



Wellfleet Selectboard

Note: Start Time of 7pm

The **Wellfleet Selectboard** will hold a joint public meeting with the **Wellfleet Finance Committee** on **Tuesday, February 28, 2023, at 7:00 p.m.** The Chapter 107 of the Acts of 2022, this meeting will be conducted in person and as a courtesy via remote means, per 940 MCR 29.10 and the Town's Remote Participation Policy. While an option for remote attendance and/or participation is provided as a courtesy to the public, the meeting/hearing may not be suspended or terminated if technological problems interrupt the virtual broadcast unless otherwise required by law.

Joining the Meeting:

In-person at the Wellfleet ACC, 715 Old King's Highway, Wellfleet, MA, 02667

Join the meeting hosted in Zoom by using the following link:

<https://us02web.zoom.us/j/85689604806?pwd=blplVFFBZzViQ0xNWkZKMm9iMVdrdz09>

By Phone: **phone to +1 929 205 6099** and enter **Meeting ID: 856 8960 4806 | Passcode: 611877** Landline callers can participate by dialing *9 to raise their hand.

To Participate during public comment:

- Zoom: Raise hand to be called on to speak.
- Phone: dial *9 to raise your hand.

It is at the Chair's discretion to call on members of the public. All speakers must be recognized to speak. If attending a meeting in person, please find the closest available microphone and confine any personal conversations to outside the meeting room. Anyone may record the session but must notify the Chair and may not interfere with the meeting to record it.

Additionally, the meeting will be broadcast live, in real time, via live broadcast on Comcast cable (Wellfleet Government TV Channel 18), also available via livestream or Video on Demand (VOD) recordings at wellfleet-ma.gov

I. *Announcements, Open Session and Public Comments*

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

II. *Consent Agenda*

A. Housing Choice Design ~ Elaine McIlroy, Wellfleet Housing Authority

B. Common Victualler Licenses

- Moby Dick's Restaurant
- Blue Willow
- Chequessett Yacht Club

III. *Financial Management Review*

A. MA DOR Division of Local Services presentation on financial review

IV. *Business*

A. FY 2024 Department Operating Budget

- TA Budget
- Schools
Nauset Regional
Wellfleet Elementary
- Department of Public Works
- Community Services
- Beaches
- Recreation
- Water Enterprise
- Marina Enterprise
- Town Administration Budget (All Town Hall)
Assessor
Clerk
Treasurer
Collector

B. Warrant article requesting a stipend increase for the select board ~ Kathleen Bacon

C. 2023 Annual Town Meeting Warrant

V. *Selectboard Reports*

VI. *Topics for Future Discussion*

VII. *Minutes*

A. February 21, 2023

B. February 23, 2023

VIII. *Adjournment*



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

I

ANNOUNCEMENTS, OPEN SESSION, AND PUBLIC COMMENTS

REQUESTED BY:	Wellfleet Selectboard
DESIRED ACTION:	Announcements to the board and public
PROPOSED MOTION: SUMMARY:	NOTE: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

II

CONSENT AGENDA

REQUESTED BY:	Various Parties
DESIRED ACTION:	To approve the following without objection
SUMMARY:	I move to approve the following items with no objection: <ul style="list-style-type: none">• Housing Choice Design ~ Elaine Mellroy• Common Victualler License Moby Dick's Restaurant Blue Willow Chequessett Yacht and Country Club



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

III

FINANCIAL MANAGEMENT REVIEW

REQUESTED BY:	Massachusetts DOR
DESIRED ACTION:	To present the Division of Local Services financial review
PROPOSED MOTION:	No motion is needed for this agenda item.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

FINANCIAL MANAGEMENT REVIEW

TOWN OF WELLFLEET

JANUARY 2023



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

PREPARED BY:

DLS | Financial Management Resource Bureau

www.mass.gov/dls

Marcia Bohinc, Senior Project Manager

Zack Blake, Bureau Chief



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

January 25, 2023

Selectboard
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

Dear Selectboard Members,

I am pleased to present the enclosed Financial Management Review for the Town of Wellfleet. It is our goal to provide guidance and direction to local officials as we work together to build better government for our citizens.

If you have any questions regarding the report, please contact Zack Blake, Financial Management Resource Bureau Chief, at (617) 626-2358 or blakez@dor.state.ma.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sean R. Cronin".

Sean R. Cronin
Senior Deputy Commissioner

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INTRODUCTION

At the request of the Selectboard, the Division of Local Services (DLS) Financial Management Resource Bureau, with the assistance of staff from the DLS Bureau of Accounts, completed a financial management review for the Town of Wellfleet. The request was made because over the last few years, Wellfleet has labored to provide steady leadership, financial stability, proper procedures, and an environment that fosters communication and collaboration among professional staff, boards, and committees.

The scope of our review involved examining the structure of Wellfleet's financial offices, the responsibilities of office holders, and the coordination and communication within. We also reviewed the budget and capital planning processes and how financial information is brought forth to the community and authorized at town meeting. In reviewing the town's financial management practices, we have focused on the finance department in the context of the duties and responsibilities of financial officers, financial planning regarding policies and the capital planning processes, and general efficiency of financial operations.

The following report provides recommendations based upon interviews with policymakers, senior managers, and department staff, including the team of retired officials providing interim services. We gathered and examined information and historical financial data from various documents, including town meeting warrants, budget documents, tax recapitulation sheets, balance sheets, and other financial records. Additionally, we reviewed the town's charter, bylaws, and locally accepted statutes, as well as its independent audit reports, annual reports, and credit rating profile.

OVERVIEW

Wellfleet was incorporated in 1763 and is located some 45 miles into the Atlantic Ocean on outer Cape Cod. The town is a quaint residential seaside resort community with a year-round population estimated at 3,500, which swells to more than 20,000 during the summer as tourists flock to the beaches, spring-fed ponds, shops, and restaurants. The town is home to the Cape Cod National Seashore headquarters and the Massachusetts Audubon Society Wildlife Sanctuary. Approximately 61%, or 8,000 acres, of the town's 20 square mile boundary resides within the Cape Cod National Seashore Park. Although Wellfleet continues to grow and develop, the existence of the National Seashore has allowed the town to maintain its charm and natural beauty.

Government Organization and Operations

Wellfleet’s form of government is organized by a Home Rule Charter adopted on April 29, 1985, that provides an open town meeting-selectboard-town administrator form of government. The charter is supported by a combination of state statues and locally adopted bylaws. An elected five-member selectboard serves as the chief policymaking body and appointing authority for certain town department heads, boards, and committees. The town administrator is the chief administrative officer responsible for the coordination and supervision of all employees and departments. The town administrator is also responsible for creating the annual operating and capital budgets and oversees ongoing updates to the capital improvement plan. A change to the town’s charter in April 2019 strengthened the town administrator role by granting it additional appointing authority that now includes the finance team (accountant, treasurer, and collector), assistant town administrator, and other department heads and directors. A finance committee of nine members and two alternates is appointed by the moderator and approved by vote of town meeting.

Wellfleet’s charter also gives the town administrator the responsibility for managing the personnel system and enforcing the personnel bylaw - duties that are further detailed in the personnel manual and by job description but have been shared by various officials. The town recently hired a human resource director with the goal of consolidating human resources into a single office taking over the responsibilities designated to the town administrator, assistant town administrator, personnel board, and treasurer. This investment in a dedicated manager addresses the lack of proper personnel management and mitigates the town’s risk of unnecessary liabilities when it lacks a properly trained and dedicated personnel staff to address issues in a timely, professional manner, including complying with collective bargaining agreements, personnel policies, and federal, state, and local requirements.

Historically, town officials have been willing to amend the charter from time to time to accommodate the changing needs of the town. Unfortunately, certain changes have not been in effect because of the lack of stability in the administrative and other leadership positions whose roles are meant to spearhead and implement the policies and procedures defined by the charter, bylaws, and job description.

In the last ten years, there have been six town administrators with the current administrator being appointed in March 2022. During that same period, the town has had six assistant town administrators, nine town accountants, six treasurers, and two collectors. In FY2022, the accountant and treasurer positions were filled by consultants on an interim basis, both of whom continued in their consulting roles when the current treasurer and

Position	Office Holders
Town Administrator	6
Assistant Town Administrator	6
Town Accountant	9
Treasurer	6
Collector	2
Assessor	1

most recent former town accountant were hired in March of this year. The town accountant has since resigned his position and now, in less than a year, the ninth and current town accountant is a retired local official filling the role until a permanent accountant is hired.

Staffing municipal finance positions, particularly on the Cape, has been difficult. The recent spike in housing costs coupled with limited inventory across Cape Cod has only exacerbated a shortage of qualified local municipal officials. Without expanding the potential hiring pool, the current trend of shuffling employees from one community to the next intensifies this problem by creating recurring vacancies. As a result, communities are looking for ways to entice and keep personnel by offering higher salaries, remote working conditions, and additional benefits. Many are also engaging the services of a select few retirees and consultants as a temporary solution. For example, Wellfleet’s new town administrator and most recent former town accountant came from Provincetown, both in elevated roles than their previous positions. Unfortunately, the town accountant has since returned to Provincetown, leaving Wellfleet once again without a permanent town accountant.

Wellfleet’s staffing issues have nurtured the environment for financial difficulties. Over the last three years, financial reporting to the Division of Local Services has been inaccurate and incomplete. The FY2020 and FY2021 year-end balance sheets and accompanying documentation, for example, were not completed for free cash certification due to the fact that the annual audit could not be completed, which was caused by the Town’s inability to close its books. The records for this period required the services of the two interim consultants at significant cost to the taxpayers to reconstruct the general ledger and verify conversion balances for FY2020, then reconstruct FY2021, while maintaining then closing FY2022, and finally assist with FY2023 financial operations. FY2022 is not closed, and cash and receivables are not reconciled to the general ledger resulting in the balance sheet and other information for FY2022 to be pending as of this report. This must all be completed and approved for free cash certification.

Fiscal Year	Date Certified	Amount
2010	02/12/2010	391,427
2011	02/18/2011	494,538
2012	01/12/2012	1,348,259
2013	02/22/2013	1,413,560
2014	01/29/2014	1,674,927
2015	10/01/2014	1,096,258
2016	01/08/2016	1,412,819
2017	04/07/2017	1,535,518
2018	03/06/2018	816,344
2019	09/20/2018	1,118,898
2020	06/15/2020	823,431
2021	Not submitted	0
2022	Not submitted	0
2023	Pending	

Free cash can only be appropriated by town meeting once certified by DLS; therefore, the certification date only becomes important when there is a desire to fund expenses from free cash. Historically, Wellfleet’s free cash has been certified during the budget process for appropriation at the spring annual town meeting. Finally, the Schedule A, a year-end statement of revenues, expenditures, and certain balance sheet information that is due annually by November 30, has not been completed for FY2022. Failure to submit the Schedule A typically results in state aid being held beginning with the February distribution.

The town's unorganized and mismanaged finances were such that the FY2022 budget process not started until March 2021. The FY2022 budget was itself not balanced when presented to town meeting. To set the tax rate, the town was required to consult with DLS to increase certain estimated receipts to a higher dollar amount that was reasonably achievable in order to prevent the town having to return to town meeting to reduce the budget. Contributing to this, departments tend to work in silos and many financial operations are paper driven and lack consistency, such as timesheets, accruals and turnovers, and some staff seem ill-equipped and not properly trained. Professional staff lacks assurance within town hall and a fiscal fall-out has affected public confidence in those who manage the town's finances.

Some of the other recent financial problems that have been addressed to varying degrees but require institutional changes to prevent recurrence include:

- Poorly executed conversion to the VADAR Systems financial software. The activity was not documented with a detailed crosswalk of accounts to verify account balances were properly transferred. This resulted in the beginning FY2020 balances not equal to the previous year ending balances and an inability to reconcile cash and accounts from that point forward. This conversion initiated a total destabilization of the town's finances.
- Deficiencies cited in the FY2020 audit performed by Powers & Sullivan, LLC, the town's independent auditor. That audit identified a lack of cash reconciliations as a material weakness and the firm provides 14 other comments related to deficiencies in proper financial management and controls, including:
 - The accounting office's responsibility to maintain proper controls over the general ledger and prepare the financial information needed to compile financial statements.
 - Difficulty of getting information regarding account balances and transactions on the general ledgers or on the financial statements.
 - The need for qualified individuals for the roles and responsibilities of all the finance offices.
 - Nonconformance with generally accepted accounting practices.
- Breach of internal controls in the treasurer's office due to a lack of reconciliations of the bank balances to the cashbook and subsequently to the accountant's general ledger.
- Notice from the Securities and Exchange Commission (SEC) for violating continuing disclosure requirements required when issuing municipal bonds.

Managing the day-to-day finances continue to be a challenge. Most immediately, the general ledger for FY2023 must be reconciled with both the treasurer's and collector's records, the financial reporting for FY2022 must be completed and submitted to DLS for free cash certification, and the audits for FY2021 and FY2022 need to be completed by the independent audit firm. On the horizon is managing the Herring Run project. This \$60+ million project involves federal grants, which require additional reporting and audits. Also, the town's purchase of Maurice's Campground is another challenge to the financial team. The team will need resources and support.

To this end, Wellfleet needs to ensure that its financial offices have the people and resources necessary to ensure that the books and records of the town are being maintained in accordance with internal policy and with legally prescribed external requirements. Hiring both a town accountant and either an assistant town accountant or administrative assistance is key. Given the history with the VADAR conversion and the two-year record correction and clean-up, it is imperative that Wellfleet hire a seasoned accountant, preferably with VADAR experience.

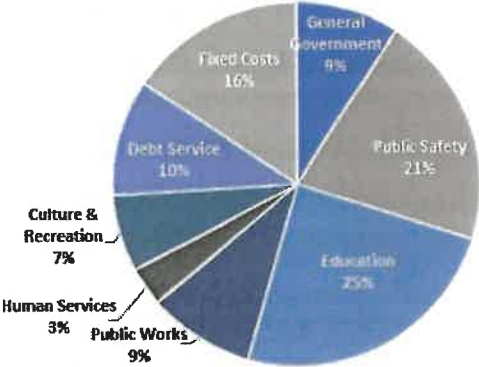
Financial Condition

To further understand Wellfleet's financial condition, it is important to look at the community's fiscal health across key areas. A review of the town's historical data tells the story of expanding budgets, constrained finances, and the taxpayer's willingness to grow the budget to increase public safety, school programs, and fund various capital purchases. It also brings to light an ever-increasingly risky pattern of relying on the annual town-wide support to increase the tax base in order to provide services.

The town's operating budget funds the full range of municipal services customary for communities of its size, including police, fire, and public works departments, a town library, senior center, and public education. Wellfleet provides kindergarten through fifth grade education at the Wellfleet Elementary School. Students in grades six through twelve join students from Brewster, Eastham, and Orleans to attend Nauset Regional School District for middle and high school with a small number electing to attend the Cape Cod Regional Vocational Technical for high school

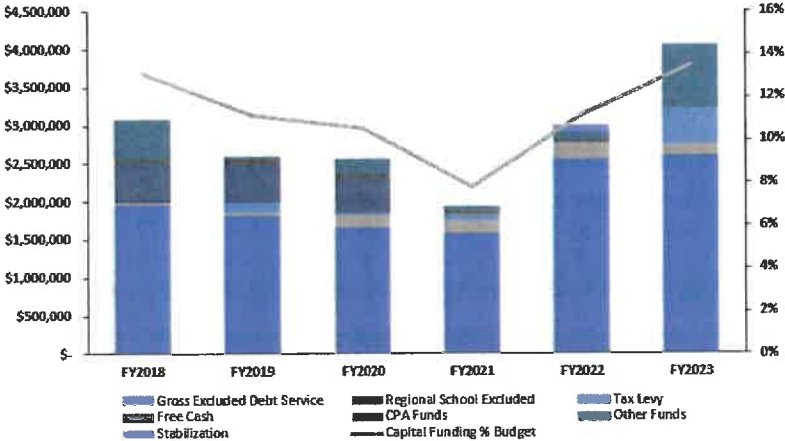
Wellfleet appropriated \$26,062,539 in general fund expenditures for FY2023, with education being the largest cost center at \$6.4M, followed by public safety a \$5.4M, fixed costs (e.g., employee benefits and insurance) at \$4.0M, debt service and human services and culture each at \$2.7M. The remaining \$4.8M is split evenly between the general government and public works. The town also invested an additional \$1.3M for capital purchases in the current fiscal year.

