" value="525,000"/>
FY 2025	<input type="text"/>		

Other Comments

Please see attached memorandum.

Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

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

TO: Dan Hoort, Town Administrator
FROM: Richard J. Pauley, Jr., Fire Chief
RE: *Ladder 93 Replacement C.I.P. Request*
DATE: May 25, 2018

This memorandum is in reference to our C.I.P. request to replace Ladder 93, which is a 1986 Duplex/LTI aerial truck in FY-2020.

As a matter of background, this truck was purchased by the Town in 2001, from the Ocala, FL Fire Department. In the fire service it is described as a "quint" in that it can perform five (5) functions, as it has a pump, water tank, attack and supply hose, an aerial ladder and ground ladders. It has a 1,500 GPM pump, 400 gallon water tank, 75' aerial, pre-piped water way and all the necessary tools and equipment to make it a very versatile and needed piece of fire apparatus. The size and design of this truck is such that it is perfect for this community and our mutual aid partners on the outer Cape. In addition, the Town's Insurance Services Office (I.S.O.) fire rating is partially determined by the fact that we have this truck as part of the Town's fire protection capability.

This truck has served the Town well, but is 32 years old and need of replacement. It has significant rust and corrosion issues and over the last three (3) years has cost over \$28,000.00 to keep it in service due to age and maintenance issues. In addition, the cab design is known as an "open cab" as the rear/jump seats are not enclosed which is no longer permitted in new fire apparatus, and, poses a safety risk to firefighting personnel.

It is time to replace this truck with a new, or newer, model of the same basic pump and tank size, and aerial length. There are two viable options with respect to this issue:

1. The purchase of a new, approved Quint at a cost of \$895,000.00.
2. The purchase of a pre-owned Quint from a fire department, realistically some model that meets the Town's requirements and no older than fifteen (15) years in age for \$500,000 or perhaps a little less. This dollar amount also takes into account work that may needed to be done on a pre-owned truck to adapt it to for Wellfleet's use (pre-purchase/inspection, re-painting, storage cabinet work, etc).

As part of the FY-2020 C.I.P budget development, I look forward to discussing this matter with you in greater detail.

Department

Requested By

Project Description & Objectives

To provide suitable and reliable protective clothing to ensure emergency responders are properly protected from fire and other hazards of the job. This request is for five (5) sets of replacement gear and associated Nomex hoods, gloves, boots, etc.

Project Need & Background

Protective clothing has a limited life span of approximately five (5) years under normal use and then loses its integrity and full protection capability. The regular, ongoing replacement of this protective clothing insures that personnel have the necessary gear to perform their duties in a safe and efficient manner.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="2,020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="17,500"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text" value="17,500"/>
FY 2025	<input type="text"/>		

Other Comments

This is an annual capital expenditure which allows for the regular and timely replacement of firefighter protective clothing.

Department

Requested By

Project Description & Objectives

To replace eleven (11) mobile and twenty-eight (28) portable 800 MHZ radios in compliance with the Federal Communications Commission (FCC) regulations. This is year three (3) of a five (5) year project.

Project Need & Background

Our current radios (mobiles and portable units) are over twenty-three (23) years old and do not meet FCC regulations/APCO-25 standards. In addition, most of these radios are no longer supported by the manufacturer for parts. The total cost of this project is anticipated to be \$300,000.00. We presently have \$85,000 budgeted towards this project.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="2,020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="65,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text" value="70,000"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text" value="80,000"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text" value="300,000"/>
FY 2025	<input type="text"/>		

Other Comments

In order to better manage the cost of this project, estimated at \$300,000.00 we are utilizing a funding schedule over a five (5) year time period. We have applied to the Federal Assistance to Firefighters Grant (AFG) program to fund this project but have not been approved as of this budget year.

TOWN of WELLFLEET

FY 2020 Capital Improvement Request

Department

Requested By

Project Description & Objectives

To replace the existing outdated and non-functioning skid tank, pump and foam system on Forestry 90.

Project Need & Background

Forestry 90 is a 2007 Chevrolet, 4 wheel drive brush truck. The truck is in good condition, however, the firefighting component, which consists of a pump, water tank, foam system and associated hose, reel, etc., is constantly out of service and failing when needed. We are requesting funding to put a newly engineered and built skid tank on this truck.

