



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, November 28, 2017 at 7:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.

I. Announcements, Open Session and Public Comment [7:00] *Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.*

II. Public Hearing(s) [7:05]

A. Extension of seasonal liquor license for Flying Fish Café through December 9th.

III. Licenses

Common Victualler:

- Blackfish Variety
- Boathouse Fish Market
- Bob's Sub & Cone
- Bocce Italian Grill
- Box Lunch
- Catch of the Day
- Express Mart
- Hatch's Fish Market
- JB's Pizza Bar & Grill
- Mainstay Motor Inn
- Moby Dick's
- Pearl Restaurant
- PJ's Family Restaurant
- Seaberry Surf Gift Shop
- Van Rensselaer's
- Wellfleet Marketplace
- Winslow's Tavern

Weekly Entertainment:

- Bocce Italian Grill
- Pearl Restaurant
- Van Rensselaer's

Automatic Amusement:

- Bob's Sub & Cone
- Southfleet Motor Inn

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TOWN CLERK
TOWN OF WELFLEET

IV. Appointments/Reappointments

- A. Appointment of Anabel Ressler to either the Planning Board or the Shellfish Advisory Board

V. Use of Town Property

- A. Summer 2018 - Friends of the Wellfleet Library-Town Hall east driveway [Susan Bruce]
- B. 12/09/17 - Chamber of Commerce Holiday Tree Lighting and Sing-Along [Lara Henry]
- C. 06/02/18 - WOMR Wellfleet Sprint Triathlon fundraiser [John Braden & Kathleen Walker]

VI. Business

- A. Police building renovation update and contract amendments [Harry Terkanian]
- B. Approval of contract for fiber optics expansion [TA]
- C. Town Administrator review

VII. Town Administrator's Report

VIII. Topics for Future Discussion

IX. Correspondence and Vacancy Report

X. Minutes

- A. November 14, 2017

XI. Adjournment & Executive Session

- A. Pursuant to G.L. c. 30A, §21(a)(3), to discuss strategy with respect to collective bargaining and litigation if the Chair declares that an open meeting may have a detrimental effect on the Town's bargaining and litigating position, the Board will review the current collective bargaining status and strategy recommendations for the Wellfleet Police Officers Union.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

II

PUBLIC HEARING(S)

REQUESTED BY:	Sarah Robin, Flying Fish President
DESIRED ACTION:	Extension of Seasonal Liquor License
PROPOSED MOTION:	Move to approve the extension of the Seasonal All Alcohol Restaurant Liquor License for the Flying Fish Café through December 9th.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Sarah Robin
Flying Fish
29 Briar Lane
Wellfleet, MA 02667

To Whom It May Concern:

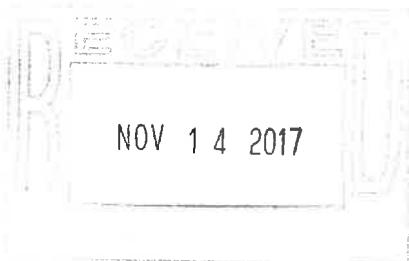
I am requesting permission from the Wellfleet Selectmen to use my Liquor License on December 9th for a brunch at the Flying Fish as another offering to Wellfleet Community on the Christmas Stroll Weekend. Hours of operation will be 9-2 on December 9th.

Thank you for your consideration on this matter.

Sarah Robin

A handwritten signature in black ink, appearing to read 'Sarah Robin', with a stylized flourish at the end.

President



TOWN OF WELFLEET
PUBLIC NOTICE

In accordance with M.G.L. Chapter 138, notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday November 28, 2017 at 7:00 p.m. in the Wellfleet Council on Aging to consider the request from The Flying Fish Café to extend the Seasonal All Alcohol Restaurant License through December 9, 2017.

WELFLEET BOARD OF SELECTMEN



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

III

LICENSES

REQUESTED BY:	Principal Clerk
DESIRED ACTION:	License Renewals
PROPOSED MOTION:	<p>Move to approve the following license renewals:</p> <p>Common Victualler:</p> <ul style="list-style-type: none">• Blackfish Variety• Boathouse Fish Market• Bob's Sub & Cone• Bocce Italian Grill• Box Lunch• Catch of the Day• Express Mart• Hatch's Fish Market• JB's Pizza Bar & Grill• Mainstay Motor Inn• Moby Dick's• Pearl Restaurant• PJ's Family Restaurant• Seaberry Surf Gift Shop• Van Rensselaer's• Wellfleet Marketplace• Winslow's Tavern <p>Weekly Entertainment:</p> <ul style="list-style-type: none">• Bocce Italian Grill• Pearl Restaurant• Van Rensselaer's <p>Automatic Amusement:</p> <ul style="list-style-type: none">• Bob's Sub & Cone• Southfleet Motor Inn
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

LICENSE RENEWALS

Common Victualler:

- Blackfish Variety
- Boathouse Fish Market
- Bob's Sub & Cone
- Bocce Italian Grill
- Box Lunch
- Catch of the Day
- Express Mart
- Hatch's Fish Market
- JB's Pizza Bar & Grill
- Mainstay Motor Inn
- Moby Dick's
- Pearl Restaurant
- PJ's Family Restaurant
- Seaberry Surf Gift Shop
- Van Rensselaer's
- Wellfleet Marketplace
- Winslow's Tavern

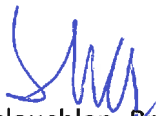
Weekly Entertainment:

- Bocce Italian Grill
- Pearl Restaurant
- Van Rensselaer's

Automatic Amusement:

- Bob's Sub & Cone
- Southfleet Motor Inn

All required documentation has been submitted and accepted.



Jeanne Maclauchlan, Principle Clerk



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

IV

APPOINTMENTS/REAPPOINTMENTS

REQUESTED BY:	TA
DESIRED ACTION:	Appointment to Committee
PROPOSED MOTION:	<p>Option #1 Move to appoint Anabel Ressler to the Planning Board with a term to expire June 30, 2022.</p> <p>Option #2 Move to appoint Anabel Ressler to the Shellfish Advisory Board as an alternate member with a term to expire June 30, 2020.</p>
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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

FILL OUT THE FORM BELOW and mail it to:

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

☐ Name Anabel Ressler Date 11/21/2017

Mailing Address POB 383
Wellfleet 02667

Phone (Home) _____ (cell) 508-237-0311

E-mail AnabelRessler@gmail.com

☐ Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I have experience with most

computer programs, including QuickBooks,
Google Suite, etc..

Additionally, my experience as a teacher
has given me skills that can be
advantageous in a group setting.

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

MsEd, B.S. Creative Writing, ServSafe,
CPR, Culinary AOS

☐ Committees/Boards of Interest: 1) Cultural Council

*2) Planning Board

3) Recycling or Shellfish Advisory
*

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BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

V

USE OF TOWN PROPERTY - A

REQUESTED BY:	Susan Bruce, Friends of the Wellfleet Library
DESIRED ACTION:	Approve request to use Town property
PROPOSED MOTION:	Move to approve the request of the Friends of the Wellfleet Library to use the Town Hall east side driveway for their annual book sales from 7:00am to 2:30pm on July 8, 2018 with a rain date of July 15 and on August 5 with a rain date of August 12. The event fee is waived.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

Applicant Susan Bruce Affiliation or Group Friends of the Welfleet Library
Telephone Number 508-214-0250 Mailing Address 130 Daniels Dr
Email address Susanbruce@mac.com Welfleet MA 02667

Town Property to be used (include specific area) Town Hall East side driveway from
Main to beginning of parking area. East side of lawn.