FY2023 General Fund Expenditures

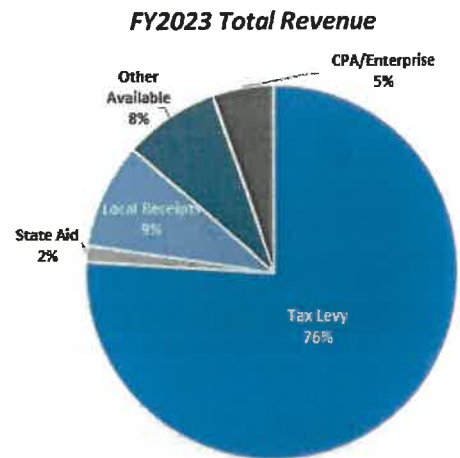


Compliant with the charter, Wellfleet has maintained a five-year capital improvement plan, and where meaningful, extended it to a ten-year plan. Sources to fund the annual capital budget include the tax levy, free cash, and other available funds such as ambulance and beach receipts. By far, the largest source of funding is excluded debt, or exempt debt as it derives its funding from levy amounts exempt from Proposition 2½ limitations. Over the last six years, all debt service has been funded through voter approved debt exclusions, which includes town authorized exempt debt for the Nauset Regional and the Cape Cod Regional Technical Schools.

Capital Funding Sources FY2018 – FY2023



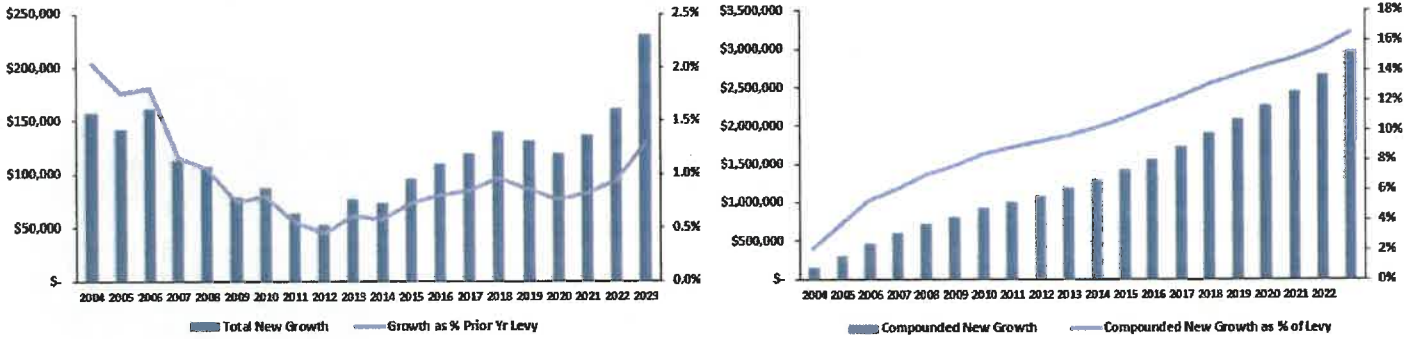
The FY2023 total operating budget, including the general, community preservation, and enterprise funds is \$30,747,491. The largest portion was funded from the tax levy at \$23.4M, while \$2.8M came from local receipts (e.g., motor vehicle excise, property rentals, and licensing and permitting fees), \$2.5M from other available funds (e.g., beach, ambulance, and previous appropriations), and the remaining \$2M from state aid, community preservation, and the marina and water enterprise funds. For most communities, state aid is a critical revenue stream; however, the state aid received by Wellfleet is more than offset by assessed charges for various programs and services, the greatest of those being the Barnstable County assessment and school choice sending tuition.



Taxes levied on Wellfleet’s residential class make up 96% of the tax levy. The town’s desirability is reflected in the average assessed value of its single-family residences, which have increased by over 50% in the last five years, from \$612,607 in FY2018 to \$917,868 in FY2023. These escalating values and reliance on residential taxes to fund the growing budget formed the basis for the selectboard to adopt the residential exception beginning in FY2019, which shifts the residential tax burden from owners of moderately valued properties to owners of vacation homes, higher valued homes, and non-owner-occupied residential properties. This results in a higher overall residential tax rate but reduces the tax burden on those who qualify for the exemption. In FY2023, the residential exemption reduced assessed values for qualifying properties by \$198,510. Despite this, however, average single family tax bills have increased close to 40% in the last six years, from \$4,399 in FY2018 to \$6,088 (with the shift) in FY2023.

New Growth - New growth represents additional value added to the property tax base from new construction or improvements to existing properties and other additions to the tax rolls and is often a bellwether for real estate development activity in a community. In turn, it provides for additional growth in the tax levy under Proposition 2½. Wellfleet’s new growth figures mirror those of the overall Cape Cod’s limited availability for development (e.g., construction of new single-family home developments and commercial areas). On average, the town’s new growth represents less than 1% of the prior base tax levy. Although when compounded over time, new growth represents close to 17% of the prior tax levy base since 2004.

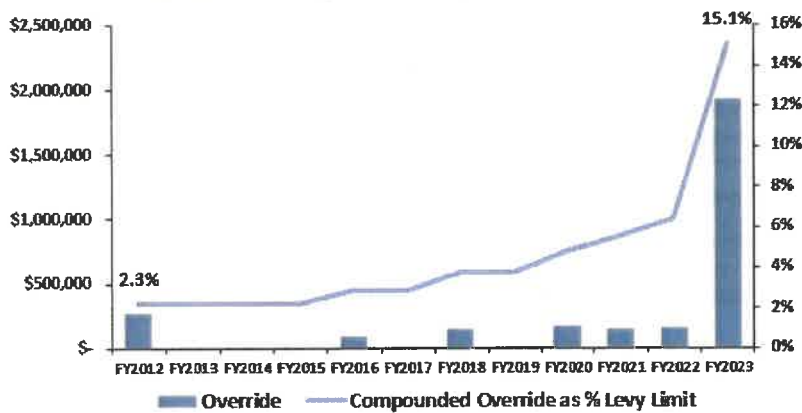
New Growth as Percentage of Tax Levy Base FY2004 – FY2023



Proposition 2 ½ Overrides and Exclusions – In addition to the automatic 2.5% increase and any increase due to new growth, communities can increase the tax base in order to supplement annual and capital budgets through voter approved overrides and exclusions. The levy limit override, which permanently increases the levy limit base, is voted for a specific purpose only for the initial year. In all subsequent years, it is included in the tax levy to use for any municipal purpose. A debt or capital exclusion is a temporary increase to the levy to finance a specific capital expenditure. The specific amount required for that year is added to the total tax levy and lasts only for the period to pay the capital acquisition or years of debt service.

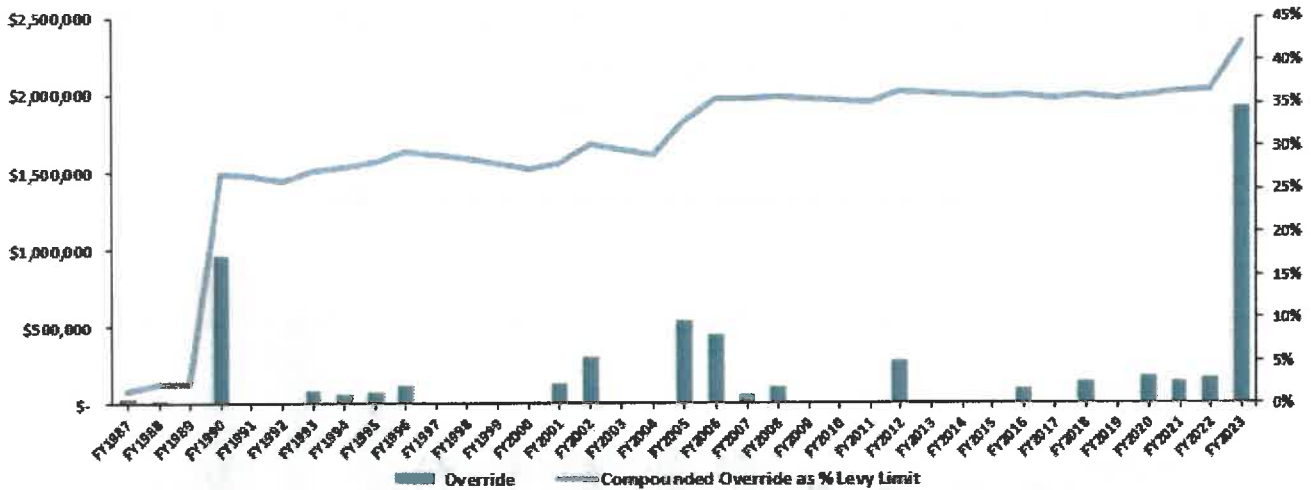
Wellfleet, over the past four fiscal years, has taxed to its capacity and has increasingly relied on Proposition 2½ overrides fund operations. This growing dependance on overrides, as well as debt exclusions for capital purchases, is a cause for financial concern. In the last 12 years, taxpayers have approved 15 of 19 override requests, including six for the current FY2023 budget. The town’s permanent overrides in total represent \$3.1M, or 15% of the \$20,540,850 tax levy base, reflecting the effect of compounding. The purpose and value of the overrides coincides with the largest portions of the budget – education and public safety.

Overrides as Percentage of Tax Levy Base FY2012 – FY2023



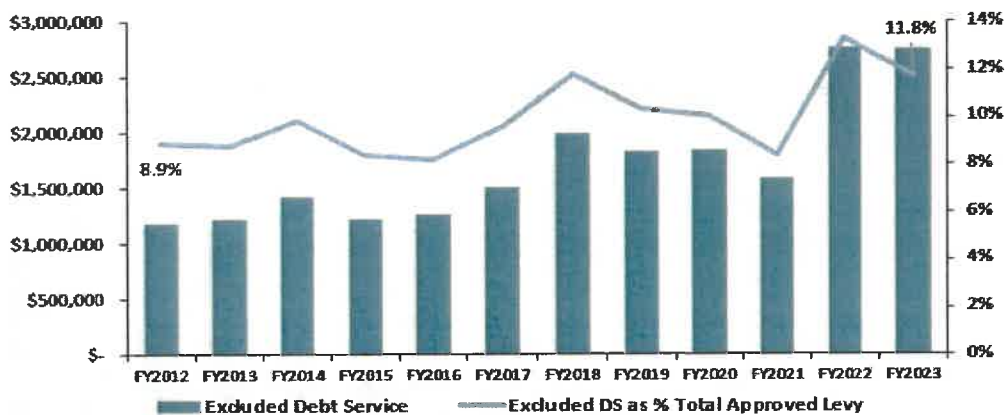
A look further back to the first override in FY1987 reveals a long history of reliance in excess of the tax levy. The town added to the base in 20 of the last 37 years, totaling \$8.6M or just over 42% of the levy.

Overrides as Percentage of Tax Levy Base FY1987 – FY2023



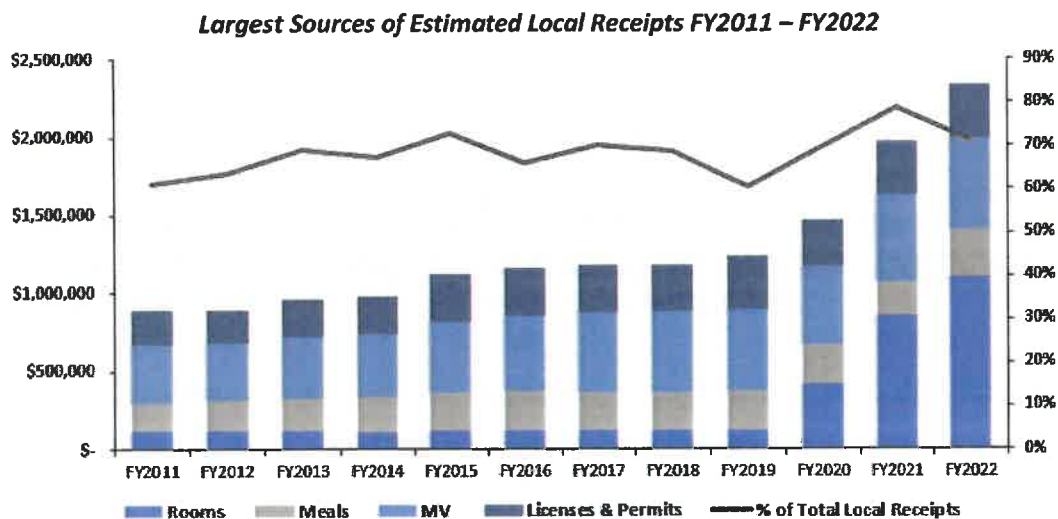
Wellfleet’s debt exclusions over the years have funded new buildings, renovations, vehicles and equipment, and water infrastructure. Added “on top” of the tax levy, exclusions now represent an additional 12% to the total tax levy. Not yet reflected in the levy is the debt service on the recently borrowed \$6.5M issued to purchase the Maurice’s Campground and the just authorized \$38.1M for the Nauset Regional High School renovation and expansion.

Debt Exclusion as Percentage of Total Tax Levy FY2012 – FY2023

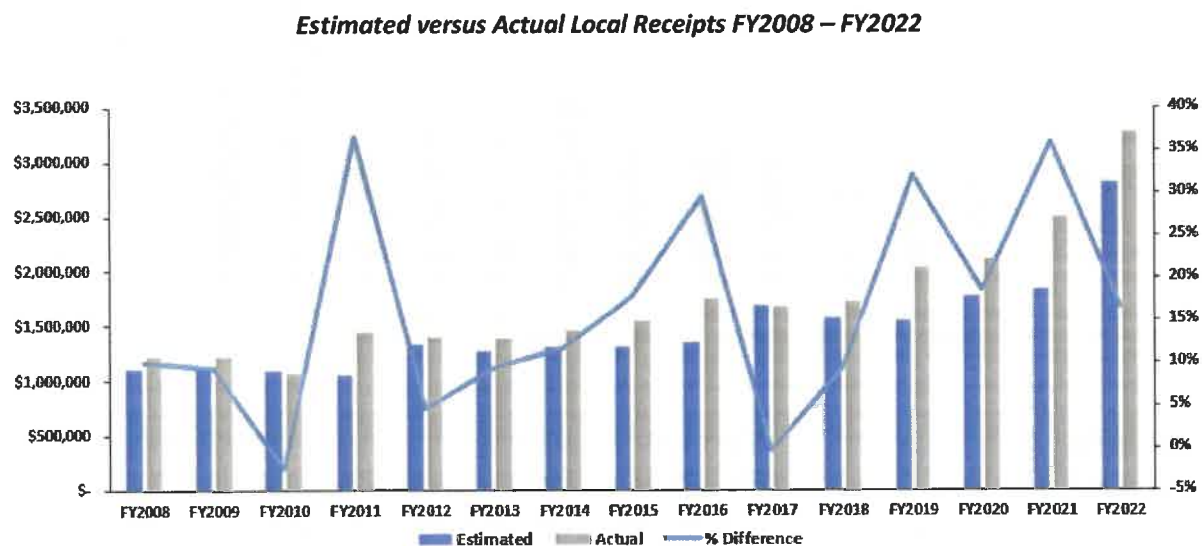


Local Receipts – Local receipts are locally generated revenues other than real and personal property taxes that include motor vehicle and other excises, penalties, interest, investment income, fees, and charges. Local receipts generally reflect the health of the local economy and are a source of new revenue. In the last ten years, Wellfleet’s local receipts have more than doubled and currently

represent 9% of the total operating budget. Counter to the expectations that certain revenue, like rooms and meals tax money, would be heavily impacted by the COVID-19 pandemic, revenue associated with the town's robust tourism and recreation eclipsed motor vehicle excise as the largest portion of Wellfleet's local receipts. This trend first accelerated in FY2020 when room occupancy excise began being applied to short-term rentals, and then again when residents voted to raise the room occupancy tax from 4% to 6% beginning in January 2022. The largest four sources of local receipts consistently represent close to 70% of total available local receipts revenue.