Priority # **of Projects Submitted** **Priority #** **for Fiscal Year**

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="40,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text" value="40,000"/>
FY 2025	<input type="text"/>		

Other Comments

Please see attached memorandum.

Department Wellfleet Elementary School

Requested By Principal Mary Beth Rodman

Project Description & Objectives

Replace and paint exterior trim

Project Need & Background

Replace and paint weathered exterior trim that is in disrepair.

Priority # of Projects Submitted Priority # for Fiscal Year
1 3 1 20

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
Hazard: removes an obvious or potential hazard to public health or safety
Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
Standard of Service: maintains or provides existing standard of service
Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
Increased Service: expands or increases a service or improves a standard of service
New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
Environmental health: water, sewer, sanitation, public health, etc.
Heritage and cultural: education, libraries, etc.
Housing: public housing, etc.
Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
Recreation: parks, athletic programs, etc.
General government: office facilities, central services, etc.

Projected Costs by Year

Table with 2 columns: Year (FY 2020-2025, TOTAL) and Cost (15,000, empty boxes)

Other Comments

Empty box for other comments

Department Wellfleet Elementary School

Requested By Principal Mary Beth Rodman

Project Description & Objectives

Replace the chain link fence around the north side parking lot.

Project Need & Background

The chain link fence, abutting the fire station by the parking lot, is in disrepair requiring replacement.

Priority # of Projects Submitted Priority # for Fiscal Year
2 3 2 20

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
Hazard: removes an obvious or potential hazard to public health or safety
Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
Standard of Service: maintains or provides existing standard of service
Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
Increased Service: expands or increases a service or improves a standard of service
New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
Environmental health: water, sewer, sanitation, public health, etc.
Heritage and cultural: education, libraries, etc.
Housing: public housing, etc.
Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
Recreation: parks, athletic programs, etc.
General government: office facilities, central services, etc.

Projected Costs by Year

Table with 2 columns for years (FY 2020-2025 and FY 2026-2029) and a TOTAL row. Values are entered in boxes.

Other Comments

Large empty box for other comments.

Department

Requested By

Project Description & Objectives

Project Need & Background

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="20"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="10,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

DPW Facilities Capital Plan

Town Of Wellfleet CIP FY2020 - FY2029												
Facilities	FY 2020 Request	FY 2021 Request	FY 2022 Request	FY 2023 Request	FY 2024 Request	FY 2025 Request	FY 2026 Request	FY 2027 Request	FY 2028 Request	FY 2029 Request		
Town Hall												
Replace Vinyl Siding		\$ 60,000										
Paint Exterior Trim		\$ 15,000										
Basement Flooring	\$ 30,000											
Railing Replacement/Repair												
Electric Vehicle Charge Station?												
Remodel Bathrooms												
Library												
Painting Exterior						\$ 20,000						
Bathroom Upgrades	\$ 8,000											
PV System		\$ 5,000										
HVAC				TBD								
Parking Lot and Sidewalk Repair	\$ 12,000											
DPW												
Generator Replacement						\$ 60,000						
Salt Shed Replacement		\$ 250,000										
Compressor Replacement			\$ 5,000									
Vehicle Lift		TBD										
COA												
HVAC System Upgrade		\$ 25,000										
Fire Station												
HVAC System Upgrades	\$ 80,000											
Solar Hot Water System	TBD											
Garage Door Replacement (10)	TBD											
Police Department												

Handwritten note: → First Budget

Department

Requested By

Project Description & Objectives

Replace aging and failing departmental vehicle with a new(er), more reliable, and official departmental vehicle for public health inspections (e.g. food service, septic, pools, camps...) site visits (complaints, inquiries, consults,) general construction (eg. dwelling, fence and trail repair and maintenance,) and regional travel (seminars, conferences etc.)