Date(s) and hours of use: July 8, 2018 (rain: July 15) August 5 (rain Aug 12) 7:00am
to
2:30pm

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

Annual book sales for the Library Friends. Set-up at
7:00am Sale runs 9-1:00 Take down until 2:30. Involves
about 50 volunteers. All proceeds benefit the
Welfleet Public Library

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

None

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Date: OCT 31 2017


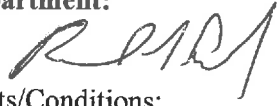
Processing Fee: \$50.00 paid

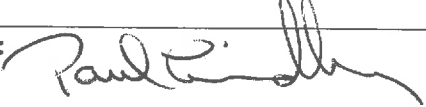
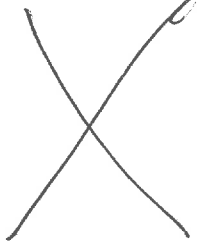
Fee: _____



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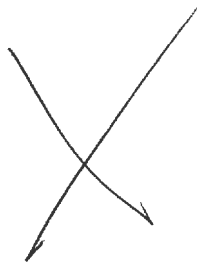
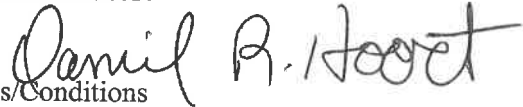
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

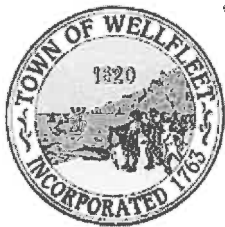
Health/Conservation Agent:  Comments/Conditions: <u>OK</u> Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: <u>OK</u> Permits/Inspections needed: 
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Police Department:  Comments/Conditions: <u>OK</u>	Fire Department:  1/22 Comments/Conditions: <u>OK</u>
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DPW:  Comments/Conditions <u>OK 11/9/17</u>	Community Services Director: Comments/Conditions: 
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Harbormaster: Comments/Conditions 	Shellfish: Comments/Conditions 
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Recreation: Comments/Conditions 	Town Administrator:  Comments/Conditions
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BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

V

USE OF TOWN PROPERTY - B

REQUESTED BY:	Lara Henry, Wellfleet Chamber of Commerce
DESIRED ACTION:	Approve request to use Town property
PROPOSED MOTION:	Move to approve the request of the Wellfleet Chamber of Commerce to use the lawn area in front of Town Hall for the Holiday Tree-lighting and Sing-along on December 9, 2017 from 4 pm to 5:30 pm subject to the conditions listed on the application form with no event fee.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

December

2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9 Chamber 4-5:30 Town Hall Lawn
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Chamber \$50 paid					

Applicant Lara Henry Affiliation or Group Wellfleet Chamber of Commerce
Telephone Number 508-349-2510 Mailing Address Box 571, Wellfleet MA 02667
Email address info@wellfleetchamber.com
Town Property to be used (include specific area) Lawn area in front of Town Hall

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

The purpose of this gathering is WCC's annual Holiday Tree-Lighting and Sing Along. We expect about 30-50 people to attend the short tree-lighting ceremony, followed by a holiday themed sing-along. Equipment used will include a PA system for musicians, various instruments, spotlight, 10x10ft pop-up tent.

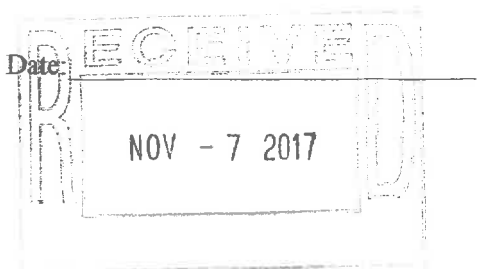
Use of outside electrical outlet for extension cord for musicians to plug in their instruments, the PA system,
spot-lights – and permission to “light” the trees (plug-in) in front of Town Hall.

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

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Processing Fee: \$50.00 *Over*

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent:	Inspector of Buildings:
Comments/Conditions:	Comments/Conditions: 11-09-17
Permits/Inspections needed:	Permits/Inspections needed:

Police Department:	Fire Department:
Comments/Conditions: 11/8/17	Comments/Conditions: 11/8/2017
OK	OK

DPW: Paul Bridley 11/14/17	Community Services Director:
Comments/Conditions: The Town will invoice WCC to provide electric panel for this event.	Comments/Conditions:

Harbormaster:	Shellfish:
Comments/Conditions	Comments/Conditions

Recreation:	Town Administrator:
Comments/Conditions	Comments/Conditions: Daniel R. Hoort



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

V

USE OF TOWN PROPERTY - C

REQUESTED BY:	John Braden & Kathleen Walker, WOMR
DESIRED ACTION:	Approve request to use Town property
PROPOSED MOTION:	Move to approve the request of WOMR to use Long Pond, the grassy area around the pond and the parking lot for the Wellfleet Sprint Triathlon fundraiser on June 2, 2018 subject to the conditions as listed on the application form with no event fee. WOMR shall provide proof insurance and is responsible for a police detail, toilets and trash removal.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

Applicant WOMR/John Braden & Kathleen Walker Affiliation or Group Wellfleet Sprint Triathlon
Telephone Number 508.487.2619 Mailing Address PO Box 975
Email address john@womr.org Provincetown 02657

Town Property to be used (include specific area) Long Pond and grassy area & Long Pond parking lot,
Long Pond Rd, Lawrence Rd., Gross Hill Rd, Ocean View Drive, Elementary School parking lot

Date(s) and hours of use: 6/21/18 8 AM -11 AM, set up time between 5-8 am

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

*1/4 mile swim in Long Pond. *Grassy area at Long Pond to serve as transition area. *Long Pond parking lot for registrations, emergency

vehicles, drop-off turn around and comfort station. *Long Pond Rd, Lawrence Rd, Gross Hill Rd, Ocean View Drive for a 10 mile bike-loop.

*Long Pond Rd & Ocean View Rd for a 3 mile run-loop. Also a 1/2-mile kids race up Long Pond Rd, half way & back *There will be food & water

at the LP lot, between 2 & 3 dozen volunteers and 200 triathletes. *Registrations fees will be charged and timing equipment will be used.