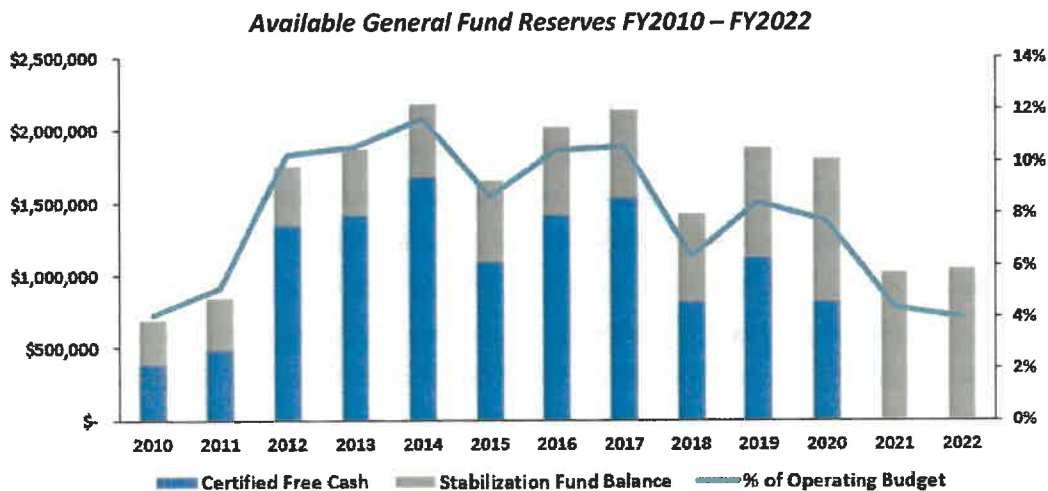


Local receipts have a direct effect on a community's fund balance. Wellfleet's budget process generally has resulted in actual revenue in excess of estimates, thereby creating a positive year-end result.



Financial Reserves – Wellfleet’s reserves consist primarily of general “rainy day” general stabilization funds and free cash. Free cash represents the remaining, unrestricted funds from operations over the previous fiscal year including any unexpended prior year free cash, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Free cash must be certified annually by the Division of Local Services before it can be appropriated by town meeting.

As a matter of best practice, it is recommended that combined reserves amount to at least between 10 - 15% of the operating budget, or more for smaller towns. Wellfleet has been proactive in building its reserves over the last several years, beginning with a low of less than 3% in FY2007 to a high of 11.7% in FY2014. The town has exceeded the 7% generally recommend target balance until recently when it appropriated over \$500,000 to fund the FY2022 general fund budget and \$125,000 was used to cover one-time expenses. This, coupled with two years of no free cash, leaves the balance significantly lower than the recommended target. In anticipation of getting its free cash certified, a town meeting article to transfer a portion of free cash to the general stabilization fund was on the two most recent town meeting warrants to replenish these funds. A similar article is expected to appear at a town meeting once free cash is certified.



To supplement Wellfleet’s general stabilization fund, the town has authorized three special purpose stabilization funds: capital, harbor dredge, and marina. A funding source for the capital stabilization fund was not initially identified and there have been no transfers to the fund to date. However, a Home Rule Petition has been filed to establish a real estate transfer fee¹ from which the first \$50,000 collected each fiscal year will be deposited into this fund with remaining funds go into the town’s affordable housing trust. The marina stabilization is funded annually through the corresponding

¹ Bill H4648 stalled in the last legislative session waiting for a second reading (May 25, 2022)

enterprise fund, while the harbor dredge fund has not received new funds since an initial \$10,000 infusion. This year, Wellfleet has authorized two additional special purpose funds, one for affordable housing and the other for mixed income housing. Indented to support Wellfleet's housing initiatives, these funds will split the revenue generated from the community impact fees for short-term rentals².

Conclusion

Plagued by high employee turnover and lack of definitive leadership, Wellfleet has been severely impacted across all of its financial offices that has resulted in years of distress, inconsistent financial planning, and a loss of community confidence. One recent bright spot was the AAA rating upgrade award by Standard and Poor's, but this was largely driven by the community's overall wealth factors and is not indicative of the deeper financial management issues. The ongoing struggle with finding and retaining personnel in key finance positions and the town administrator role has impacted its ability to create the annual budget, fund capital purchases, set the tax rate, and present timely, accurate financial reporting.

While these challenges are not likely to be resolved quickly, there appears to be a genuine interest among policymakers and leadership alike to bring financial and operational stability to the town. Wellfleet's recent hire of a seasoned local official as its town administrator brings new energy and a fresh, local perspective. Likewise, the hiring of a human resource professional is a further step towards addressing personnel matters and will allow the treasurer to focus more on the office's core responsibilities. The town's willingness to engage consultants with vast amounts of municipal government experience in various financial roles has supported the financial operation and provided much needed training. However, there needs to be a change whereby instituting standards and fostering an environment of accountability matters to restore pride and confidence in Wellfleet. This will require all involved, from top policymakers on down, to display a sense of diligence and responsibility for changing the narrative and restoring the community's financial management reputation.

On the following pages, we offer operational and financial best practice recommendations designed to improve operations, which will assist with the rebuilding of public confidence.

² 3% impact fee effective October 1, 2022

RECOMMENDATIONS

FINANCE DEPARTMENT

1. Appoint a Finance Director and Consolidate Financial Operations

Wellfleet, first and foremost, needs to focus on the town's finances and financial operations. Therefore, we strongly recommend the selectboard appoint an experienced finance director dedicated to providing oversight of the town's financial management activities. The ongoing struggle of Wellfleet's financial team to meet its statutory responsibilities and achieve departmental goals are well known. As a senior manager, the finance director's overall mission would be to coordinate the town's financial management, monitor its fiscal health, analyze data for long-range planning, and keep policymakers and administration continually apprised on financial activities. Along with supervising and directing the activities of finance department managers, this individual would assist the town administrator with developing the annual operating and capital budgets, along with drafting, analyzing, and advising on financial policy and strategies and being an expert resource for the selectboard. Coalescing the accounting, treasury, collection, and assessing functions, a finance director would:

- Coordinate the work of the finance team
- Provide timely direction and oversight on financial matters
- Ensure the regular reconciliation of cash and receivables
- Maintain effective internal controls
- Ensure timely fulfillment of internal and external reporting requirements, including to DLS
- Manage the custody, collection, disbursement, and investment of town funds
- Oversee payroll and accounts payable in conjunction with the treasury office
- Advise and support boards, committees, and policymakers on financial matters
- Facilitate the annual audit engagement and develop and monitor corrective action plans
- Assist the town administrator in preparing multiyear revenue and expenditure forecasts
- Monitor progress of capital projects
- Compile personnel costs for the annual budget

We propose Wellfleet achieve this in two phases. In towns the size of Wellfleet, the financial director often serves in a dual role combined with either the town accountant or treasurer and/or collector. However, because of the fragility of Wellfleet's financial operations, someone functioning in a dual role is ill-advised at this time. Alternatively, we suggest that the town start by seeking out and sharing a seasoned finance director from a nearby community or by engaging a retired professional with the

necessary time and experience. Possessing leadership, teambuilding, strategic management abilities, and working knowledge of the VADAR financial management system, an experienced finance director would not just supervise the finance team, but mentor each of the office holders so that they can work independently to achieve their office's goals and collaborate to serve the finance team.

Next, we recommend that Wellfleet formally create a consolidated finance department with the offices of the accountant, treasurer, collector, and assessor all under the supervision of the finance director. By codifying this change, the town will display a recognition to the importance of interdepartmental coordination and a dedication to normalizing the financial operation. We suggest Wellfleet work with their town counsel to formally recognize the finance department in the charter and associated bylaws. A job description should also be developed.

2. Combine the Treasurer and Collector Offices

We recommend that the offices of the treasurer and collector be combined. A large and growing majority of communities in the Commonwealth, as well as every other Barnstable County community, have adopted this combined structure because of the parallel job responsibilities and efficiencies by having all receipts collected, counted, posted, deposited, and managed in one central place. A combined treasurer/collector's office helps to ensure that all appropriate internal controls are being properly and consistently applied to mitigate the risk of errors or fraud. This structure in Wellfleet would require an appointed assistant treasurer/collector and possibly an additional staff member to meet fluctuating office demands, especially during tax time. Fundamentally, the combined office will allow the town to segregate cash management functions, provide coverage during vacations or other employee absences, and with proper training, provide a natural succession plan for the treasurer/collector.

We have found that establishing the finance director and combined treasurer/collector positions generally gives a community a competitive edge in recruiting and maintaining well-qualified managers. Because of the difficulties finding candidates due to location, cost of living, and an overall state-wide shrinking pool, the positions are usually more attractive with the management of greater work volumes, responsibilities, and subordinates, thereby justifying a higher salary. Fortunately for Wellfleet, its town charter already recognizes a single treasurer/collector position. We provide an organization structure and key responsibilities for a consolidated department in the Appendix.

3. Seek Municipal Finance Professional Development and Training

We recommend that Wellfleet develop a proactive and systematic approach to professional development and training for its finance team and related finance boards and committees. With

appropriate investing of time, energy, and funds into employee development, the finance team can improve customer service, create efficiencies through appropriate delegation, and assure smooth succession planning. Expanding training to related boards and committees fosters a team approach with various offices by establishing an understanding of their responsibilities and interrelationships.

The town administrator should meet with the finance department employees individually to discuss the breadth of their skills and identify any gaps in an employee's knowledge. These meetings can ultimately serve as a foundational rung on a career ladder, marking progress throughout an employee's continuing professional development. The departments should also dedicate time to hands-on cross-training, especially in critical areas like payroll processing and interdepartmental reconciliations.

Furthermore, DLS recommends the town support attendance at conferences and trainings provided by the associated local government professional organizations (i.e., Massachusetts Collectors and Treasurers Association, Massachusetts Accountants and Auditors Association, Massachusetts Association of Assessing Officers, and their regional counterparts). Likewise, we encourage attendance at general trainings sponsored by the Massachusetts Municipal Association, as well as those specifically offered to selectboards, town managers and administrators, and finance or warrant committees. Training provided by DLS, including online resources available in the [Municipal Finance Training and Resource Center](#) and in-person at events like the Municipal Law Seminars, are another valuable resource for all finance officials. By attending the meetings and trainings of these groups, municipal public servants can gain concrete, functional information, receive instruction on new best practices in their fields, and interact with and exchange practical tips with their local government.

4. Implement Standard Financial Reporting

Wellfleet's policymakers, committee members, and department heads would benefit from regular financial reporting. We recommend that the town administrator and accountant meet to discuss what reports should be generated, to whom they should be sent, and by what method. At minimum, these standards would encompass monthly reports of expenses and periodic reports of revenues. We further recommend that the town administrator and a member of the finance team hold quarterly financial briefings at a joint meeting of the selectboard and finance committee. By holding periodic briefings tied specifically to Wellfleet's finances, both boards will be better informed as where year-to-date budget to actuals stand, the town's overall fiscal health as measured by specific indicators, and any other issues or future matters that might impact the community's financials.

- Monthly reports - Required by statute, monthly expenditure reports are used to apprise department heads and policymakers of running expenditure totals by department in

relation to the total amounts appropriated for each. These reports are integral to analyzing, prioritizing, and managing spending, particularly as the fiscal year is ending and unexpended turn backs emerge. Ideally, all departments, committees, and boards with spending authority should have access to their VADAR accounts. The town accountant should send monthly emails alerting department heads to review their expenditure reports online and, in return, confirm their review along with identifying any discrepancies within a set two-week timeframe. For departments without access to the VADAR, the town accountant would send the same notice and the department's system generated report. Information the departments should review include the general, special revenue and enterprise funds.

- Quarterly revenue reports - Comparing actual revenue collections to budgeted revenues for departments and policymakers on at least a quarterly basis provides useful management information. Such reports offer meaningful insight into fiscal year trends, give early warning of revenue shortfalls, excesses, and assessing the need for midcourse budget adjustments. Revenue data is valuable for making forecast estimates during the budget process.
- Annual reporting – Several reports are required by DLS related to closing the town's books including snow and ice data sheet, community preservation reports, combined balance sheet and supporting documents, Schedule A, statement of indebtedness, Treasurer's year-end cash report, cash reconciliation report, and schedule of outstanding receivables.

The annual audit of the town's financial records is intended to verify that these records are maintained in accordance with the law, but also reassure residents and build public confidence in government. We recommend the selectboard and finance committee hold an audit exit conference to review the audit report, findings, and management letter comments. Directed by the Securities and Exchange Commission, the town, by issuing bonds, has an obligation to meet annual continuing disclosure standards that reflects the financial health and operating condition of the town or occurrence of events that may impact key features of the bonds.

Additional joint selectboard-finance committee meetings can serve as a platform to measure metrics specifically tied to Wellfleet's overall financial health or to review and reinforce the town's formal financial policies and what might need to be amended. Another opportunity for financial reporting is at the beginning of the budget season where the town administrator and town accountant present the five-year forecast. By discussing and responding to questions about the relationship between town's projected revenues and expenditures for the upcoming year, the selectboard and finance

committee can help inform the town administrator as to what the budget message to departments might look like for the ensuing year.

5. Institute Financial Management Team Meetings

We recommend that the town administrator hold regularly scheduled financial team meetings. Financial management team meetings institute a layer of oversight by providing the opportunity to discuss the town's fiscal issues and review progress on reconciliations, reporting, and other financial goals and objectives. For example, meetings would be an opportunity to review upcoming deadlines and responsibilities surrounding town meetings, financial forecasting, revenue and expenditure monitoring and adjustments, capital financing, free cash certification, and year-end closing. These meetings reinforce a team environment by enhancing lines of communication and providing a forum to raise and resolve interdepartmental issues while underscoring how each office is dependent on the performance of the others.

Led by the town administrator or finance director, meeting participants should include the town accountant, treasurer, collector, and town assessor. Occasions may arise in which additional managerial, analytical, or administrative support is necessary and might include the town clerk, human resource manager, IT support or other department heads as needed.

FINANCIAL PLANNING

Wellfleet's charter details the annual budget process. The budget process begins with the selectboard's requirement to issue a budget policy statement articulating the town's priorities and goals for the upcoming budget process and a comprehensive annual budget calendar. The charter gives the town administrator full responsibility for assembling, preparing, and then presenting the annual operating budget to the selectboard and finance committee.

The town administrator is expected to prepare a budget message consisting of an outline of the proposed financial policies of the town for the ensuing fiscal year, describing the important features of the budget, identifying any major changes from the current year financial policies, expenditures and revenues, together with the reasons for such changes, a summary of the town's debt position, and any other material as may be deemed appropriate.

The selectboard then meets to adopt an updated budget policy that is accompanied with a set of fiscal management goals and a detailed calendar with actions, milestone dates, and responsibilities. For FY2022 and FY2023, the interim town administrator prepared a simplified budget analysis describing the revenue sources and highlighting certain proposed expenditure or service changes, including any challenges for current and proposed budgets. Departments then present their budgets to the selectboard for approval.

The town administrator consults with the finance committee, which is responsible for developing the annual five-year Capital Improvement Plan³. The Plan includes a summary of its contents, a list of all capital improvements proposed to be undertaken during the next five fiscal years, together with supporting data, cost estimates, methods of financing, and recommended time schedules, and estimated annual cost of operating and maintaining the facilities constructed or acquired.

While the charter and policy requirements are being met, Wellfleet's budgeting process has been very difficult over the last several years, primarily because the town's budget routinely exceeds the available resources necessitating tax levy overrides. Moreover, the capital budget is typically funded using debt exclusions, which further increases the financial burden on taxpayers. The following recommendations center on the town's long-term financial planning.

6. Develop a Financial Plan

³ Wellfleet's charter Section 7-5 requires a five-year plan. The recently adopted Capital Improvement Plan policy calls for a ten-year plan.

In an effort to establish a sustainable financial strategy, we recommend that Wellfleet develop an integrated multi-year financial plan. The plan should bring together formal financial policies, the analysis informed by the long-range financial forecast, and the capital improvement plan, resulting in the presentation of the annual budget. By connecting these foundational elements, the budget can adequately deliver on the town's needs and priorities and support community programming while mirroring the town's values. Ideally, this should all be part of the finance director's responsibilities. Absent that role it should fall to the town administrator.



Financial Policies: Policies provide instructive guidance for promoting sound, consistent fiscal planning, and effective financial management. In September 2022, the selectboard adopted a series of financial, human resource, and personnel management policies as a single comprehensive document. We commend the board for taking this important step for Wellfleet's financial stability. More important than having policies, however, is ensuring that they are developed in such a manner that they can be adhered to as a way to maintain consistent financial management and proper internal controls. DLS has prepared financial policies for a number of communities, which may be found [online](#), and support the town's effort, so we make the following recommendations to clarify and strengthen the adopted policies.