Project Need & Background

Historically, the department has operated with a dedicated vehicle that facilitates the varied tasks of the Health and Conservation departments. It is immensely useful to have a versatile, and dedicated vehicle for the varied departmental tasks, as we are often called onsite to act in an official capacity on the same day we will do trail repair and maintenance. To have a dedicated vehicle means we can tailor it to our needs allowing us to be responsive and efficient. We also go on site visits with the Conservation

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2,020"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="32,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

We are currently driving a hand me down Ford Explorer with at least 120,000 miles from the Police Department which was given to us as an interim vehicle while the 2002 Chevy 2400 Crew cab was being repaired. After repair, the Chevy was reclaimed by the DPW for their foreman.

Department

Requested By

Project Description & Objectives

Purchase a 40 x 60' Shade Structure that would eliminate the need to rent a tent every summer. (see attached price quote and description)

Project Need & Background

The Town has been renting a 30x40 foot tent every summer at a cost of \$5,675 /summer, to provide shade for the public using the Baker's Field Recreation Center and for use by the Summer Recreation Programs, Music at Mayo Concert Series and other theatrical and musical performances. The structure would come down during the off-season.

Priority # of Projects Submitted Priority # for Fiscal Year

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="37,449"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

This shade structure would enhance/compliment the upgrades to the Baker's Field Recreational Facility and would eliminate the recurring cost of renting a tent every summer.

Department

Requested By

Project Description & Objectives

Purchase and install a 10 station adult group fitness station at the Baker's Field Playground

Project Need & Background

Adult fitness stations are common at modern playgrounds for children. They enable adults to exercise at the same time as their children and encourage fitness and health.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2,022"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="14,900"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

Many residents have recommended and requested this purchase.

Department

Requested By

Project Description & Objectives

To replace the awning structure attached to the bandstand at the end of the Town Pier.

Project Need & Background

The awning and bandstand were built in 2010. The wooden bandstand has held up well however the metal frame and awning portion of the structure are rusting badly and will soon become structurally compromised. The need to replace the structure is imminent. A sturdier frame with concrete footings is proposed for the site. (See attached price quote)

Priority # of Projects Submitted Priority # for Fiscal Year

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="25,175"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

With an upgraded awning increased concerts and events could be held at this location.

Department

Requested By

Project Description & Objectives

Project Need & Background

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="20"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2020	<input type="text" value="35,000"/>	FY 2026	<input type="text"/>
FY 2021	<input type="text"/>	FY 2027	<input type="text"/>
FY 2022	<input type="text"/>	FY 2028	<input type="text"/>
FY 2023	<input type="text"/>	FY 2029	<input type="text"/>
FY 2024	<input type="text"/>	TOTAL	<input type="text"/>
FY 2025	<input type="text"/>		

Other Comments

**Town of Wellfleet – Capital Improvement Project Proposal
FY 2015 – FY 2025**

Department

Marina

Project Name:

Maintenance dredging

Project Year:

2018

Project Cost:

\$80,000

Project Category (i.e. repair/replacement/improvement of facilities, vehicles, equipment, building/land infrastructure)

Improvement of Facilities

Project Description:

Maintenance dredging utilizing Town resources to clear the breakwater at Indian Neck as well as the L-Pier at the Marina and the groins along Mayo Beach and to use the clean sand to nourish the beaches to the south of the breakwater at Indian Neck and to the west of the groins along Mayo Beach.

Project Justification:

Because of the buildup of sand on these groins and jetties their usefulness as a deterrent to sand migration is diminished and the sand has begun to encroach on the federal channel at the end of the breakwater at Indian Neck and at the L-Pier at the eastern end of Mayo Beach. Cleaning up these structures would make them more effective and the clean sand could be used for beach nourishment in the scoured areas where this migrating sand originated. We could do this job effectively and reasonably using Town Resources (front end loader, dump trucks). This is all good clean sand and is ideal for use as beach nourishment. Mining and selling the sand to the upland owners for beach nourishment would reduce the cost of this project, and by using this sand, no foreign sand will need to be introduced into the system. This material could also be used to create the paths at the ocean beaches.

Priority:

(Please choose one: Health/Safety; Service continuity; Program/Service expansion):

Health/Safety

Priority Justification:

Number 1 for fy 17 We are currently working on a beach maintenance program because none of the Towns beach structures have ever been maintained. The result is that these structures no longer performing their intended function.

Department Head Signature:

Date:

11/1/13



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
December 11, 2018

III

ADJOURNMENT

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