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

Police, EMT, DPW (for street sweeping)

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

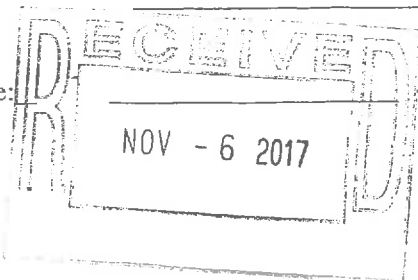
Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date:



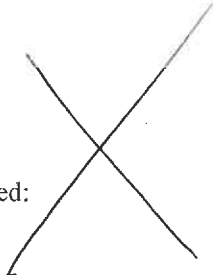






Processing Fee: \$50.00 *paid*


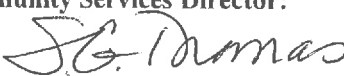

Fee: _____


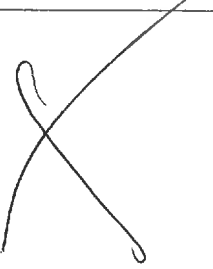
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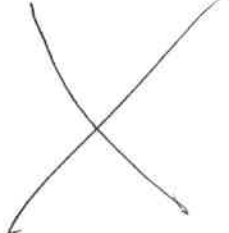
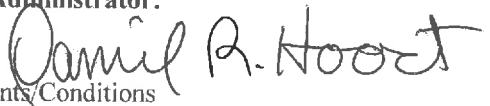
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent:  Comments/Conditions:  Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed: 
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Police Department:  Comments/Conditions:  11/8/17	Fire Department:  Comments/Conditions:  11/8/2017
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DPW:  Comments/Conditions: We will sweep the course and charge FEMA equipment rates also equipment operators hourly rate. Post event trash pick up and removal responsibility of event staff. 11/4/17	Community Services Director:  Comments/Conditions:  11/17/17
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Harbormaster: Comments/Conditions 	Shellfish: Comments/Conditions 
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Recreation: Comments/Conditions 	Town Administrator:  Comments/Conditions: Proof of Insurance Police Detail Toilets Trash removal (2017 Requirements)
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BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

VI

BUSINESS - A

REQUESTED BY:	Harry Terkanian, Police Building Committee Chair
DESIRED ACTION:	<ul style="list-style-type: none">• Project update including budget and schedule• Approval of three amendments to the architect's contract• Possible amendment to the general contractor's contract to extend the completion date
PROPOSED MOTION:	<ol style="list-style-type: none">1. Move to approve the three amendments to the Kaestle Boos Associates architectural services contract as presented and recommended by the Police Building Committee.2. Move to extend the contract deadline with J. J. Cardosi to _____, 2018
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

KAESTLE BOOS associates, inc

November 3, 2017

Daniel Hoort,
Town Manager
Town of Wellfleet, MA
300 Main Street
Wellfleet, MA 02667

Re: Wellfleet Police Station Amendment #5 – Rev. 2

Dear Mr. Hoort,

Kaestle Boos Associates (KBA) is pleased to propose a lump sum design services fee amendment for the additional Construction Administration time requested during the bidding process

Scope of Additional Services

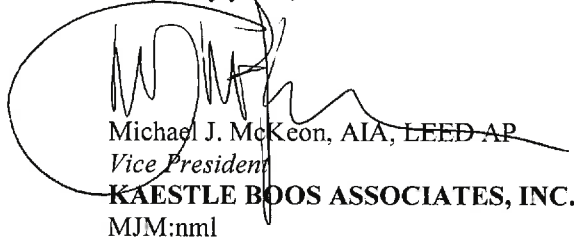
1. KBA's initial contract included an estimated construction time frame of 12 months of Construction Administration and 2 months of Project Closeout. During the Bidding the contractors requested 16 months for Construction. KBA is requesting reimbursement for the additional 4 months of Construction Administration since we could not reasonably anticipate the extra time request by the contractors at the time of signing our contract. We propose that the additional months be billed at our established monthly rate of \$5,400 per month for 4 months totaling \$21,600

<i>Associate Principal:</i>	<i>24 hrs.</i>
<i>Construction Administration:</i>	<i>64 hrs.</i>
<i>Architectural Production:</i>	<i>66 hrs.</i>

Fee Schedule

KBA proposes a lump sum fee of **Twenty-One Thousand Six Hundred Dollars (\$21,600)** be invoiced at \$5,400 monthly for up to 4 months at following the anticipated substantial completion date of February 20, 2018:

Very truly yours,



Michael J. McKeon, AIA, LEED AP
Vice President
KAESTLE BOOS ASSOCIATES, INC.
MJM:nml

Approved by:

Daniel Hoort
Town Manager
Town of Wellfleet, MA



September 6, 2017

Daniel Hoort,
Town Manager
Town of Wellfleet, MA
300 Main Street
Wellfleet, MA 02667

Re: Wellfleet Police Station Amendment #4 – Rev. 1

Dear Mr. Hoort,

Kaestle Boos Associates (KBA) is pleased to propose a lump sum design services fee amendment for the addition of a vertical lift to make travel between the floor accessible per direction by the Massachusetts Architectural Access Board (MAAB).

KBA understands that the purpose of the desired development is to work with the Massachusetts MAAB to determine the need and viability of adding an elevator or vertical lift.

Scope of Additional Services

- I. Variance Request Process
 - a. MAAB – 2 Meetings with board in Boston, 3 Submissions
 - i. KBA prepared and filed all paperwork for the initial variance review request with the MAAB, including but not limited to the preparation of floor plans, applications forms, and answers to questions received from MAAB.
 - ii. KBA reviewed all comments received following the return of the variance request and applied for a hearing before the Architectural Access Board. Following the application KBA prepared the documents requested by the board to properly demonstrating the reasons for the application request.
 - iii. Following the hearing KBA prepared additional information for the request for Variance under a different section of the code and attended meeting with the MAAB associate director to discuss the variance submission.
 - b. Elevator Board – 1 Meeting with board in Boston, 1 Submission
 - i. Following the unsuccessful submission for the variance at the MAAB KBA requested a hearing from the elevator board for the travel distance for a vertical lift.
 - ii. KBA prepared, documented and submitted the request for the variance with the Massachusetts Elevator Board.
 - iii. KBA attended the Variance request hearing in Boston to answer any questions the board might have had for the reason for the request

<i>Associate Principal:</i>	49.3 hrs.
<i>Architectural Production:</i>	75 hrs.

2. Vertical Lift Design
 - a. Schematic Design
 - i. KBA prepared schematic designs for 3 Vertical Lift Options with schematic price proposals for review with the MAAB.
 1. Limited Use / Limited Access Elevator
 2. Standard Vertical Lift with Ramp
 3. Extended Travel Vertical Lift (Variance Required for Travel Distance)
 - ii. Schematic Estimates for each of the above listed options.

KAESTLE BOOS associates, inc

b. Construction Documents

- i. Following the successful decision on the Variance request at the Elevator Board hearing KBA prepared the approved option for pricing by the contractor by detailing all modifications to the plan both floor plans, including the reconstruction and detailing for a new stair, structural modifications, electrical circuit requirements, and Mechanical duct modifications to relocate ductwork out of the affected area.
- ii. After completing the coordination of all affected items KBA will issue a Proposal Request (PR) of the preferred option for pricing by the general contractor and all Sub-contractors affected in the modification.
- iii. KBA will review and comment on the proposed construction cost for a fair and reasonable increase for the work involved to complete the scope as defined in the PR. Upon reaching an agreeable price KBA will offer a recommendation of approval to the committee.

Associate Principal – 11.78 hrs.

Architectural Production – 35.5 hrs.

3. Construction Administration


- a. During our planned construction site visits KBA will observe and review on the completeness and the installation of the vertical lift and provide any discrepancies from the defined scope to the contractor.