- **Accountability:** Clearly designate responsibilities for the actions in each policy. Make sure the positions detailed in the document exist. For example, several policies reference a treasurer/collector. Currently, the town does not have this title role.
- **Benchmarks:** Define the parameters and metrics for meeting policy goals.
- **Streamline the document:** Limit the financial management document to financial policies directly applicable to the financial offices. While the other policies are important (e.g., human resources, personnel planning) and may have a financial component, the financial planning and operations document should focus on core financial activities.
- **Eliminate redundancies:** Review the policies for repetitive activities. For example, reconciling the cashbook to the bank and reconciling receivables are in two separate policies.
- **Summarize:** Several policies call for the appropriation or reservation of funds and targets. The total scope of reserves is unknown when spread across multiple policies. Additionally, the capital financing and debt management each have targets. If the policies are not taken together, the point may be lost.
- **Distribution:** For any adopted operational policy, ensure that it is distributed to all applicable parties, including all relevant department heads.

- Effective date: Maintain a schedule to review the policies, at least every two to three years to keep them current and applicable.

Capital Improvement Plan: Several policies regarding capital planning are included in the recently adopted manual. A comprehensive capital planning program should be shaped by clear, consistent standards and spending priorities. As one of the more important responsibilities of local government, an effective capital plan serves as a tool to manage risk and maximize the value of town assets by maintaining service levels, protecting the health and safety of the community, supporting future development and growth, and enhancing the local quality of life. The responsibility for developing a multi-year capital plan is given to the town administrator based on standard set by the finance committee. Additionally, the town administrator, with the assistance of the DPW and applicable inspectors, is tasked with maintaining an inventory of all capital assets and inspection of all town buildings.

A FY2023 selectboard goal is to establish a capital planning committee. We agree with this selectboard objective and believe such a committee will help to define the capital program and develop a coordinated strategy for the town's long term capital needs. Capital improvement committees appear to work best when members include a mix of town department heads and knowledgeable residents, with the town administrator as an ad hoc member. The responsibilities of a capital planning committee and process might include, but not be limited to:

- Maintaining the inventory of existing town facilities, real estate, and other assets (condition, life span, utility, maintenance schedule)
- Determining the status of previously approved capital projects
- Assessing the town's financial capacity (available reserves, borrowing limits)
- Soliciting, completing, and evaluating project requests and recommending projects in order of priority
- Developing a financing plan for recommended projects consistent with policy targets and goals
- Adopting a long-term capital improvement program and updating it annually
- Monitoring approved projects

Long-Range Forecast: A multiyear forecast serves a useful management and policymaking tool that allows local officials to evaluate the impact of various government decisions and policy choices over time. It includes reasonable assumptions that must be evaluated and updated to reflect changing circumstances and events thus providing a fair representation of the town's fiscal future to help guide the budget and strategic planning process. It offers an opportunity to evaluate the impact of budget choices, including wage and benefit changes proposed during the collective bargaining process.

In fall 2021, DLS developed and presented a comprehensive five-year forecast for the town. Unfortunately, Wellfleet was unable to provide the necessary compensation data for DLS to complete the personal services portion of the template, hence this forecast has not been reviewed or used. We recommend instituting a complete forecast, either beginning with what was previously provided or using another tool. In lieu of a finance director, this responsibility should fall to the town administrator and town accountant. Adherence to the town's newly adopted Personnel Policies and Labor Contracts and Position Control & Vacancies policies will promote an accurate representation of the future personnel costs which are by far the largest segment of the operating budget. Given the town's propensity for tax levy overrides, it is imperative that Wellfleet use a well-developed forecast to facilitate long-term thinking and guide a prospective budget process in times of rising costs and economic uncertainty.

7. Publish a Comprehensive Budget Document

To be compliant with the charter, we recommend Wellfleet publish a comprehensive budget document. A detailed, transparent, and user-friendly document should identify the services to be provided, the associated funding, and the rationale behind the key decisions for the annual operating and capital budgets. This puts in writing selectboard and finance committee budget discussions, departmental missions and requests, and provides context to town meeting for large financial requests that might also require a town-wide referendum. A well-organized budget document should clearly illustrate the resources that are available for appropriation, analysis of the decisions behind the appropriation of the resources, and the impact of decisions on the long-term fiscal viability of the town.

The town administrator is responsible for producing a budget document, which was achieved to various degrees in years prior to FY2021. Reviving a comprehensive document will be a time-consuming endeavor requiring many resources. We suggest the town administrator and finance team develop a framework to build the document over a series of years, first identifying the most important components policymakers and managers believe should be transmitted to the community, then building from there. As a starting point, a list of standards laid out by the Government Finance Officers Association (GFOA) in its Distinguished Budget Presentation Award program is included in the appendix.

8. Procure New Auditing Services

Independent audits are critical to sound financial management by providing a measure of assurance that town assets are safe and handled responsibly. Wellfleet first contracted with Powers & Sullivan, LLC to examine its financial statements in FY1996. Periodically, putting this service out for competitive

bidding is a sound procedural control to mitigate the risk of complacency that can develop with such a long engagement. It is good practice for municipalities to seek a fresh look at the town's bookkeeping and financial procedures by qualified outside experts.

The selectboard recently signed a one-year contract with Powers & Sullivan for the FY2022 audit, with plans to seek a different firm for future audits. Both the Government Finance Officers Association (GFOA) and Massachusetts Office of Inspector General⁴ recommend that municipalities change external auditing firms every five to eight years. We agree with this decision and recommend that the town administrator engage in a full competitive selection process to provide fresh perspective on bookkeeping and financial procedures.

When contracting for a new independent audit firm, Wellfleet should:

- Require a management letter with the opportunity to include the town's financial team response to any findings or recommendations by outlining proposed corrective action or improvement before the management letter is formally issued.
- Expand the current Report on Examination of Basic Financial Statements to an Annual Comprehensive Financial Report (ACFR) as defined by the GFOA. This report provides greater insight into the town's financial health by including summary information about the town, financial reports, and statistical information outlining financial trends, revenue and debt capacity, demographic, and other operating information.
- Compel the auditor to appear before the selectboard to discuss the results of the audit and what procedures or actions need to be taken to strengthen internal controls in the future.

9. Implement Annual Audit Corrective Action Plan

We recommend that the town implement a corrective action plan based off the results of the annual independent audit. While many of the specific findings reported in the FY2020 management letter⁵ have been addressed by the town's consultants, the root cause of the most serious issues was due to staff not performing the required functions of the positions. To avoid repeat findings and recommendations, the town administrator and the finance team should annually formulate a corrective action plan to address all findings and recommendations. The plan should indicate the remedial steps to be taken, who is responsible for them, and when the action will be completed. They should be implemented with a sense of urgency anytime high-level issues (material weaknesses) in

⁴ For guidance, see the Inspector General publication [A Local Official's Guide to Procuring and Administering Audit Services](#)

⁵ As of the date of this report, FY2020 is the most current available audit.

departmental operations are identified. The town administrator should be responsible for managing the plan and the selectboard should expect periodic progress reports.

10. Decrease Reliance on Excluded Debt

Wellfleet's primary source of capital financing has historically been voter approved debt exclusions. As a consequence, the town has no levy capacity for budgeted debt service. The town's pursuit of exempt debt as a primary capital funding mechanism is a risky strategy that works counter to desired objectives of levy stability and planning predictability. We recommend the town pursue a capital financing strategy that strikes a sound, predictable, and sustainable balance between debt and cash (i.e., "pay-as-you-go") funding options with the goal of decreasing the reliance on excluded debt.

Long-term debt is an appropriate, and within certain guidelines, the preferred source of financing for long-life assets and projects with cost thresholds that would otherwise be unaffordable to pursue in the near term. Further, the amortization of debt service over 10 to 30 years provides some equity among local taxpayers because project costs are borne among those who may move into or out of the town over time. When a town has access to the bond market at favorable borrowing rates, as is the case in Wellfleet, a low debt service budget can indicate deficient investment in capital assets.

Founded in policy, every community should establish the parameters for issuing debt, including when appropriate to issue exempt debt (e.g., for infrastructure or projects costing over \$1 million), along with a debt service ceiling to assure those expenses do not become detrimental to long-term fiscal conditions, squeeze out necessary operating expenses, or strain the affordability of taxpayers. Debt issuances should be planned for as a steady part of the community's within-levy budget with realistic, attainable goals to meet the target. It is important to maintain a prudent, consistent debt level so that as debt is retired, new debt is issued. Otherwise, the capacity to cover debt obligations within the operating budget can be replaced by other costs.

11. Adopt a Capital Targets Tool

A capital targets tool (see [template](#) on DLS' website) helps local officials monitor capital spending and policy goals by providing a means to track annual and projected spending on maintenance, equipment, and infrastructure. Strategic decisions can be made by tracking current and projected cash capital and debt service funding targets for future budget years. It serves to identify and direct funds to reserves as debt within the levy matures. For maximum efficiency, the capital targets tool should link to the financial forecast to enable the updating of revenue projections as new information becomes available.

FINANCIAL OPERATIONS

The accountant's office has a legal obligation to maintain Wellfleet's financial books and ensure compliance with proper procedures. In doing so, the department plays a critical role in the system of internal controls and statutory checks and balances established to safeguard local assets. To fulfill these responsibilities, office personnel prepare payroll and vendor warrants, maintain a general ledger to record receipts, expenditures, and other town financial activity, and reconcile cash, receivables, and debt with the treasurer and the collector.

The town accountant is a senior-level manager and custodian of the financial records. Along with the routine daily duties, the town accountant is responsible for annual tasks of assisting with the preparation of the tax recapitulation sheet, completing the Schedule A that itemizes revenues and expenditures, and submitting the year-end balance sheet required for free cash certification. The office includes an assistant accountant who is primarily responsible for processing the accounts payable warrant.

The treasurer, as the community's cash manager, has custody of all municipal money. Included is the responsibility to post and deposit town receipts into appropriate bank accounts and to monitor balances to ensure that sufficient funds are available to cover town obligations. Maintaining a cashbook, debt schedule, check registers, tax title and foreclosure accounts, and various logs to track balances for grants, trusts, revolving funds, and special revenue funds are essential functions of the treasurer, along with investing town funds to maximize investment income and meet cash flow needs. As a financial control, the treasurer is obligated to reconcile cash balances, debt, and payroll deductions on a regular basis both internally and with the accounting office. Wellfleet's payroll and employee insurance benefits are also handled through this department.

The town collector, along with the duties of a tax collector to receive property taxes, betterments, special assessments and charges added to and committed as taxes, is authorized to collect any other accounts due to the town. The collector has the responsibility to make certain that collections are properly counted, posted to taxpayer accounts, and turned over to the treasurer, and to pursue delinquent taxes using various methods and services. Critical to the position is maintenance of an up-to-date receivable control that is reconciled internally and then externally with the accountant on a monthly basis. Wellfleet issues property taxes on a semiannual basis, with bills expected to be mailed by October 1 and April 1.

The town accountant, treasurer, and town collector are all appointed by the town administrator. The charter permits one person to serve as both the treasurer and town collector, deeming it a single position.

The assessing office is directed by a selectboard appointed three-member board of assessors, with one member designated as the town assessor to staff the office and perform the daily responsibilities. This office is responsible for valuing all real and personal property in town and generating the commitments authorizing the collector to issue and collect real estate taxes and motor vehicle excises. The assessors annually review property assessments to ensure they reflect full and fair cash value, so that residents are taxed equitably and accurately. In addition, the assessors are responsible for determining the annual overlay amount, calculating annual new growth increases in the levy limit, preparing the tax recapitulation sheets and information and analysis for tax classification hearings and acting on all abatement and property tax exemption applications. Other duties of the assessors' office include reviewing land use tax incentives, updating tax maps and deed transfer information, maintaining property records, cyclical reinspection and other appraisal fieldwork, and responding to public inquiries.

Over the last few years, the town endeavored to modernize operations and increase transparency and information flow. In FY2020, Wellfleet switched to VADAR Systems financial software to manage the general ledger, added kiosks at the beaches to collect funds, and implemented online bill payments handled by City Hall Systems. In FY2021, Wellfleet began using Harpers payroll services' newly released Employee Forward Program, which is an online service where employees can access paystubs, deductions, and human resources forms.

We recognize there have been conversations regarding a conversion away from VADAR. This is understandable given the issues with both the VADAR conversion and finding an accountant who is an expert in using the software. However, we caution that the town needs a few years of stability before introducing another major change to the finances. Key to a successful conversion is beginning with complete and accurate records. On the plus side, the expectation is that by the end of FY2023 this will be completed. Without clear attention to all the financial offices, there is a likelihood that the finances will not stay this way. We suggest the finance officials review our guide to converting to a new financial system in the Appendix and carefully consider any decision to move forward.

In the following recommendations, we outline opportunities to improve the fiscal operations and procedures carried out in the town's finance-related departments. Some of Wellfleet's current operations conflict with generally accepted municipal finance best practices as recommended by DLS. Specifically, the lack of reconciliations both within the treasurer and collector functions and between those functions and the accountant are especially troubling. The lack of up-to-date reconciliations undermines the credibility and integrity of the town's financial position and cause recurring delays in closing the financial records, submission of required reports to DLS, and the preparation of the annual outside audit.

12. Conduct a Workflow Analysis and Create a Procedures Manual

We recommend the town administrator, or his designee, conduct a workflow analysis of all finance department procedures with a focus on leveraging available technology to maximize efficiencies and reduce duplicative tasks. One such process worthy of comprehensive review is payroll, ranging from time and attendance input to verification and finalization in the treasurer's and accountant's offices. Other areas warranting proper attention include revenue turnover, accounts payable warrant processing, online payment collection and reconciliation, and financial data and reporting.

This process should then be the basis for creating a procedure manual, which in and of itself can unearth previously unknown redundant controls and inform new risk assessment decisions based on the cost of sustaining particular controls or adding new ones. As initial efforts are undertaken to standardize various policies, formalizing a detailed list of responsibilities for all staff can become an invaluable operational resource. The manual should explicitly highlight internal controls and their function. These controls, which can be preventative or detective, include examples such as segregation of duties, approvals, authorizations, verifications, physical asset security, reconciliations, inventories, as well as policies and procedures themselves.

A well-conceived procedures manual provides guidance to financial management activities, serves as a reliable reference tool for staff, helps maintain services when there are unexpected employee absences, facilitates employee time-off, and supports the training of new hires. The manual should contain a combination of pertinent policies, statements of objectives, step-by-step instructions, and related software application screenshots. Once developed, these manuals should be stored electronically on shared drives for easy access so that procedures are consistent across departments for shared operations such as turnovers and purchasing. Tasks specifically referencing VADAR should be reviewed and revised by the responsible department with each VADAR update.

13. Modify and Reconcile the Cashbook

In order to have an effective system of internal controls, the treasurer is required to maintain a current cashbook and perform individual bank statement reconciliations with all reconciling items properly documented in a timely and accurate manner. The cashbook is the source of original entry for recording all receipts, deposits, transfers, and disbursements necessary for tracking the total cash position of the town. Since many accounting records flow from this primary source document, the cashbook is legally considered a permanent record and is a critical component of financial management. The absence of a complete and accurate cashbook and timely cash reconciliations creates a serious and immediate risk to the community with potentially dire consequences.

The treasurer is using an Excel cashbook provided by the consulting treasurer that is well organized and meets the rudimentary requirements to record activity. Important to any cashbook is that it follow sequential activity that can be verified against the daily bank account balances. We understand that the cashbook is up-to-date and reconciled to the banks through the first four months of the fiscal year. This is great progress over the last few years, but the cashbook is not reconciled to the general ledger. Reconciliation of the cashbook to the general ledger is the most effective internal control to ensuring the records are complete and accurate and a requirement for preparing financial statements.

If the treasurer is confident with the current cashbook and reconciliations are completed timely, then we support continuing its use. However, other options include using the cashbook included with the VADAR financial package or a stand-alone cash management system that integrates with VADAR. Regardless of platform, the cashbook must be effective for determining the town's cash status at any given time in order to provide accountability and proper management.

To achieve that, we further recommend that the treasurer update the cashbook daily to reflect the most current activity. This includes monitoring and verifying the actual bank activity to ensure the accuracy of transactions and balances. With the availability of online banking transaction and statement information, the treasurer has the capacity to view current activity and balances daily, enabling him to conduct internal reconciliations throughout the period without waiting for printed statements. Further, reconciling the total bank balance (by individual bank statements) to the total cashbook balance and identifying and documenting differences should be completed in sufficient time in order to make necessary adjustments prior to the end of the following period. These basic actions diminish the potential for unnecessary variances during external reconciliations with the accountant.

A system of regular reconciliations is necessary to maintain a consistently accurate picture of the town's cash standing. The treasurer and town accountant should institute a formal month-end reconciliation procedure to provide the town accountant evidence the cashbook is in balance. Specifically, we recommend that the procedures ensure that treasurer's cashbook balances are reconciled with the town accountant within 10 days of month's end. Copies of the bank statements should be downloaded, verified against the cashbook, and stored logically to maintain adequate records for annual audit oversight.

14. Reconcile Outstanding Receivables Monthly

We recommend that the town accountant and collector establish a monthly practice of reconciling outstanding receivables to the general ledger. The last report of reconciled receivables submitted to

DLS was as for FY2019, which was submitted 11 months after the period end. At this time, FY2022 has not been finalized with data entered by the collector and the town accountant reporting extreme variances. The treasurer also has responsibility for reconciling outstanding tax title accounts that are reported with the collector's balances. This balance also has a large discrepancy. Additionally, the FY2020 independent audit found no supporting documentation for outstanding balances reported on the general ledger. It is essential the collector maintain records for all receivables, beginning with the commitment and warrant received from the assessor and records of all collection, abatement and exemption, and refund activity.

Consistent with a previous recommendation in this section, Wellfleet's recently adopted accounts receivable reconciliation policy should be supplemented with detailed procedures to provide for formalized reconciliation of outstanding receivable balances between balances maintained by the collector and other departments as may be applicable (e.g., police details and ambulance receipts) on a monthly basis. Each month, all reconciliations between the collector and the accountant should be formally documented, attested to by both officials, and maintained on file.

Outstanding accounts maintained by the deputy collector should be included in the reconciliation procedures. We recommend the accounts and balances maintained by the collector that have been turned over to the deputy collector be reconciled on a quarterly basis at the very least. This assists in reducing the risk that activity associated with these accounts (or others) may be misstated or manipulated.

15. Audit Outstanding Collector Receivables

We recommend the collector and accountant develop a plan to perform a methodical review of the collector's receivables beginning with the FY2019 ending balances when the submission to DLS reported no variances. The monthly activity in the collector's control book beginning at that point should be verified against the updated general ledger that was completed by the consulting accountant. This analysis will bring forward the correct prior year balances to begin reconciling with the general ledger.

16. Standardize Departmental Turnover Forms

We recommend the treasurer develop and institute a standard *Schedule of Departmental Payments to the Treasurer*, or departmental turnover sheet. This should be used by all departments, including the collector, for all receipts. In lieu of direct entry by departments into the VADAR receipt system, we suggest using a turnover form created in Excel with a standard format customized by department.

Typically, the treasurer, coordinating with the accountant, creates the form which is distributed electronically to each department, board, or committee.

To assist processing, the form should contain the department name, dates, and affirmative signatures, with prefilled information for revenue codes or account numbers and descriptions. It is essential that the column for entry of the turnover amounts automatically calculates the total. Customized forms will help the treasurer and accountant post the revenues efficiently and serve as backup documentation for treasurer’s cashbook entries. Furthermore, procedures should ensure that all departments provide the accounting office an original signed turnover, independent of the treasury function. This is a key element of the segregation of duties, whereby the accounting office verifies “treasury” or “receipts” batches prior to posting to the general ledger.

17. Formalize and Document the Abatement and Exemption Process

We recommend the board of assessors formalize and document the abatement and exemption processes in order to properly handle applications, report activity to the collector and accountant, and comply with state law. An abatement is a reduction in the amount of a committed tax and is used to remedy an overassessment or to claim exemptions and as way clear the town’s books of uncollectible taxes. The taxpayer initiates an abatement by filing a timely notice on the appropriate [state form](#), which upon receipt, the board of assessors makes a determination. Exemptions are available to taxpayers qualifying for statutory requirements.

To accurately process abatements and exemptions and ensure the taxpayer accounts and the town’s financial records are updated correctly, the assessor must ensure the following for all real, personal property, and motor vehicle excise applications:

- Application receipt is documented.
- The applicant is provided a copy of the application determination.
- The board signs all original documents in a properly called meeting and applications are securely stored.
- The community preservation surcharge is reduced in proportion to the amount of exemption or abatement.
- Approvals in the assessing system is transmitted (either paper or electronically) to the collector and the town accountant. Any updates to previously transmitted data must be clearly documented as to not process duplicative exemptions or abatements.

18. Reduce Tax Receivables and Pursue Tax Titles

The collector’s collection rate directly affects the town’s available cash flow required to provide liquidity for payroll and vendor obligations and investment of the town’s funds. We recommend that after the receivables are fully reconciled with the town accountant that the collector review the remaining balances for all prior fiscal years to move the outstanding balances into tax title. Under [M.G.L. c. 60, §37](#), a town’s lien expires 3½ years from the end of the fiscal year for which taxes were assessed or upon a recorded sale or transfer of the property, whichever occurs later. We further recommend a tax enforcement policy to detail a schedule for issuing demands, initiating the tax taking process, processing subsequent taxes, and tax title agreements.

19. Audit Tax Taking Accounts

We recommend the collector and treasurer develop a plan to perform a systematic review of all accounts in VADAR’s Tax Title application, verifying that the records at the Barnstable County Registry of Deeds agree with the treasurer’s records. For the properties in tax title, the collector should verify subsequent takings are up-to-date and the treasurer’s records reflect the updated balances. The treasurer must then work with the town accountant to verify the general ledger accurately reflects the same outstanding taxes due (receivables). As part of this audit, the town accountant and treasurer should document the tax title process to ensure all future transactions for both tax title takings (both initial and subsequent) and payments thereon are properly recorded.

20. Prepare to Set the Tax Rate Timely

Wellfleet, under the semiannual tax payment system, must set its tax rate and issue bills by October 1 in order to make November 1 the due date for the first of two property tax bills. The October 1 date has been missed in seven of the last ten years, reflecting bad policy and poor practice for a community that needs to build credibility in the way it manages municipal finances. A delay in billing also puts the town’s cashflow in jeopardy, with bills due 30 days after the mailing date.

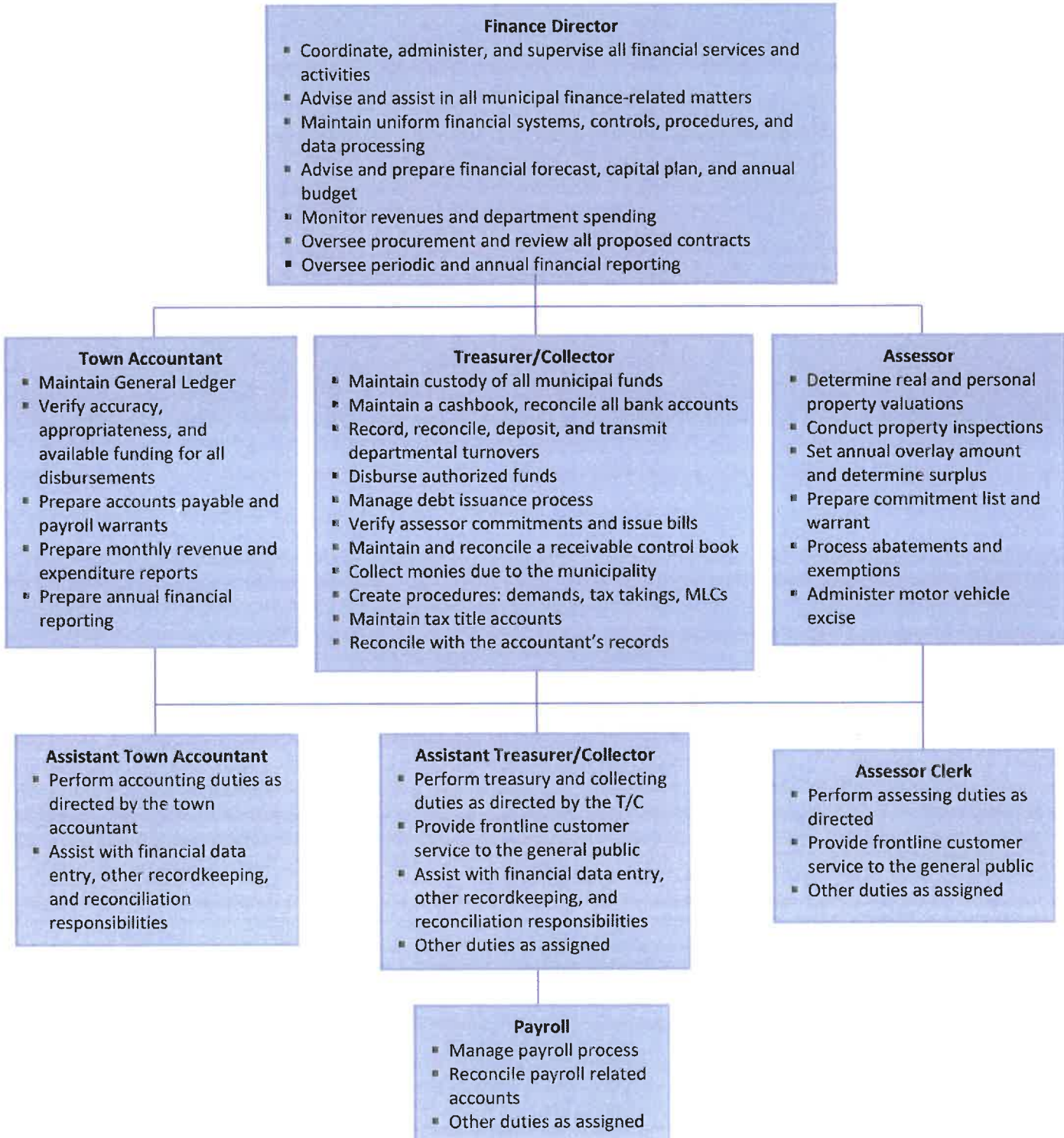
To fully complete the Tax Recapitulation Sheet resulting in a timely set tax rate, the financial team, led by the town administrator, should assign responsibilities, establish timelines, and ensure adherence to deadlines. The responsibilities should be reviewed, understood, and accepted. The schedule must include sufficient time for required DLS review and approval, commitment and warrant preparation and reconciling, and bill preparation, printing, and mailing. Lastly, a plan to

Fiscal Year	Date Tax Rate Approved	Earliest Tax Bill Due Date
2014	10/28/2013	11/28/2013
2015	10/10/2014	11/10/2014
2016	09/18/2015	11/01/2015
2017	10/03/2016	11/03/2016
2018	09/15/2017	11/01/2017
2019	09/18/2018	11/01/2018
2020	10/09/2019	11/09/2019
2021	11/10/2020	12/10/2020
2022	11/11/2021	12/11/2021
2023	10/20/2022	11/20/2022

monitor progress should be agreed to and one person should be assigned the task of guiding the Tax Recapitulation through to completion.

APPENDIX

Finance Department Structure and Responsibilities



**Government Financial Officers Association
Essential Criteria and Supplemental Material**

Essential Criteria:

1. Table of contents
2. Statement of town-wide strategic goals and strategies that address long-term concerns and issues
3. Budget message stating priorities and issues for the upcoming year
4. Overview of significant budgetary items and trends
5. Town-wide organization chart
6. Adopted long-term financial planning policies
7. Description of the process for developing, adopting, and amending the budget
8. Summary of major revenues, expenditures, and other financing sources and uses to provide an overview of the town's total budgeted resources
9. Projected changes in fund balances for appropriated governmental funds included in the budget presentation
10. Description of major revenue sources explaining the underlying assumptions for the revenue estimates and discussing significant revenue trends
11. Budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget
12. Financial data on current debt obligations, describing the relationship between current debt levels and legal debt limits and explaining the effects of existing debt levels on current operations
13. Summary table of personnel or position counts for prior, current, and budgeted years
14. Description of activities, services or functions carried out by individual departments
15. Performance measures evaluating departmental goals and objectives

Supplemental Information:

- Description of all funds that are subject to appropriation
- Narrative and graphics showing the relationship between departments and funds
- Explanation of the basis of budgeting for all funds
- Summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year
- Long-range financial forecast for all major funds
- Department goals and objectives

- Community profiles providing statistical and supplemental information describing the town and community
- Glossary of all terminology, abbreviations, and acronyms not readily understandable
- Charts and graphs highlighting financial and statistical information

Steps to Consider when Converting Financial Management Systems

Purchasing a new financial management system takes a team effort—internal staff, the software vendor, and potentially specialized consultants—to plan and execute a software conversion efficiently and effectively, while also performing ongoing daily financial office work. When deciding such a move, the community should consider the following.

Contact Other Communities: Reach out to communities that have converted to the proposed system to discuss the planning process, successes, and things they would have done differently.

Create a Timeline: Work with the vendor or consultant to develop an implementation schedule that balances ongoing operational needs, while allowing adequate time for the conversion and enough training for each module. Factors to consider are the services offered by the vendor, time requirements, how much data will be brought into the new system, and an allowance to reconcile the data across the two systems. The timeline should be module specific to ensure the data quality is checked and the system is fully implemented before moving onto the next module.

Review Chart of Accounts: Review the chart of accounts to make sure that it is designed to meet the uniform standards for financial reporting, budgeting, and accounting. Work with the vendor and external auditor, if applicable, to make sure the chart of accounts provides for a comprehensive, flexible, and systematic arrangement of accounts and adequate levels of detail for use in recording and reporting financial transactions, programs, and activities.

Research/Close Older Accounts: Review all accounts with department heads to determine which accounts should be closed prior to converting to a new financial management system. This should be a collaborative effort between the accounting officer and the chief administrative officer and/or finance director.

Prioritize Essential Modules: Identify modules that should be implemented and tested first to ensure they are fully functioning sooner than later. Key among these is revenue entry to enable independent recording and tracking of revenue transactions and the payroll system to record time and attendance, code and calculate payroll types, and track accrued absences centrally and accurately.

Require Conversion Documentation: Develop a detailed crosswalk of accounts, documenting old and new account structures, as well as prior system and new system balances. The crosswalk should be developed before the conversion begins and updated as any changes are made during

the process. This documentation is important with a change in the chart of accounts and closing of older accounts.

Schedule Training: Make sure initial and ongoing training is scheduled. Following the vendor's recommended training guidelines, instruction on the functionality and features of the new system will lay the cornerstone for understanding how it is designed, integrated, and best used towards continuous improvement in the workflow process.

Confirm Sufficient Funding: The project budget should include supplemental funds for potential change orders, unforeseen conversion issues, staff training, and required post-conversion support not covered by the original contract. An unfinished conversion is not a successful conversion.

Ongoing communication with the vendor following the conversion is important. The ultimate success of any product depends on the users' ability to use it as expertly as possible. Post-implementation, the team will identify areas of success, but also recognize issues that require additional work and follow-up training needs. With appropriate time and attention from the team, the new system can meet the intended goals of the community to streamline financial management activities for more efficient operations.

ACKNOWLEDGEMENTS

The following individuals were interviewed in preparing this review:

Ryan Curley, Selectboard Chair
Helen Miranda Wilson, Former Selectboard member
Janet Reinhart, Former Selectboard member
Fred Magee, Finance Committee Chair
Richard Waldo, Town Administrator
Charlie Sumner, Former Interim Town Administrator
Lisa Souve, Forensic Accountant
Mary McIsaac, Former Forensic Accountant/Interim Treasurer
Nick Robertson, Former Town Accountant
Cameron Scott, Town Treasurer
Miriam Spencer, Former Town Treasurer
Karen Murphy, Town Collector
Nancy Vail, Town Assessor



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

IV

BUSINESS **~ A - I ~** **BUDGETS**

REQUESTED BY:	Assorted Departments
DESIRED ACTION:	To review and approve Various Department FY2024 Operating Budgets
PROPOSED MOTION:	Please see the Selectboard packet for all department budgets labeled budget book
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



OFFICE OF THE TOWN ADMINISTRATOR

300 MAIN STREET
WELFLEET, MA 02667
(508) 349 - 0300

January 9, 2023

Ryan Curley, Chair,
Wellfleet Board of Selectmen

Kathleen Granlund, Chair
Wellfleet Finance Committee

RE: Fiscal 2024 Operating, Marina Enterprise, Water Enterprise and Capital Budgets

Dear Chairpersons,

In accordance with Wellfleet Town Charter section 7-2, the Budget Message and the Budget Calendar adopted by the Board of Selectmen, I hereby submit the Town Administrator's Fiscal Year 2024 budget. The budget consists of the following documents:

- The proposed operating budget for town government;
- A memorandum discussing significant changes to individual department operating and capital budgets;
- The proposed operating budget for the marina enterprise fund; and
- The proposed operating budget for the water enterprise fund.