Fee Schedule

KBA proposes a lump sum fee of **Twenty-Four Thousand Eight Hundred Dollars (\$24,800):**

1. **Eighteen Thousand Six Hundred Dollars (\$18,600)** to be invoiced the month following the approval,
2. **Six Thousand Two Hundred Dollars (\$6,200)** to be invoiced following the approval of the change proposal.
3. **Zero Dollars (\$0)** to complete in conjunction with our regular site visits.

Very truly yours,


Michael J. McKeon, AIA, LEED AP
Vice President

KAESTLE BOOS ASSOCIATES, INC.

MJM:nml

Approved by:

Daniel Hoort
Town Manager
Town of Wellfleet, MA



November 3, 2017

Daniel Hoort,
Town Manager
Town of Wellfleet, MA
300 Main Street
Wellfleet, MA 02667

Re: Wellfleet Police Station Amendment #6 – Rev. 2

Dear Mr. Hoort,

Kaestle Boos Associates (KBA) is pleased to propose a lump sum design services fee amendment for the unanticipated effort required for the temporary facility

Scope of Additional Services

KBA's plan when assembling our initial proposal to the town was for a phased construction project, as originally as originally contemplated in the study. During the design phase, it became evident that phased construction was not going to work for the Department and the Community. The following work scope identifies the level of effort required to complete services for a temporary facility, not contemplated in the original proposal.

1. Temporary Facility Programming & Design - \$5,075

- a. Met with the department to determine space requirements for each operation to be performed while in the temporary facility, and established the resulting program.
- b. Following the completion of the program, KBA explored and analyzed possible sites, and an existing building that could accommodate the department's operations for the year of construction.
- c. Preliminary estimates were established to determine the financial impact to the town and the preferred option to support the department operations.

<i>Associate Principal:</i>	<i>17.5 hrs.</i>
<i>Job Captain:</i>	<i>7.6 hrs.</i>

2. Schematic Layout – 8.2 weeks, \$11,600

- a. After the program was established the design team created an initial layout for the operations that supports the department's adjacency requirements.
- b. KBA then explored a few ways to achieve a cost-effective temporary facility which included a wood stud framed facility, a modular trailer system and a hybrid construction trailer with infill of conventional construction.

<i>Associate Principal:</i>	<i>9.5 hrs.</i>
<i>Landscape Architect:</i>	<i>12.5 hrs.</i>
<i>Job Captain:</i>	<i>25 hrs.</i>
<i>Architectural Production:</i>	<i>36.5 hrs.</i>

3. Design Development / Construction Documents – 26 weeks, \$39,875

- a. After selecting the most cost-effective solution with the committee, the design team developed the plans further with the department to anticipate all requirements for their operations.
- b. KBA also reviewed the department's inventory of equipment and furniture and adjusted room layouts to accommodate existing furniture and equipment in the appropriate rooms.
- c. The plans were developed to provide security cameras, access control, communications and dispatch stations, IT, and telephone infrastructure. Temporary emergency power requirements, electrical, plumbing, and mechanical support systems were also included, as was the design and coordination of the parking area and all utilities required to support the building.

<i>Associate Principal:</i>	<i>42 hrs.</i>
<i>Landscape Architect:</i>	<i>40.8 hrs.</i>
<i>Job Captain:</i>	<i>88 hrs.</i>
<i>Architectural Production:</i>	<i>105 hrs.</i>

4. Construction Administration – 3 months, \$15,950

- a. During the construction phase of the temporary facility the design team performed onsite observation and coordination, and issued field reports and request for information responses for the duration of the construction process.

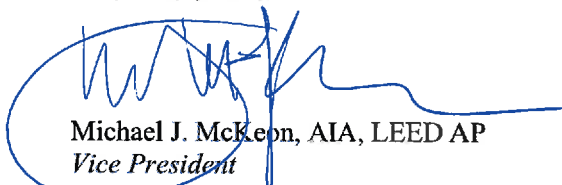
<i>Associate Principal:</i>	<i>10 hrs.</i>
<i>Landscape Architect:</i>	<i>18.8 hrs.</i>
<i>Construction Administration:</i>	<i>44 hrs.</i>
<i>Architectural Production:</i>	<i>40 hrs.</i>

KBA recognizes that in the complexity of planning the temporary facility some limited identification of work scope coordination may have been missed in the construction documents. The proposed fee adjustment has been reduced to take that into consideration for the Town.

Fee Schedule

KBA proposes a lump sum fee of **Seventy-Two Thousand Five Hundred Dollars (\$72,500)** be invoiced upon approval:

Very truly yours,



Michael J. McKee, AIA, LEED AP
Vice President
KAESTLE BOOS ASSOCIATES, INC.
MJM:nml

Approved by:

Daniel Hoort
Town Manager
Town of Wellfleet, MA



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

VI

BUSINESS - B

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Approval of contract for expansion of fiber optic network.
PROPOSED MOTION:	Move to authorize the Town Administrator to sign the contract for the expansion of the Open Cape fiber optic network to the Wellfleet Public Library, the Dept. of Public Works Building and the Council on Aging Building.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

November 28, 2017

From the Town Administrator

Subject: Expansion of the Fiber Optic network

The expansion of the fiber optic network to the Library, the DPW building and the COA building will provide much improved internet connectivity for these three buildings.

- The many patrons served by the Wellfleet Public Library will benefit by a faster, more reliable internet connection.
- The DPW building staff currently suffer through a very slow unreliable connection. It has reached the point where one enters the desired internet location and then comes back later when the site comes up.
- Not only will the COA staff and users benefit from a faster, more reliable connection a long-range plan may include the airing of live BOS meetings.

The total cost for the project is projected to be \$86,775 and is broken down as follows:

<u>Cost of Wiring</u>	
Library	\$ 8,670
DPW Building	12,695
COA Building	<u>38,910</u>
Total	\$60,275

<u>Cost of Equipment</u>	
Network Equipment	\$26,500

The \$86,775 will be paid for as follows:

\$36,775	2017 Annual Town Meeting article #3 – Capital Improvements (using \$36,775 out of \$80,000 approved)
\$50,000	2017 Annual Town Meeting article #17 – Cable Receipts Fund (\$50,000 was included for fiber optic network expansion)



**TOWN OF WELLFLEET
300 MAIN STREET WELLFLEET
MASSACHUSETTS 02667**

This agreement made the _____ day of November 2017 by and between **Comm-Tract Corp, 235 Summer Road, Boxborough, MA 01719** hereinafter called the "Contractor" and the **Town of Wellfleet** hereinafter called the "Town." Witnessed, that the Contractor and the Town for the consideration hereinafter named agree as follows:

Article 1: Scope of Work

The contractor shall furnish all services agreed to by the Wellfleet IT Personnel and Town Administrator and as detailed in the Scope of Work ITC 54 documents for the following facilities:

- A. **Council on Aging at 715 Old Kings Highway.**
- B. **Department of Public Works 220 West Main Street.**
- C. **Wellfleet Public Library at 55 West Main Street.**

Article 2: Time Period

The work shall be completed by February 1, 2018. The deadline for completion of work may be extended by mutual agreement between the Contractor and the Town Administrator.

Article 3: The Contract Sum

The Contract Sum shall be as stated on the Scope of Work documents for each of the facilities:

- A. **Council on Aging: \$38,910**
- B. **Department of Public Works: \$12,695**
- C. **Wellfleet Public Library: \$8,670**

Article 4: Time of Payment

The Town shall pay Contractor as per Pricing and Terms within the Scope of Work documents, also when purchase order invoices submitted by the Contractor upon completion of actual project progress.