The capital budget is based on the Capital Improvement Plan adopted earlier this year by the Finance Committee and Board of Selectmen as modified by subsequent department requests.

In preparing the budgets, the constraints imposed by the Town's fiscal policies and the Selectmen's FY 2024 Budget Message were followed to the extent possible. Any variances from those policies are noted where they occur.

Respectfully yours,

Richard J. Waldo
Town Administrator

Encl: as listed

Budget Division	FY 2023	FY2024	% Change
I. General Government	\$ 1,311,910	\$ 1,536,820	17.14%
II. Finance	\$ 7,252,411	\$ 7,921,555	9.23%
III. Public Safety	\$ 5,166,733	\$ 5,321,917	3.00%
IV. Public Works	\$ 2,452,761	\$ 2,526,711	3.01%
V. Public Service	\$ 3,244,837	\$ 3,483,441	7.35%
Sub-total, Divisions I-V	\$ 19,428,652	\$ 20,790,444	7.01%
VI. Public Schools	\$ 6,390,274	\$ 6,767,123	5.90%
Total Budget, All Divisions	\$ 25,818,926	\$ 27,557,567	6.73%

260 Marina Enterprise Fund	FY 2023	FY2024	% Change
Enterprise Fund Cost	\$598,650	\$641,000	7.07%
General Fund Costs	0	0	0.00%
Total Costs	\$598,650	\$641,000	7.07%

450 Water Enterprise Fund	FY 2023	FY2024	% Change
Enterprise Fund Revenue	\$145,000	\$164,000	13.10%
General Fund Costs	\$250,608	\$271,778	8.45%
Total Costs	\$395,608	\$435,778	10.15%

FY2024 Operating Budget

General Government		Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Increase
114 Moderator								
	Salaries	225.00	225.00	225.00	225.00	225.00		
	Expenses	20.00	30.00	400.00	40.00	40.00		
	Total	245.00	255.00	625.00	265.00	265.00	-	-57.60%
115 Constable								
	Salaries	50.00	-	100.00	100.00	100.00		
	Total	50.00	-	100.00	100.00	100.00	-	0.00%
122 Selectboard								
	Salaries	12,499.84	12,499.96	12,500.00	12,500.00	12,500.00		
	Expenses	1,971.68	300.00	7,300.00	27,675.00	27,675.00		
	Total	14,471.52	12,799.96	19,800.00	40,175.00	40,175.00	-	102.90%
123 Town Administrator								
	Salaries	313,102.19	273,159.81	328,133.00	336,091.00	336,091.00		
	Expenses	7,973.78	4,552.98	14,000.00	14,000.00	14,000.00		
	Total	321,075.97	277,712.79	342,133.00	350,091.00	350,091.00	-	2.33%
124 General Administration								
	Salaries	138,619.64	196,416.59	200,468.00	230,215.00	230,215.00		
	Expenses	18,396.71	48,090.39	57,180.00	56,180.00	56,180.00		
	Total	157,016.35	244,506.98	257,648.00	286,395.00	286,395.00	-	11.16%
131 Finance Committee								
	Expenses	373.44	-	-	170.00	170.00		
	Total	373.44	-	-	170.00	170.00	-	-
132 Reserve Fund								
	Expenses	-	54,701.48	89,500.00	91,500.00	91,500.00		
	Total	-	54,701.48	89,500.00	91,500.00	91,500.00	-	2.23%
151 Legal Expense								
	Expenses	97,362.78	243,710.97	125,000.00	250,000.00	250,000.00		
	Total	97,362.78	243,710.97	125,000.00	250,000.00	250,000.00	-	100.00%
153 Computerization								
	Salaries	-	-	-	90,000.00	90,000.00		
	Expenses	172,723.05	156,105.02	156,500.00	102,000.00	102,000.00		
	Total	172,723.05	156,105.02	156,500.00	192,000.00	192,000.00	-	22.68%
160 Human Resources								
	Salaries	-	-	90,000.00	92,250.00	92,250.00		
	Expenses	-	-	-	3,750.00	3,750.00		
	Total	-	-	90,000.00	96,000.00	96,000.00	-	6.67%
161 Town Clerk								
	Salaries	83,314.95	90,280.24	103,596.00	103,596.00	103,596.00		
	Expenses	5,674.84	5,020.00	11,520.00	12,615.00	12,615.00		
	Total	88,989.79	95,300.24	115,116.00	116,211.00	116,211.00	-	0.95%

162 Elections/Registrations								
Salaries	6,594.95	2,356.74	9,478.00	7,978.00	7,978.00			
Expenses	13,131.99	5,828.27	10,660.00	12,585.00	12,585.00			
Total	19,726.94	8,185.01	20,138.00	20,563.00	20,563.00	-		2.11%
174 Planning Board								
Expenses	352.91	-	8,000.00	8,000.00	8,000.00			
Total	352.91	-	8,000.00	8,000.00	8,000.00	-		0.00%
182 Chamber of Commerce								
Expenses	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00			
Total	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-		0.00%
183 Natural Resources Advisory Board								
Expenses	-	-	1,050.00	1,050.00	1,050.00			
Total	-	-	1,050.00	1,050.00	1,050.00	-		0.00%
195 Town Reports								
Expenses	21,050.32	13,900.59	23,100.00	23,100.00	23,100.00			
Total	21,050.32	13,900.59	23,100.00	23,100.00	23,100.00	-		0.00%
196 Consulting Expense								
Expenses	-	12,920.00	50,000.00	50,000.00	50,000.00			
Total	-	12,920.00	50,000.00	50,000.00	50,000.00	-		0.00%
690 Historical Commission								
Expenses	110.00	-	200.00	200.00	200.00			
Total	110.00	-	200.00	200.00	200.00	-		0.00%
692 Holiday Celebrations								
Expenses	-	108.40	1,000.00	1,000.00	1,000.00			
Total	-	108.40	1,000.00	1,000.00	1,000.00	-		0.00%
696 Cultural Council								
Expenses	2,000.00	300.00	2,000.00	-	-			
Total	2,000.00	300.00	2,000.00	-	-	-		-100.00%
General Government								
Total	905,548.07	1,130,506.44	1,311,910.00	1,536,820.00	1,536,820.00	-		17.14%

Expenses	1,471,361.70	1,355,318.26	1,484,300.00	1,657,802.00	1,657,802.00	-	11.69%
Total	1,471,361.70	1,355,318.26	1,484,300.00	1,657,802.00	1,657,802.00	-	
915 Group Life Insurance							
Expenses	6,487.71	5,597.15	7,750.00	7,850.00	7,850.00	-	1.29%
Total	6,487.71	5,597.15	7,750.00	7,850.00	7,850.00	-	
916 Town Share of Medicare							
Expenses	144,225.21	140,215.96	175,000.00	165,000.00	165,000.00	-	-5.71%
Total	144,225.21	140,215.96	175,000.00	165,000.00	165,000.00	-	
917 Health Insurance Stipends							
Expenses	34,472.10	67,380.53	53,667.00	75,000.00	75,000.00	-	39.75%
Total	34,472.10	67,380.53	53,667.00	75,000.00	75,000.00	-	
918 Town Share of Health Savings Account							
Expense	15,500.00	15,500.00	16,000.00	18,000.00	18,000.00	-	12.50%
Total	15,500.00	15,500.00	16,000.00	18,000.00	18,000.00	-	
940 Tax Work Off							
Expense	8,411.63	2,613.75	8,000.00	12,500.00	12,500.00	-	56.25%
Total	8,411.63	2,613.75	8,000.00	12,500.00	12,500.00	-	
945 Property & Liability Insurance							
Expenses	379,759.21	419,035.29	445,100.00	500,000.00	500,000.00	-	12.33%
Total	379,759.21	419,035.29	445,100.00	500,000.00	500,000.00	-	
Unclassified (820-945)							
Total	4,104,374.90	3,840,997.90	3,864,626.00	4,288,502.00	4,288,502.00	-	10.97%
Excluded (In Capital Budget)							
710 L/T Prin	1,213,342.48	1,652,635.00	1,526,451.00	1,520,529.00	1,520,529.00		
751 L/T Int	346,818.80	590,004.43	495,159.00	442,771.00	442,771.00		
Total	1,560,161.28	2,242,639.43	2,021,610.00	1,963,300.00	1,963,300.00	-	-2.88%
Finance							
Total	6,390,788.84	7,387,711.10	7,252,411.00	7,921,555.00	7,921,555.00	-	0.43

Public Safety		Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Increase
210 Police								
	Salaries	1,456,918.73	1,594,433.15	1,886,549.00	1,955,801.00	1,955,801.00		
	Expenses	131,557.04	206,533.02	209,400.00	225,700.00	225,700.00		
	Total	1,588,475.77	1,800,966.17	2,095,949.00	2,181,501.00	2,181,501.00		4.08%
215 Communications Dispatch								
	Salaries	373,414.49	384,307.00	426,934.00	436,481.00	436,481.00		
	Expenses	27,114.63	35,349.58	46,500.00	48,788.00	48,788.00		
	Total	400,529.12	419,656.58	473,434.00	485,269.00	485,269.00	-	2.50%
220 Fire								
	Salaries	1,594,145.65	1,975,346.97	2,262,347.00	2,252,830.00	2,252,830.00		
	Expenses	212,685.35	274,318.84	322,503.00	388,647.00	388,647.00		
	Total	1,806,831.00	2,249,665.81	2,584,850.00	2,641,477.00	2,641,477.00	-	2.19%
291 Emergency Management								
	Expenses	4,473.46	1,658.76	5,000.00	5,000.00	5,000.00		
	Total	4,473.46	1,658.76	5,000.00	5,000.00	5,000.00	-	0.00%
293 Traffic/Parking								
	Salaries	2,250.00	2,550.56	2,250.00	2,370.00	2,370.00		
	Expenses	2,270.00	2,931.65	5,250.00	6,300.00	6,300.00		
	Total	4,520.00	5,482.21	7,500.00	8,670.00	8,670.00	-	15.600%
Public Safety								
	Total	3,804,829.35	4,477,429.53	5,166,733.00	5,321,917.00	5,321,917.00	-	3.00%

Public Works		Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Increase
176 Zoning Board of Appeals								
	Expenses	1,656.75	479.90	300.00	300.00	300.00		
	Total	1,656.75	479.90	300.00	300.00	300.00	-	0.00%
417 DPW Facilities								
	Expenses	338,884.19	367,918.62	376,350.00	350,300.00	350,300.00		
	Total	338,884.19	367,918.62	376,350.00	350,300.00	350,300.00	-	-6.92%
420 DPW								
	Salaries	1,062,839.30	1,010,454.87	1,201,381.00	1,288,181.00	1,288,181.00		
	Expenses	134,172.62	121,104.66	235,400.00	180,700.00	180,700.00		
	Total	1,197,011.92	1,131,559.53	1,436,781.00	1,468,881.00	1,468,881.00	-	2.23%
422 Highway								
	Expenses	43,783.57	96,874.61	96,200.00	96,200.00	96,200.00		
	Total	43,783.57	96,874.61	96,200.00	96,200.00	96,200.00	-	0.00%
423 Snow & Ice								
	Salaries	30,983.89	45,608.71	45,000.00	45,000.00	45,000.00		
	Expenses	75,363.28	110,499.56	83,180.00	86,380.00	86,380.00		
	Total	106,347.17	156,108.27	128,180.00	131,380.00	131,380.00	-	2.50%
424 Streetlighting								
	Expenses	654.69	5,326.48	10,600.00	10,600.00	10,600.00		
	Total	654.69	5,326.48	10,600.00	10,600.00	10,600.00	-	0.00%
433 Transfer Station								
	Expenses	345,927.78	309,548.90	402,850.00	467,550.00	467,550.00		
	Total	345,927.78	309,548.90	402,850.00	467,550.00	467,550.00	-	16.06%
434 Recycling Committee								
	Expenses	398.18	1,203.08	1,500.00	1,500.00	1,500.00		
	Total	398.18	1,203.08	1,500.00	1,500.00	1,500.00	-	0.00%
Public Works	Total	<u>2,034,664.25</u>	<u>2,069,019.39</u>	<u>2,452,761.00</u>	<u>2,526,711.00</u>	<u>2,526,711.00</u>	-	3.01%

		Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Interest
Public Service								
171 Conservation								
	Expenses	4,764.99	1,599.47	4,160.00	5,880.00	5,880.00		
	Total	4,764.99	1,599.47	4,160.00	5,880.00	5,880.00	-	41.35%
177 Open Space Committee								
	Expenses		-	1,500.00	1,500.00	1,500.00		
	Total	-	-	1,500.00	1,500.00	1,500.00	-	0.00%
178 Herring Warden								
	Salaries	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00		
	Expenses	-	-	-	-	-		
	Total	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	-	0.00%
179 Shellfish								
	Salaries	251,084.06	261,818.84	284,294.00	301,563.00	301,563.00		
	Expenses	22,183.03	26,197.64	28,560.00	31,860.00	31,860.00		
	Total	273,267.09	288,016.48	312,854.00	333,423.00	333,423.00	-	6.57%
180 Shellfish Propagation								
	Expenses	1,705.67	5,958.14	6,000.00	6,000.00	6,000.00		
	Total	1,705.67	5,958.14	6,000.00	6,000.00	6,000.00	-	0.00%
181 Shellfish Advisory Committee								
	Expenses	-	-	100.00	100.00	100.00		
	Total	-	-	100.00	100.00	100.00	-	0.00%
189 Housing Authority								
	Expenses	2,186.81	412.19	7,800.00	7,800.00	7,800.00		
	Total	2,186.81	412.19	7,800.00	7,800.00	7,800.00	-	0.00%
193 Maurice's Campground								
	Expenses	-	-	225,000.00	225,000.00	225,000.00		
	Total	-	-	225,000.00	225,000.00	225,000.00	-	0.00%
241 Building								
	Salaries	212,313.91	231,375.04	231,347.00	232,447.00	232,447.00		
	Expenses	4,975.40	7,701.23	10,557.00	10,800.00	10,800.00		
	Total	217,289.31	239,076.27	241,904.00	243,247.00	243,247.00	-	0.56%
	Public Services							
	Total	501,613.87	537,462.55	801,718.00	825,350.00	825,350.00	-	2.95%
Human Services								
510 Board of Health								
	Salaries	185,489.98	178,003.85	197,087.00	252,237.00	252,237.00		
	Expenses	36,345.00	42,604.11	65,171.00	70,012.00	70,012.00		
	Total	221,834.98	220,607.96	262,258.00	322,249.00	322,249.00	-	22.87%
520 Human Services								
	Expenses	205,182.66	218,345.00	305,000.00	312,500.00	312,500.00		
	Total	205,182.66	218,345.00	305,000.00	312,500.00	312,500.00	-	2.46%
541 Council on Aging								
	Salaries	216,539.83	233,126.41	247,538.00	308,944.00	308,944.00		
	Expenses	21,431.82	39,429.20	53,375.00	59,875.00	59,875.00		
	Total	237,971.65	272,555.61	300,913.00	368,819.00	368,819.00	-	22.57%
543 Veterans Services								
	Expenses	31,676.36	28,183.78	32,708.00	34,540.00	34,540.00		
	Total	31,676.36	28,183.78	32,708.00	34,540.00	34,540.00	-	5.60%
	Human Services (510-543)							
	Total	696,665.65	739,692.35	900,879.00	1,038,108.00	1,038,108.00	-	15.23%
Culture & Recreation								
610 Library								