Article 5: Contract Documents

The Scope of Work documents, together with this agreement form the Contract and they are as fully a part of the contract as attached and incorporated herein by reference.

In Witness Whereof the representative parties hereto have caused this instrument to be duly subscribed and sealed.

Town of Wellfleet

Contractor

Daniel R. Hoort, Town Administrator

Comm-Tract Corp



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of COA

Prepared by:	Comm-Tract 235 Summer Road Boxborough, MA 01719	Contact: Telephone: Email:	Bryan Hopkins (781) 890-5070 x6952 bhopkins@comm-tract.com
Date:	November 1 st 2017		
Bid No. SPIN: ITC 54: FCC Registration:	Wellfleet FMAN Add – COA V.05 143008129 VC 209682 0024175408		

Bill To: Company: Address:	Town of Wellfleet 300 Main Street Wellfleet, MA 02453	Ship To: Company: Address:	Town of Wellfleet COA 715 Old King's Highway Wellfleet, MA 02667
Contact Name: Phone: Fax: Email:	Chris Burt (508) 744-1252 cburt@barnstablecounty.org	Contact Name: Phone: Fax: Email:	Chris Burt (508) 744-1252 cburt@barnstablecounty.org

Description of Work

Addition of COA

This Scope of Work (SOW) that follows was developed with information as provided by the Wellfleet IT personnel, and supplemented by field site surveys by Comm-Tract engineering personnel. The following scope of work is for the addition of the COA, and ensuring the fiber counts on the route to support a future Ring Topology.

Comm-Tract will provide and install the following:

A. Wellfleet Sites to be added:

1. Wellfleet Council on Aging – 715 Old Kings Highway
The COA site above will be added to the network with a 12 strand SMF (single mode fiber) lateral. This lateral extension of the network would connect to the proposed redundant ring topology at Kings Highway and Long Pond Road.

B. Scope of the Work:

1. Provide and install a 12 strand Single Mode Fiber (SMF) from the COA to the Redundant Ring route at the junction of Main Street and RT 6.
2. Provide and install a 96 strand SMF on Ring Topology route from Long Pond to Main Street.



**Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of COA**

C. Overview of the Network:

1. The fiber network will be fully complete to each individual site including all fiber splicing at the pole location for the fiber lateral into the building, the fiber entrance cable, the fiber termination panels, the connectors, and all other materials for a complete and fully functional fiber termination in the communications room of each individual site.
2. The fiber network's passive optical design will accommodate all types of wireless, and/or Ethernet connectivity for future additional requirements on the core network.
3. The COA site listed above will have (1) 12- fiber Corning LC/PC Single-mode wall or rack mount panel.
4. Both the backbone and lateral fiber cables will be field terminated using Corning LC/PC single-mode connectors.
5. All backbone fibers throughout the network will be fusion spliced using Corning approved machines.
6. All optical testing will conform to industry standards.
7. The customer shall receive OTDR traces and Power Meter Test results at both 1310nm and 1550nm.
8. All test data will be compiled in electronic copy.

D. Notes:

1. Pricing does not include any licensing process as it is understood Wellfleet will utilize existing municipal rights agreements for the space assignment on the aerial pole routes.
2. Pricing assumes free and clear access to the building locations.
3. Pricing assumes the project is completed in one deployment of technicians, trucks, and equipment. Should any site not be ready for installation, and require a return trip, additional charges will apply.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of COA

Quantity	Bill of Materials Description
----------	----------------------------------

To be provided with submittals for the project.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of COA

Warranty Information - Technical and Compliance Notes:

The Comm-Tract provided manufacturer's warranty and technical compliance with design and installation standards information is provided below as associated with this scope of work.

- Comm-Tract is an approved Extended Warranty Provider (EWP) for Corning Cable Systems.
- The 25 Year Corning EWP Warranty commencing on the date of an accepted installation by the Customer covers all Corning Cabling Systems products and covers the repair, and/or replacement of all installed components including, but not limited to fiber cable, fiber connectors, fiber patch panels, fiber jumpers and patch cords, and other materials as installed.
- The repair and/or replacement of any component in the certified and approved network solution as provided and installed by Comm-Tract under the EWP Warranty is provided at no cost to the Customer 25 year period of the EWP Warranty.

- Comm-Tract adheres to the following design and installation standards relative to the scope of work as provided.
- BICSI Design and Installation Applicable Standards
- Telecommunications Industry Association (TIA) Applicable Standards
- Electronics Industry Association (EIA) Applicable Standards
- ANSI/TIA/EIA – 568 Standards
- ANSI/TIA/EIA – 569 Standards
- ANSI/TIA/EIA – 758
- TIA/EIA 604 Fiber Optic Standards
- TIA-492 Fiber Optic Installation Standards
- TSB-149 Fiber Optic Workmanship Standards
- NFPA - 70
- IEEE 802.3 Standards



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of COA

Pricing and Terms

Customer agrees to the following payment schedule:

30% Initial Payment upon Acceptance of Materials:	\$ 11,673.00
65% Payment upon actual Project Progress:	\$ 25,291.50
5% Payment upon final testing and acceptance by Customer:	\$ 1,945.50

1. The Project Price shall be subject to adjustment in the event of any mutually agreed upon written changes made to the Scope of Work. Any changes during the project to the Scope of Work will be mutually agreed to in writing with Customer prior to any changes, or additional charges being added or deleted to the project.
2. Prices are valid for 90-days.
3. The Project Price does not include pole licensing fees and/or make-ready costs as the installation is under existing rights agreements of Wellfleet.
4. The Project Price does not include any costs for Police details.
5. The Project Price does not include any taxes.
6. The Project Price includes all shipping costs.
7. The Project Price assumes access to each location is free and clear for installation purposes.
8. The Project Price assumes the work is completed in one deployment. Should any site not be ready for installation and require a return trip, additional charges will apply.
9. Customer hereby agrees to the terms and conditions set forth in the Scope of Work by signing below or issuing a Purchase order referencing this Scope of Work.
10. This Scope of Work is governed by the terms and conditions of the Comm-Tract Master Customer Agreement or the Commonwealth of Massachusetts ITC 54 blanket contract.

COA Addition:	
Material:	
Labor:	
Total	\$ 38,910.00

Customer Name:	Town of Wellfleet
Authorized Signature:	
Name:	
Date:	



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of DPW

C. Overview of the Network:

1. The fiber network will be fully complete to each individual site including all fiber splicing at the pole location for the fiber lateral into the building, the fiber entrance cable, the fiber termination panels, the connectors, and all other materials for a complete and fully functional fiber termination in the communications room of each individual site.
2. The fiber network's passive optical design will accommodate all types of wireless, and/or Ethernet connectivity for future additional requirements on the core network.
3. The DPW site listed above will have (1) 12- fiber Corning LC/PC Single-mode wall or rack mount panel.
4. Both the backbone and lateral fiber cables will be field terminated using Corning LC/PC single-mode connectors.
5. All backbone fibers throughout the network will be fusion spliced using Corning approved machines.
6. All optical testing will conform to industry standards.
7. The customer shall receive OTDR traces and Power Meter Test results at both 1310nm and 1550nm.
8. All test data will be compiled in electronic copy.

D. Notes:

1. Pricing does not include any licensing process as it is understood Wellfleet will utilize existing municipal rights agreements for the space assignment on the aerial pole routes.
2. Pricing assumes free and clear access to the building locations.
3. Pricing assumes the project is completed in one deployment of technicians, trucks, and equipment. Should any site not be ready for installation, and require a return trip for completion, additional charges will apply.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of DPW

Quantity	Bill of Materials Description
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To be provided with submittals for the project.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of DPW

Warranty Information - Technical and Compliance Notes:

The Comm-Tract provided manufacturer's warranty and technical compliance with design and installation standards information is provided below as associated with this scope of work.

- Comm-Tract is an approved Extended Warranty Provider (EWP) for Corning Cable Systems.
- The 25 Year Corning EWP Warranty commencing on the date of an accepted installation by the Customer covers all Corning Cabling Systems products and covers the repair, and/or replacement of all installed components including, but not limited to fiber cable, fiber connectors, fiber patch panels, fiber jumpers and patch cords, and other materials as installed.
- The repair and/or replacement of any component in the certified and approved network solution as provided and installed by Comm-Tract under the EWP Warranty is provided at no cost to the Customer 25 year period of the EWP Warranty.

- Comm-Tract adheres to the following design and installation standards relative to the scope of work as provided.
- BICSI Design and Installation Applicable Standards
- Telecommunications Industry Association (TIA) Applicable Standards
- Electronics Industry Association (EIA) Applicable Standards
- ANSI/TIA/EIA – 568 Standards
- ANSI/TIA/EIA – 569 Standards
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- TIA/EIA 604 Fiber Optic Standards
- TIA-492 Fiber Optic Installation Standards
- TSB-149 Fiber Optic Workmanship Standards
- NFPA - 70
- IEEE 802.3 Standards



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of DPW

Pricing and Terms

Customer agrees to the following payment schedule:

30% Initial Payment upon Acceptance of Materials:	\$ 3,808.50
65% Payment upon actual Project Progress:	\$ 8,251.75
5% Payment upon final testing and acceptance by Customer:	\$ 634.75

1. The Project Price shall be subject to adjustment in the event of any mutually agreed upon written changes made to the Scope of Work. Any changes during the project to the Scope of Work will be mutually agreed to in writing with Customer prior to any changes, or additional charges being added or deleted to the project.
2. Prices are valid for 90-days.
3. The Project Price does not include pole licensing fees and/or make-ready costs as the installation is under existing rights agreements of Wellfleet.
4. The Project Price does not include any costs for Police details.
5. The Project Price does not include any taxes.
6. The Project Price includes all shipping costs.
7. The Project Price assumes access to each location is free and clear for installation purposes.
8. The Project Price assumes the work is completed in one deployment. Should any site not be ready for installation and require a return trip, additional charges will apply.
9. Customer hereby agrees to the terms and conditions set forth in the Scope of Work by signing below or issuing a Purchase order referencing this Scope of Work.
10. This Scope of Work is governed by the terms and conditions of the Comm-Tract Master Customer Agreement or the Commonwealth of Massachusetts ITC 54 blanket contract.

DPW Addition:	
Material:	
Labor:	
Total	\$ 12,695.00

Customer Name:	Town of Wellfleet
Authorized Signature:	
Name:	
Date:	



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of Library

Prepared by:	Comm-Tract 235 Summer Road Boxborough, MA 01719	Contact:	Bryan Hopkins
		Telephone:	(781) 890-5070 x6952
		Email:	bhopkins@comm-tract.com
Date:	November 1 st 2017		

Bid No.	Wellfleet FMAN Add – Library V.02
SPIN:	143008129
ITC 54:	VC 209682
FCC Registration:	0024175408

Bill To:		Ship To:	
Company:	Town of Wellfleet	Company:	Town of Wellfleet
Address:	300 Main Street Wellfleet, MA 02453	Address:	300 Main Street Wellfleet, MA 02453
Contact Name:	Chris Burt	Contact Name:	Chris Burt
Phone:	(508) 744-1252	Phone:	(508) 744-1252
Fax:		Fax:	
Email:	cburt@barnstablecounty.org	Email:	cburt@barnstablecounty.org

Description of Work

Addition of Library

This Scope of Work (SOW) that follows was developed with information as provided by the Wellfleet IT personnel, and supplemented by field site surveys by Comm-Tract engineering personnel. The following scope of work is for the addition of the Library, and ensuring the fiber counts to support the connection to the DPW.

Comm-Tract will provide and install the following:

A. Wellfleet Sites to be added:

1. Wellfleet Library – 55 West Main Street

B. Scope of the Work:

1. Provide and install a 12 strand Single Mode Fiber (SMF) from the Library to the 24 strand SMF that routes to the splice case near the Town Hall.
2. The remaining 12 strands are to be assigned to the DPW under separate scope of work.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of Library

C. Overview of the Network:

1. The fiber network will be fully complete to each individual site including all fiber splicing at the pole location for the fiber lateral into the building, the fiber entrance cable, the fiber termination panels, the connectors, and all other materials for a complete and fully functional fiber termination in the communications room of each individual site.
2. The fiber network's passive optical design will accommodate all types of wireless, and/or Ethernet connectivity for future additional requirements on the core network.
3. The Library site listed above will have (1) 12- fiber Corning LC/PC Single-mode wall or rack mount panel.
4. Both the backbone and lateral fiber cables will be field terminated using Corning LC/PC single-mode connectors.
5. All backbone fibers throughout the network will be fusion spliced using Corning approved machines.
6. All optical testing will conform to industry standards.
7. The customer shall receive OTDR traces and Power Meter Test results at both 1310nm and 1550nm.
8. All test data will be compiled in electronic copy.

D. Notes:

1. Pricing does not include any licensing process as it is understood Wellfleet will utilize existing municipal rights agreements for the space assignment on the aerial pole routes.
2. Pricing assumes free and clear access to the building locations.
3. Pricing assumes the project is completed in one deployment of technicians, trucks, and equipment. Should any site not be ready for installation, and require a return trip for completion, additional charges will apply.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of Library

Quantity	Bill of Materials Description
----------	----------------------------------

To be provided with submittals for the project.



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of Library

Warranty Information - Technical and Compliance Notes:

The Comm-Tract provided manufacturer's warranty and technical compliance with design and installation standards information is provided below as associated with this scope of work.

- Comm-Tract is an approved Extended Warranty Provider (EWP) for Corning Cable Systems.
- The 25 Year Corning EWP Warranty commencing on the date of an accepted installation by the Customer covers all Corning Cabling Systems products and covers the repair, and/or replacement of all installed components including, but not limited to fiber cable, fiber connectors, fiber patch panels, fiber jumpers and patch cords, and other materials as installed.
- The repair and/or replacement of any component in the certified and approved network solution as provided and installed by Comm-Tract under the EWP Warranty is provided at no cost to the Customer 25 year period of the EWP Warranty.