Salaries	343,916.12	342,909.12	397,047.00	397,509.00	397,509.00		
Expenses	111,322.09	138,884.59	149,200.00	154,550.00	154,550.00		
Total	455,238.21	481,793.71	546,247.00	552,059.00	552,059.00	-	1.06%
630 Recreation							
Salaries	240,882.47	276,390.35	302,208.00	329,455.00	329,455.00		
Expenses	64,284.22	71,959.16	84,221.00	98,406.00	98,406.00		
Total	305,166.69	348,349.51	386,429.00	427,861.00	427,861.00	-	10.72%
660 Community Services Director							
Salaries	105,572.01	102,344.79	106,555.00	106,655.00	106,655.00		
Expenses	265,833.31	41,361.63	55,750.00	75,750.00	75,750.00		
Total	371,405.32	143,706.42	162,305.00	182,405.00	182,405.00	-	12.38%
699 Beaches							
Salaries	369,819.29	318,530.49	377,959.00	386,558.00	386,558.00		
Expenses	49,578.58	55,743.82	69,300.00	71,100.00	71,100.00		
Total	419,397.87	374,274.31	447,259.00	457,658.00	457,658.00		2.33%
Culture & Recreation (610-699)							
Total	1,551,208.09	1,348,123.95	1,542,240.00	1,619,983.00	1,619,983.00	-	0.26
Public Service							
Total:	2,749,487.61	2,625,278.85	3,244,837.00	3,483,441.00	3,483,441.00	-	7.35%

FY2024 Operating Budget

Public Schools	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Increase
300 Elementary School							
Salaries	1,916,021.26	1,865,539.09	2,251,281.00	2,891,002.00	2,891,002.00		
Expenses	613,849.67	713,948.18	603,417.00	-	-		
Total	2,529,870.93	2,579,487.27	2,854,698.00	2,891,002.00	2,891,002.00	-	1.27%
301 Nauset Regional School District							
Expenses	3,141,399.00	3,196,398.00	3,180,341.00	3,275,751.00	3,510,229.00		
Total	3,141,399.00	3,196,398.00	3,180,341.00	3,275,751.00	3,510,229.00	-	10.37%
302 C.C. Regional Technical H.S.							
Expenses	389,504.00	473,889.00	355,235.00	365,892.00	365,892.00		
Total	389,504.00	473,889.00	355,235.00	365,892.00	365,892.00	-	3.00%
Schools (300-302)							
Total	6,060,773.93	6,249,774.27	6,390,274.00	6,532,645.00	6,767,123.00	-	5.90%

FY2024 Marina Enterprise Fund Budget

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	
Revenues							
Charges for Services	413,068.88	345,000.00	360,000.00	410,653.00	410,653.00		
Resale Gas/Diesel	91,863.61	150,000.00	150,000.00	143,050.00	143,050.00		
Dockage	30,132.19	56,000.00	56,000.00	69,122.00	69,122.00		
Winter Storage	6,500.00	10,000.00	10,000.00	14,000.00	14,000.00		
Other Income	10,131.72	5,000.00	12,500.00	6,110.00	6,110.00		
Parking-Seasonal	19,420.00	15,000.00	5,000.00	22,500.00	22,500.00		
Refunds		-	-				
Interest Income	1,203.64	-	-				
Total Revenues	572,320.04	581,000.00	593,500.00	665,435.00	665,435.00	-	12.12%
Other Receipts							
Retained Earnings Transfer		-	-				
Waterways Fund	2,000.00	2,000.00	2,000.00	-			
Beach Fund	10,000.00	10,000.00	10,000.00	-			
Shellfish Fund	5,000.00	5,000.00	5,000.00	-			
Total Other	17,000.00	17,000.00	17,000.00	-	-	-	9.00%
Total Receipts	589,320.04	598,000.00	610,500.00	665,435.00	665,435.00	-	9.00%
Personnel:							
Salaries & Wages-Full time	161,984.38	142,225.68	164,200.00	164,200.00	164,200.00		
Salaries & Wages- Temp./Seasonal	76,287.00	63,961.00	80,000.00	80,000.00	80,000.00		
Overtime	20,224.06	16,832.76	10,000.00	10,000.00	10,000.00		
Weekends	520.00	675.00	2,000.00	1,500.00	1,500.00		
Holiday	2,750.40	3,897.76	2,500.00	3,000.00	3,000.00		
Longevity	3,545.00	-	375.00	425.00	425.00		
Total Personnel	265,310.84	227,592.20	259,075.00	259,125.00	259,125.00	-	0.02%
Operating Expenses:							
Electricity	7,845.45	7,318.61	6,500.00	7,000.00	7,000.00		
Propane Gas	2,635.75	3,707.74	3,000.00	4,000.00	4,000.00		
Repairs & Maint. Services	5,940.75	7,519.95	15,000.00	15,000.00	15,000.00		
Service Contract-Copier	986.50	975.00	1,500.00	1,000.00	1,000.00		
Contract Services	34,750.11	19,697.13	15,000.00	15,000.00	15,000.00		
Legal	-	-	1,000.00	1,000.00	1,000.00		
Education & Training	70.00	379.00	4,000.00	3,000.00	3,000.00		
Telephone/Internet	1,493.61	1,244.32	1,000.00	1,600.00	1,600.00		
Postage	-	-	100.00	100.00	100.00		
Printing	-	149.00	100.00	100.00	100.00		
Advertising	762.17	40.48	200.00	200.00	200.00		
Internet	-	-	-	-	-		
Office Supplies	1,215.15	1,369.94	2,500.00	2,000.00	2,000.00		
Repairs & Maint. Supplies	5,437.89	19,637.84	25,000.00	25,000.00	25,000.00		
Vehicle Supplies	1,385.30	317.48	2,000.00	2,000.00	2,000.00		
Gasoline/Diesel	270.85	772.09	1,500.00	1,500.00	1,500.00		
Resale Gas/Diesel	105,576.53	97,543.04	140,000.00	140,000.00	140,000.00		
Other Supplies	413.00	888.99	2,000.00	2,000.00	2,000.00		
Uniforms	926.70	614.68	3,000.00	3,000.00	3,000.00		
Travel	-	-	500.00	250.00	250.00		
Dues/Memberships	300.00	620.41	500.00	500.00	500.00		
Credit Card Fees	2,768.58	-	-	-	-		
Insurance	126.00	-	125.00	125.00	125.00		
Small Equipment	592.45	1,054.57	2,000.00	2,000.00	2,000.00		
Engineering/Marina	14,818.45	-	-	-	-		
Debt-Principal	105,000.00	100,000.00	100,000.00	100,000.00	100,000.00		
Debt-Interest	19,125.00	16,050.00	13,050.00	10,500.00	10,500.00		
Reserve Contingency	-	-	-	-	-		
Indirect Costs	55,300.00	64.57	-	45,000.00	45,000.00		Offset Health I
Total Operating	367,740.24	279,964.84	339,575.00	381,875.00	381,875.00	-	
Total Expenses	633,051.08	507,557.04	598,650.00	641,000.00	641,000.00	-	7.07%
Net Income (Loss)	(43,731.04)	(2,550.00)	11,850.00	24,435.00	24,435.00	-	

FY2024 Water Enterprise Fund Budget

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	
Estimate Revenue							
Water Use Charges	93,155.17	172,241.66	145,000.00	147,500.00	147,500.00		
Loan Principal Interest	89,207.89	111,967.70	-	15,000.00	15,000.00		
Other Income	625.90	2,749.33	-	1,500.00	1,500.00		
General Fund Transfer	119,463.00	84,214.00	41,087.00				
Total Revenue	302,451.96	371,172.69	186,087.00	164,000.00	164,000.00	-	-11.87%
Personnel							
Secretary & Clerk	13,655.66	21,056.71	27,087.00	27,087.00	27,087.00		
Total	13,655.66	21,056.71	27,087.00	27,087.00	27,087.00		0.00%
Operating Expenses							
Utilities-Electric/Telephone	11,202.83	11,106.74	13,000.00	13,325.00	13,325.00		
Contract Services	90,021.04	136,056.57	85,000.00	117,125.00	117,125.00		
Services-Contingency	39,990.32	1,762.88	30,000.00	30,750.00	30,750.00		
Services-Other	13,372.36	5,213.13	29,000.00	28,550.00	28,550.00		
Supplies	149.95	86.66	250.00	275.00	275.00		
Other Charges	1,343.16	2,340.00	1,750.00	13,100.00	13,100.00		
Total	156,079.66	156,565.98	159,000.00	203,125.00	203,125.00	-	27.75%
Debt Service							
Principal & Interest	109,031.22	108,326.07	209,521.00	205,566.00	205,566.00		
Total	109,031.22	108,326.07	209,521.00	205,566.00	205,566.00	-	-1.89%
General Fund Costs							
Salaries	796.00	-	-	-	-		
Total	796.00	-	-	-	-		
Total Operating Expenses	279,562.54	285,948.76	395,608.00	435,778.00	435,778.00	-	10.15%
			(250,608.00)	(271,778.00)	Subsidy		

8	Communications Union Contract	\$ 24,000	\$ 24,000															
9	Teamster's Union Contract	\$ 50,000	\$ 50,000															
	Edit date - February 21, 2023	Total	Raise &	Free	New Prop 2 1/2	Water	Marina	Ambul.	Beach	Shellfish	SEMASS	Recr.	Stab.	CPA	Waterways	Cemetery	Cable	Borrowing/
		Request	Appropriate	Cash	Override Ques.	Enterprise	Enterprise	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Funds	Fund	Other
10	Firefighters Assoc Union Contract	\$ 60,000	\$ 60,000															
11	Wellfleet Employees Assoc A	\$ 40,000	\$ 40,000															
12	Wellfleet Employees Assoc B	\$ 16,000	\$ 16,000															
13	Wellfleet Employees Assoc C	\$ 10,000	\$ 10,000															
14	Non-Union & Other Personnel	\$ 40,000	\$ 40,000															
15	Other Post Employment Benefits	\$ 200,000	\$ 200,000															
16	Stabilization Fund	\$ 639,200		\$ 639,200														
17	Housing & CPC Coordinator	\$ 115,000			\$ 115,000													
18	Wastewater Superintendent	\$ 145,000			\$ 145,000													
19	New Firefighters (2 positions)	\$ 206,964			\$ 206,964													
20	Pre-School Voucher Program	\$ 175,000			\$ 175,000													
21	OPIOD Special Purpose Fund	\$ -																
22	PEG Access & Cable Related Funds	\$ 142,500															\$ 142,500	
23	Shellfish Revolving Fund	\$ -																
24	CPA Adm, Debt & Allocation	\$ 788,708												\$ 788,708				
25	95 Lawrence Road	\$ 1,000,000												\$ 1,000,000				
26	CPA Buy Down Program	\$ 100,000												\$ 100,000				
27	CPA Orleans Affordable Housing	\$ 20,000												\$ 20,000				
28	CPA Lower Cape Housing Institute	\$ 7,500												\$ 7,500				
29	CPA Accessibility to Waterways	\$ 32,760												\$ 32,760				
30	CPA ACC Landscape	\$ 9,890												\$ 9,890				
31	CPA Bandstand Pavilion	\$ 63,843												\$ 63,843				
32	CPA Historic Presevation Corr.	\$ 179,399												\$ 179,399				
33	CPA Open Space Pres Fund	\$ -																
34	CPA Open Fund Contribution	\$ 30,007												\$ 30,007				

		\$ 2,232,107																	\$ 2,232,107
35	Rescind Debt Authorization	\$ -																	
36	Lease of Town-Owned Land	\$ -																	
37	COA Advisory Board Membership	\$ -																	
	Edit date - February 21, 2023	Total	Raise &	Free	New Prop 2 1/2	Water	Marina	Ambul.	Beach	Shellfish	SEMASS	Recr.	Stab.	CPA	Waterways	Cemetery	Cable	Borrowing/	
		Request	Appropriate	Cash	Override Ques.	Enterprise	Enterprise	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Funds	Fund	Other	
38	General Bylaw Amendment/ Specialized Energy Code	\$ -																	
39	Zoning Bylaw Amendment/ Inclusionary	\$ -																	
40	Zoning Bylaw Amendment/ Food Establishments	\$ -																	
41	Zoning Bylaw Amendment/ Definition of Trees	\$ -																	
42	Zoning Bylaw Amendment/ Timber Sutting NSP	\$ -																	
43	Zoning Bylaw Amendment/ Landscape & Tree Preservation	\$ -																	
44	Zoning Bylaw Amendment/ Locally Notable Trees	\$ -																	
45	Wellfleet Scholarship Fund	\$ -																	
46	Surplus Property Disposal	\$ -																	
47	Collection of Taxes	\$ -																	
48	MASSDEP Liability Indemn	\$ -																	
49	Nauset Schools Assess Formula	\$ -																	
50	Annual Reports	\$ -																	
51	Any Other Business	\$ -																	
	Grand Totals	\$ 35,854,453	\$ 27,249,140	\$ 666,292	\$ 2,866,964	\$ 145,000	\$ 691,650	\$ 500,000	\$ 907,000	\$ 59,000	\$ 290,000	\$ 95,300	\$ -	\$ 2,232,107	\$ 2,000	\$ 7,500	\$ 142,500	\$ -	

**TOWN OF WELLFLEET
FINANCIAL FORECAST
FISCAL YEAR 2024 (February 22, 2022) 1:20pm**

1. ESTIMATED REVENUES RESOURCES		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A. Property Tax Levy Base:							
1. Property Tax Levy Base		\$17,936,891	\$20,540,850	\$21,229,372	\$21,938,606	\$22,669,141	\$23,421,581
2. Proposition 2 1/2 Tax Levy Increase		\$448,422	\$513,521	\$530,734	\$548,465	\$566,729	\$585,540
3. Property Tax Levy Construction Growth		\$230,294	\$175,000	\$178,500	\$182,070	\$185,711	\$189,426
4. Debt Exclusion Levy Authorization		\$2,749,185	\$2,895,293	\$2,231,740	\$2,111,745	\$1,881,992	\$1,669,018
5. Cape Cod Commission Levy Exclusion		\$108,303	\$111,011	\$113,786	\$116,630	\$119,546	\$122,535
6. Prop. 2 1/2 Override		\$1,925,243	\$0	\$0	\$0	\$0	\$0
Property Tax Levy Sub-total		\$23,398,338	\$24,235,675	\$24,284,132	\$24,897,516	\$25,423,119	\$25,988,099

B. Estimated Receipt Categories:		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1. State Aid Receipts		\$424,192	\$428,275	\$434,105	\$438,063	\$442,061	\$446,099
2. Miscellaneous Town Receipt Revenues		\$2,788,792	\$2,841,368	\$2,894,963	\$2,949,598	\$3,005,293	\$3,062,069
Estimated Receipts Sub-total		\$3,212,984	\$3,269,642	\$3,329,068	\$3,387,661	\$3,447,354	\$3,508,168

C. Other Available Funds:		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1. Free Cash Funds		\$0	\$1,096,290	\$0	\$0	\$0	\$0
2. Raise & Appropriate for Articles (Overrides)				\$0	\$0	\$0	\$0
3. Fire Department Ambulance Funds		\$543,000	\$528,000	\$0	\$0	\$0	\$0
4. Beach Fund		\$832,000	\$897,000	\$914,940	\$933,239	\$951,904	\$970,942
5. Cable Franchise Funds		\$140,000	\$142,800	\$145,656	\$148,569	\$151,541	\$154,571
6. Shellfish Revolving Fund		\$50,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
7. Transfer Station/SEMSS Fund		\$290,000	\$295,800	\$301,716	\$307,750	\$313,905	\$320,183
8. Recreation Fund		\$60,000	\$95,300	\$97,206	\$99,150	\$101,133	\$103,156
9. Waterway Fund		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
10. Cemetery Fund		\$9,556	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
11. Marina Enterprise Revenues		\$581,650	\$648,435	\$664,646	\$681,262	\$698,294	\$715,751
12. Water Enterprise Revenues		\$145,000	\$164,000	\$168,100	\$172,303	\$176,610	\$181,025
13. CPA Estimated Revenues (Added to Tax Bill)		\$613,488	\$628,825	\$644,546	\$660,659	\$677,176	\$694,105
14. CPA Fund Reserves / Projects (Budgeted Reserves)		\$0	\$0	\$0	\$0	\$0	\$0
15. Debt/Borrowing Warrant Articles		\$9,734,500	\$0	\$0	\$0	\$0	\$0
Other Available Funds Sub-total		\$13,001,194	\$4,510,950	\$2,951,310	\$3,017,432	\$3,085,062	\$3,154,234