- Comm-Tract adheres to the following design and installation standards relative to the scope of work as provided.
- BICSI Design and Installation Applicable Standards
- Telecommunications Industry Association (TIA) Applicable Standards
- Electronics Industry Association (EIA) Applicable Standards
- ANSI/TIA/EIA – 568 Standards
- ANSI/TIA/EIA – 569 Standards
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- TIA/EIA 604 Fiber Optic Standards
- TIA-492 Fiber Optic Installation Standards
- TSB-149 Fiber Optic Workmanship Standards
- NFPA - 70
- IEEE 802.3 Standards



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of Library

Pricing and Terms

Customer agrees to the following payment schedule:

30% Initial Payment upon Acceptance of Materials:	\$ 2,601.00
65% Payment upon actual Project Progress:	\$ 5,635.50
5% Payment upon final testing and acceptance by Customer:	\$ 433.50

1. The Project Price shall be subject to adjustment in the event of any mutually agreed upon written changes made to the Scope of Work. Any changes during the project to the Scope of Work will be mutually agreed to in writing with Customer prior to any changes, or additional charges being added or deleted to the project.
2. Prices are valid for 90-days.
3. The Project Price does not include pole licensing fees and/or make-ready costs as the installation is under existing rights agreements of Wellfleet.
4. The Project Price does not include any costs for Police details.
5. The Project Price does not include any taxes.
6. The Project Price includes all shipping costs.
7. The Project Price assumes access to each location is free and clear for installation purposes.
8. The Project Price assumes the work is completed in one deployment. Should any site not be ready for installation and require a return trip, additional charges will apply.
9. Customer hereby agrees to the terms and conditions set forth in the Scope of Work by signing below or issuing a Purchase order referencing this Scope of Work.
10. This Scope of Work is governed by the terms and conditions of the Comm-Tract Master Customer Agreement or the Commonwealth of Massachusetts ITC 54 blanket contract.

COA Addition:	
Material:	
Labor:	
Total	\$ 8,670.00

Customer Name:	Town of Wellfleet
Authorized Signature:	
Name:	
Date:	



Town of Wellfleet
Scope of Work ITC 54
Fiber Optic Municipal Area Network
Addition of DPW

Prepared by:	Comm-Tract 235 Summer Road Boxborough, MA 01719	Contact:	Bryan Hopkins
		Telephone:	(781) 890-5070 x6952
		Email:	bhopkins@comm-tract.com
Date:	November 1 st 2017		

Bid No.	Wellfleet FMAN Add – DPW V.02
SPIN:	143008129
ITC 54:	VC 209682
FCC Registration:	0024175408

Bill To:		Ship To:	
Company:	Town of Wellfleet	Company:	Town of Wellfleet
Address:	300 Main Street Wellfleet, MA 02453	Address:	300 Main Street Wellfleet, MA 02453
Contact Name:	Chris Burt	Contact Name:	Chris Burt
Phone:	(508) 744-1252	Phone:	(508) 744-1252
Fax:		Fax:	
Email:	cburt@barnstablecounty.org	Email:	cburt@barnstablecounty.org

Description of Work

Addition of DPW

This Scope of Work (SOW) that follows was developed with information as provided by the Wellfleet IT personnel, and supplemented by field site surveys by Comm-Tract engineering personnel. The following scope of work is for the addition of the DPW, contingent up the Library being added to the network.

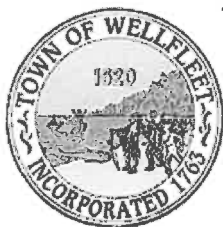
Comm-Tract will provide and install the following:

A. Wellfleet Sites to be added:

1. Wellfleet DPW – 220 West Main Street

B. Scope of the Work:

1. Provide and install a 12 strand Single Mode Fiber (SMF) from the DPW to the Redundant Ring route at the assigned splice case.
2. Provide and install the continuation of a 12 strand SMF to the splice point near the Library on the backbone segment of the installation.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

VI

BUSINESS - C

REQUESTED BY:	Chair
DESIRED ACTION:	Accept Town Administrator review report
PROPOSED MOTION:	Move to accept the report of the Town Administrator's review
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

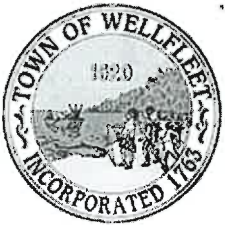


BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

VII

TOWN ADMINISTRATOR'S REPORT



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

www.wellfleetma.org

To: Board of Selectmen
From: Dan Hoort, Town Administrator
Subject: Town Administrator's Report
Date: November 21, 2017

This report is for the period November 11 through November 24, 2017.

1. General
 - none
2. Fiscal Matters
 - FY 2019 budget being finalized for presentation to Board of Selectmen and Finance Committee on December 1st. Ongoing meetings with department heads.
3. Meetings
 - November 14 – Rte 6 redesign conference call
 - November 14 – Police Union negotiations
 - November 14 – Board of Selectmen meeting
 - November 16 – Business meeting at Cape Cod Regional Tech High School
 - November 18 – Local Comprehensive Plan community meeting
 - November 21 – Medicinal Marijuana dispenser meeting
 - November 23 & 24 – Thanksgiving Holiday
4. Complaints.
 - none
5. Miscellaneous.
 - none
6. Personnel Matters:
 - Executive Assistant to TA/BOS Secretary to start on December 11th

[illegible]



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

IX

CORRESPONDENCE AND VACANCY REPORT



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

X

MINUTES

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

DRAFT

Wellfleet Board of Selectmen Minutes of the Meeting of November 14, 2017 Wellfleet Senior Center 7:00 p.m.

Present: Chair Dennis Murphy, Kathleen Bacon, Jerry Houk, Janet Reinhart, Helen Miranda Wilson; Town Administrator Dan Hoort

Chair Dennis Murphy called the meeting to order at 7:00 p.m.

Announcements, Open Session and Public Comment

Police Chief Ron Fisette announced the start of the Toys for Tots Drive and the Annual Kids' Movie.

Public Hearings

Shellfish Licenses #95-31 and 95-32¹

MOTION 218-080: Helen Miranda Wilson moved to transfer Shellfish Licenses #95-31 and #95-32 by Clifford Dalby, Jacob Dalby and Justin Dalby to Jacob Dalby and Justin Dalby. Janet Reinhart seconded, and the motion carried 5-0.

PB Boulangerie Request for Closing Period²

Lisa Cox and Chloe Rispoli made the request to close PB Boulangerie Bistro from January 2, 2018 through February 6, 2018.

MOTION 218-081: Janet Reinhart moved to approve the request by Phillip Rispoli to close PB Boulangerie Bistro from January 2, 2018 through February 6, 2018. Jerry Houk seconded, and the motion carried 5-0.

Close Marconi Beach Restaurant³

MOTION 218-082: Kathleen Bacon moved to approve the request by Russell Swat to close Marconi Beach Restaurant after Veteran's Day with an anticipated opening date in mid to late winter 2018. Janet Reinhart seconded, and the motion carried 5-0.

The Public Hearing was closed at 7:09

LICENSES

Chair Dennis Murphy read the list of Annual Liquor Licenses⁴ that were up for renewal.

MOTION 218-083: Helen Wilson moved to approve the Annual liquor licenses for:

All Alcohol – Restaurant

- Bookstore
- Chap & Wags
- C Shore
- JB's Pizza Bar & Grill
- Marconi Beach Restaurant
- PB Boulangerie Bistro
- Wicked Oyster

All Alcohol – Package Store

- Seaside Liquors
- Wellfleet Spirit Shoppe

All Alcohol – General Premises

- Wellfleet Harbor Actor's Theater
- Wellfleet Preservation Hall

Wine & Malt – Package Store

- Blackfish Variety
- Wellfleet Marketplace
- Wellfleet Mobil

Janet Reinhart seconded, and the motion carried 5-0.

BUSINESS***Joint Meeting with Wellfleet Housing Authority and Planning Board***

Affordable Housing Chair Elaine McIlroy, Local Housing Partnership Chair Gary Sorkin, Housing Consultant Karen Sunnarborg and Planning Board Chair Gerald Parent joined the Selectmen at the table, and members of their boards were in attendance for the joint meeting of the four boards.

Consultant Karen Sunnarborg explained the *Housing Needs Assessment and Action Plan*⁵ with a PowerPoint presentation. She reviewed the annual goals for Wellfleet, thresholds for Affordable Housing, deed restrictions, local preference, percentages of Affordable stock, upward trends in housing costs, available stock, rental units, and handicap accessibility. The report included strategies, priorities and goals for the next five or ten years. Three categories for the strategies covered capacity building, zoning, and development assistance.

Ms. Sunnarborg said that approval of the plan by the Board of Selectmen and the Planning Board was needed. The Planning Board members in attendance agreed to place this request as an agenda item for their next available meeting. Chair Gerald Parent said Planning Board has been working on a zoning bylaw for Cluster Development with Affordable Housing components.

Members of the Board of Selectmen expressed concerns over job opportunities for home owners, had questions about protective covenants for developments and wondered about direct Town involvement in developing Affordable Housing. Planning Board Chair Gerald Parent provided information on protective covenants, and Ms. Sunnarborg indicated that covenant control issues would necessitate an opinion from Town Counsel. She said having a Town as the developer of Affordable Housing is not cost-effective; partnering with experienced entities is a more practical approach.

The boards also considered remaining available land in Wellfleet that could be subdivided, use of CPC funding, "by right" accessory units, inclusionary measures in a Cluster Development zoning bylaw, creating larger housing projects, the needs of the younger population, conversion on cottage colony/condominiums to year-round use, and the town- wide effort needed for success.

Audience member Selene Baskin offered the suggestion that the use of small houses and composting toilets would help with Affordable Housing development. All the Selectmen applauded the work of the impressive the study presented in the *Housing Needs Assessment and Action Plan*.

MOTION 218-084: Kathleen Bacon moved to approve the *Housing Needs Assessment and Action Plan* as presented by the Wellfleet Housing Authority. Helen Wilson seconded. The motion carried 5-0.

Letter to New England Fishery Management Council⁶

Seth Rolbein, Director of the Fisheries Trust and representative from the Cape Cod Commercial Fishermen's Alliance, and Herring Warden Dr. Ethan Estey came forward to discuss the importance of protecting the river herring from becoming the bycatch of trawlers fishing for ocean herring. They asked for support in the form of a letter to the Director of the New England Fishery Management Council.

MOTION 218-085: Helen Wilson moved to authorize Selectboard Chair Murphy to sign the letter to Thomas Nies, Executive Director of the New England Fishery Management Council. Kathleen Bacon seconded, and the motion carried 5-0.

Disclosure by Shellfish Constable

Shellfish Constable Nancy Civetta disclosed that her brother-in-law has a financial interest in the shellfish industry. She has no financial interest in his grant or retail business. Selectmen said that the Assistant Shellfish Constable should be the person to inspect her brother-in-law's grant.

MOTION 218-086: Janet Reinhart moved that the Selectmen determine that the financial interest of Nancy Civetta as disclosed in the *Disclosure by Non-Elected Municipal Employee of Financial Interest*, dated October 20, 2017⁷ is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee and further to authorize the Chair to sign the disclosure form. Helen Wilson seconded. The motion carried 5-0.

Herring Warden Dr. Ethan Estey commended the integrity of the Shellfish Constable.

Policy on Use of Town Property & Fees Review⁸

Town Administrator Dan Hoort explained that the annual review of Town fees is underway. He asked that Selectmen send by email their suggestions for changes in fees. Board members discussed application fees and waiver of fees. Kathleen Bacon said she is suggesting an across-the-board 10 % increase in Town fees. The Board discussed the unregulated commercial drop off-of boards and watercraft at Town landings and other loss of fees at Town beaches. Dan Hoort said there is an effort underway to protect our natural resources at beaches.

Town Administrator's Review

Dennis Murphy said that review forms were mostly in. The review will proceed when all five forms have been submitted. The next steps will be averaging the points, a statement by the Chair of the Board of Selectmen, evaluations and reviews of the evaluations.

TOWN ADMINISTRATOR'S REPORT⁹

Dan Hoort highlighted the item in his report that he has been attending the Cape Housing Institute. He said he has promised his help to the Wellfleet Housing Authority and the Selectmen to promote Affordable Housing. He also explained the line painting at the parking lot near Ceraldi's and discussed other public parking areas and signage.

TOPICS FOR FUTURE DISCUSSION

Board members discussed starting meetings at an earlier time with reordered agenda items and attendance at MMA meetings in Boston. They requested as future agenda items use of the land surrounding the COA building and parking areas for beach shuttles.

CORRESPONDENCE AND VACANCY REPORT

Selectmen received the Correspondence Report of November 14, 2017.¹⁰ There was a late submission from the Sierra Club that will be added to the next Correspondence File. Dan Hoort said he had posted vacancies on Facebook. He said he was considering an open community forum to encourage more participation on boards and committees.

MINUTES

MOTION 218-08: Helen Miranda Wilson moved to approve the amended minutes of October 24, 2017. Janet Reinhart seconded, and the motion carried 5-0.

ADJOURNMENT

MOTION 218-079: Janet Reinhart moved to adjourn. Helen Wilson seconded, and the motion carried 5-0.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Public Records material of 10/24/17

1. Shellfish license #95-31 and #95-32 application materials
2. Request to close from PB Boulangerie
3. Request to close from Marconi Beach
4. List of Annual Liquor Licenses
5. Housing Needs Assessment and Action Plan
6. Letter to New England fishery Management Council
7. Nancy Civetta's *Disclosure by Non-Elected Municipal Employee of Financial Interest*, dated October 20, 2017
8. Policy on Use of Town Property & Fees
9. Town Administrator's Report of 10/24/17
10. Correspondence File October 11- 24, 2017



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: November 28, 2017

XI

ADJOURNMENT and EXECUTIVE SESSION

REQUESTED BY:	BOS
DESIRED ACTION:	Enter in Executive Session based on G.L. c. 30A, §21(a)(3)
PROPOSED MOTION:	<p><u>Dennis Murphy</u>: I move to adjourn the public meeting and enter in executive session for the following reasons:</p> <p>A. Pursuant to G.L. c. 30A, §21(a) (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; the Board will review the current collective bargaining status and strategy recommendations for the Wellfleet Police Officers Union.</p> <p>The Board will not reconvene in public session after the executive session.</p> <p>Roll Call Vote.</p>
VOTED:	<p>Murphy____ Reinhart____ Bacon____</p> <p>Wilson____ Houk____</p>