1. GRAND TOTAL ESTIMATED REVENUES	\$39,612,516	\$32,016,268	\$30,564,510	\$31,302,610	\$31,955,535	\$32,650,500
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2. ESTIMATED EXPENDITURES							
A. Operating Budgets - Town & Schools:							
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
1. Town & School Operating & Debt Budgets	\$25,798,926	\$27,236,374	\$27,626,113	\$28,332,746	\$28,731,468	\$29,283,100	
2. Water Enterprise Budget	\$395,608	\$435,778	\$446,672	\$457,839	\$469,285	\$481,017	
3. Marina Enterprise Budget	\$598,650	\$641,000	\$657,025	\$673,451	\$690,287	\$707,544	
Sub-total Operating Budgets	\$26,793,184	\$28,313,152	\$28,729,811	\$29,464,036	\$29,891,040	\$30,471,662	

B. Warrant Articles for Annual Town Meeting							
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
1. Raise & Appropriate Capital Articles	\$472,700	\$474,000	\$485,850	\$497,996	\$510,446	\$523,207	
2. OPEB Article	\$200,000	\$200,000	\$205,000	\$210,125	\$215,378	\$220,763	
3. Stabilization Fund Article (Free Cash)	\$0	\$1,096,290	\$0	\$0	\$0	\$0	
4. Collective Bargaining Settlement Articles	\$151,550	\$300,000	\$307,500	\$315,188	\$323,067	\$331,144	
5. Ambulance Receipts Account Warrant Articles	\$543,000	\$528,000	\$0	\$0	\$0	\$0	
6. Beach & Recreation Equipment/Project	\$25,000	\$31,300	\$0	\$0	\$0	\$0	
7. Cable Franchise Fee Program	\$140,000	\$142,800	\$142,800	\$142,800	\$142,800	\$142,800	
8. Shellfish Equipment/Project	\$50,000	\$54,000	\$5,000	\$5,000	\$5,000	\$5,000	
9. Waterway/Wetland/Cemetery		\$0	\$5,000	\$5,000	\$5,000	\$5,000	
10. CPA Projects	\$613,488	\$628,825	\$644,546	\$660,659	\$677,176	\$694,105	
11. Prop 2 1/2 General Override			\$0	\$0	\$0	\$0	
12. Debt/Borrowing Articles	\$9,734,500	\$0	\$0	\$0	\$0	\$0	
Sub-total Warrant Articles	\$11,930,238	\$3,455,215	\$1,795,696	\$1,836,768	\$1,878,867	\$1,922,019	

C. Other Special Charges & Assessments							
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
1. State & County Assessments	\$607,225	\$542,763	\$553,536	\$564,551	\$575,813	\$587,328	
2. Overlay Reserve for Property Tax Abatements	\$327,972	\$200,000	\$205,000	\$210,125	\$215,378	\$220,763	
3. Other Special Charges & Deficits	\$76,759	\$0	\$0	\$0	\$0	\$0	
Sub-total Charges & Assessments	\$1,011,956	\$742,763	\$758,536	\$774,676	\$791,191	\$808,091	

2. GRAND TOTAL ESTIMATED EXPENDITURES	\$39,735,378	\$32,511,130	\$31,284,043	\$32,075,480	\$32,561,099	\$33,201,771	
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3. PROJECTED SURPLUS OR (DEFICIT*)	\$28,688	(\$494,862)	(\$719,533)	(\$772,870)	(\$605,563)	(\$551,271)	
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Deficit will result in a requirement for either a Prop 2 1/2 Override, new revenue source or budget reductions.

**TOWN OF WELLFLEET
FINANCIAL PROJECTIONS
FISCAL YEAR 2024**

Tax Rate & Levy Projection		Annual Expense	Property Tax Levy	Total Assess Prop Val	Tax Rate	Projected % Increase	Cost (\$)	Tax Impact
Actual FY2023 Property Tax Levy & Rate			\$23,398,338	\$3,517,230,150	\$6.65			\$874,781
A	Estimated FY2024 Property Tax Levy & Rate	\$837,337	\$24,235,675	\$3,517,230,150	\$6.89	3.58%	\$0.238	\$208.26

B. List of Prop Tax Overrides FY2024									
General, Capital Exclusions and/or Debt Exclusions.									
1	General Operating Override	\$494,862	\$494,862	\$24,730,538	\$3,517,230,150	\$7.03	2.04%	\$0.141	\$123.08
Capital Budget Art. 4									
1	Item 4a. COA Feas. Study (Capital Excl)	\$50,000	\$50,000	\$24,780,538	\$3,517,230,150	\$7.05	0.20%	\$0.014	\$12.44
2	Item 7a. WW Plan & Permitting (Borrow)	\$250,000	\$52,000	\$24,832,538	\$3,517,230,150	\$7.06	0.21%	\$0.015	\$12.93
3	Item 7b. Enhanced IA Sub. (Borrow)	\$200,000	\$41,600	\$24,874,138	\$3,517,230,150	\$7.07	0.17%	\$0.012	\$10.35
4	Item 10d. Fire Garage Doors (Borrow)	\$350,000	\$72,800	\$24,946,938	\$3,517,230,150	\$7.09	0.29%	\$0.021	\$18.11
5	Item 10f. Beach Restrooms (Borrow)	\$350,000	\$72,800	\$25,019,738	\$3,517,230,150	\$7.11	0.29%	\$0.021	\$18.11
6	Item 10j. Excav./Mower (Capital Excl)	\$85,000	\$85,000	\$25,104,738	\$3,517,230,150	\$7.14	0.34%	\$0.024	\$21.14
7	Item 11a. APB Access (Capital Excl)	\$150,000	\$150,000	\$25,254,738	\$3,517,230,150	\$7.18	0.60%	\$0.043	\$37.31
8	Item 12a. Water Meter Repl. (Borrow)	\$275,000	\$57,200	\$25,311,938	\$3,517,230,150	\$7.20	0.23%	\$0.016	\$14.23
9	Item 13a. Maurice Water Main (Borrow)	\$500,000	\$104,000	\$25,415,938	\$3,517,230,150	\$7.23	0.41%	\$0.030	\$25.87
10	Item 13c. WW System Planning (Borrow)	\$150,000	\$31,200	\$25,447,138	\$3,517,230,150	\$7.23	0.12%	\$0.009	\$7.76
Capital Items Subtotal		\$2,360,000	\$716,600						

C. Other Departmental Funding Requests for FY2024:									
11	Housing/CPC Coordinator (Art. 17)	\$115,000	\$115,000	\$25,562,138	\$3,517,230,150	\$7.27	0.45%	\$0.0327	\$28.60
12	Wastewater Superintendent (Art. 18)	\$145,000	\$145,000	\$25,707,138	\$3,517,230,150	\$7.31	0.57%	\$0.0412	\$36.06
13	Fire Department Staff (Art. 19)	\$206,964	\$206,964	\$25,914,102	\$3,517,230,150	\$7.37	0.81%	\$0.0588	\$51.47
14	Pre-School Voucher Extension (Art. 20)	\$175,000	\$175,000	\$26,089,102	\$3,517,230,150	\$7.42	0.68%	\$0.0498	\$43.52
Other Departmental Subtotal		\$641,964	\$641,964						
Grand Total		\$1,853,426	\$26,089,102	\$3,517,230,150	\$7.42	11.50%	\$0.77	\$669.23	

RJW Workbook	\$0		\$24,235,675	\$3,517,230,150	\$6.89	0.00%	\$0.0000	\$0.00
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114 Moderator

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
	<u>Account</u>	<u>Personnel</u>					
5120	511000	Moderator	225.00	225.00	225.00	225.00	
		Total Personnel	225.00	225.00	225.00	225.00	
Expenses							
5400	573000	Dues/Memberships	20.00	30.00	400.00	40.00	
		Total Expenses	20.00	30.00	400.00	40.00	
Total Operating Expenses			245.00	255.00	625.00	265.00	-57.60%

115 Constables

			FY2021 Actual	FY2022 Actual	FY2023 Budget
Operating Expenses					
	<u>Account</u>	<u>Personnel</u>			
5100	511000	Constable	50.00	-	100.00
		Total Personnel	50.00	-	100.00
Expenses					
		Total Expenses	0.00	-	-
Total Operating Expenses					
			50.00	0.00	100.00

121 Audit

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
	<u>Account</u>	<u>Personnel</u>					
5120	000000		-	-			
		Total Personnel	-	-	-	-	
Expenses							
5400	532000	Accounting/Audit	22,900.00	8,000.00	30,000.00	30,750.00	
		Total Expenses	22,900.00	8,000.00	30,000.00	30,750.00	
Total Operating Expenses			22,900.00	8000.00	30,000.00	30,750.00	2.50%

FY 2024

122 Selectboard

Narrative:

The primary addition is the line creating a budget for "Planning." As of today, there is no budget for Planning. There are several long range plans that are critical to updating on a regular basis, such as the Local Comprehensive Plan, MVP Plan, and Dredging. Failure to do so is problematic and risks the qualifications to apply for various grant funding opportunities. We have had to ask the Finance Committee to use their Reserve Fund to fund some of these activities and largely depleted their fund. Going forward the town effectively needs to complete one major plan per year. This funding amount reflects this need.

The other budget request is for "subscriptions," which is subscriptions to local newspapers for each member of the board that would be associated with their two issued email address. It is based on the subscription costs for the Cape Cod Times and the Provincetown Independent. The Boston Globe is too expensive to justify at \$360/yr per subscription.

122 Selectmen

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>		<u>Personnel</u>					
5100	512000	Selectmen (5)	12,499.84	12,499.96	12,500.00	12,500.00	
Total Personnel			12,499.84	12,499.96	12,500.00	12,500.00	
Expenses							
5400	530000	Contract Services	-	-	1,000.00	1,000.00	
5400	000000	Printing	-	-	-	-	
5400	530800	Seminars/Training	100.00	-	200.00	200.00	
5400	534000	Telephone	-	-	-	-	
5400	536005	Rights of Access Comm.			2,500.00	2,500.00	
5400	542000	Office Supplies	55.68	-	-	-	
5400	571000	Travel	-	-	200.00	200.00	
5400	571100	Meals/Lodging	-	-	200.00	200.00	
5400	573000	Dues/Membership	1,816.00	300.00	3,000.00	3,000.00	
5400	578000	Unclassified Items	-		200.00	200.00	
		Subscriptions				375.00	
		Planning				20,000.00	
Total Expenses			1,971.68	300.00	7,300.00	27,675.00	
Total Operating Expenses			14,471.52	12,799.96	19,800.00	40,175.00	102.90%

General Government

**FY2024
123 Town Administration**

Program Description

Serves under the direction of the Selectboard, the Town Administrators office's is responsible for the direction and supervision of all employees, activities and departments placed by MGL, the Town's Charter or bylaws under the control of the Selectboard, including personnel management and procurement activities. Following the Selectboard'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 the Assistant Town Administrator comprise the administrative officers for the Town and the Assistant Town Administrator serves as the Acting Town Administrator in the absence of the Town Administrator. The Town Administrator is responsible for the appointment and discipline of all fulltime, parttime and seasonal employees except as is otherwise provided in the MGL, the Town's Charter, the Personnel Bylaw or the collective bargaining agreements.

Budget Statement

Personnel increases are provided for in the Town Administrator's contract and the Assistant Town Administrator's contract. Budget for operating expenses are level funded. Overall the budget is increasing 2.3%

FY 2024 Objectives

- 1) Implement the Selectboard's policy goals and directives
- 2) Improve communications and collaboration amongst departments throughout the town
- 3) Improve personnel management records systems and procedures
- 4) Improve financial managements systems and staff training
- 5) Engage a public visioning process for Maurice's Campground
- 6) Support 95 Lawrence Road to move towards construction
- 7) Continue Construction on the Chequessett Neck Road Bridge
- 8) Extend Municipal Water from Eastham to Maurice's Campground

Major Accomplishments for FY 2023

- 1) Close out Fiscal Year 2020 and 2021 financial records
- 2) Certify Free Cash for FY2022
- 3) Complete internal audit and cash reconciliation for FY2020 & 2021
- 4) Continue to improve new chart of accounts for FY2023
- 5) Finalized recruitment process for Principal Clerk, Human Resource Director, Town Accountant, Assistant Town Accountant
- 6) Approved purchase and closed on the property at Maurice's Campground
- 7) Applied for and received over \$50 million in grants for the Herring River Restoration Project.
- 8) Executed a construction contract to replace the Chequessett Neck Road Bridge

Personnel

<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
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General Government

511000	Full-time S&W	TA & ATA Salary
519300	TA Incentive	Vehicle and Retirement Stipend

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
530800	Education & Training	\$8,000	Professional Development Training such as MCPPO Certification and Re-Certification
571000	Travel	\$1,000	Reimbursed travel expenses
571100	Meals/Lodging	\$2,500	Reimbursed Meal/Lodging Expenses
573000	Dues & Memberships	\$2,500	Professional Memberships such as ASPA

123 Town Administrator

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
5100	511000	Town Administrator	313,102.19	272,359.81	318,333.00	326,291.00	
		Asst. Town Administrator					
5100	519300	Town Admin. Incentive	-	800.00	9,800.00	9,800.00	
		Total Personnel	313,102.19	273,159.81	328,133.00	336,091.00	
Expenses							
5400	000000	Contract Services	1,922.57	-	-	-	
5400	000000	Advertising	365.00		-	-	
5400	530800	Seminars/Training	2,045.00	2,232.00	8,000.00	8,000.00	
5400	534000	Telephone	2,215.51	82.98	-	-	
5400	000000	Postage	98.70	-	-	-	
5400	000000	Office Supplies	415.40	-	-	-	
5400	571000	Travel	-	-	1,000.00	1,000.00	
5400	571100	Meals/Lodging	-	-	2,500.00	2,500.00	
5400	573000	Dues/Membership	911.60	2,238.00	2,500.00	2,500.00	
5400	000000	Unclassified Items	-				
		Total Expenses	7,973.78	4,552.98	14,000.00	14,000.00	
Total Operating Expenses			321,075.97	277,712.79	342,133.00	350,091.00	2.33%

General Government

FY 2024

124 General Administration

Program Description

The General Administration budget provides the administrative support for the Board of Selectmen, the Town Administrator’s office, and Finance Committee support.

Budget Statement

Personnel for the general administration include an Executive Assistant to the Town Administrator who has an individual contract with the Town, a merit increase, and a contract adjustments has reflected in growth above 2.5% within the budget line. The Principal Clerk that is under a collective bargaining unit. There is also a part time Committee Secretary that assists with the management of duties. Overall, the budget is increasing by 4.56%

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
511000	Full-time S&W	\$137,450	2 full-time
512000	Part-time S&W	\$27,765	20 hours a week
515000	Vacation Buyout	\$65,000	For all Town employees that have carried over many days of vacation a buyout is offered to lessen the burden of time off
519000	Longevity	0	No employee receives longevity at this time

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
529000	Contract Services	\$11,000	Contracted services to support government initiatives.
530000	Copier Lease	\$10,000	Lease for copiers in Town Hall
530800	Seminars & Training	\$500	Training budget for 2 full time positions
530400	Advertising	\$12,000	This is a centralized line for all the Town’s advertising
534000	Telephone	\$4,000	The Town Hall’s telephone carrier expenses
534500	Postage	\$6,000	This is a centralized line for all the Town’s mailing
530700	Printing	\$500	Miscellaneous printing costs such as business cards, etc.
542000	Office Supplies	\$11,880	Includes copier paper and all Town Hall supplies
571000	Travel	\$300	Travel reimbursement for employees

124 General Administration

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						15.84%
<u>Account</u>	<u>Personnel</u>					
5100	511000	Principal Clerk	118,169.71	121,263.35	124,582.00	137,450.00
		Admin Asst. to Town Admin	-			
5100	512000	Asst. to Gen. Admin./PT	14,480.55	20,856.42	27,086.00	27,765.00
5100	515000	Vacation Buyout	4,369.38	52,596.82	47,000.00	67,000.00
5100	519000	Longevity	1,600.00	1,700.00	1,800.00	-
		Total Personnel	138,619.64	196,416.59	200,468.00	232,215.00
Expenses						-1.75%
5400	529000	Copier Lease	7,908.52	11,192.55	10,000.00	11,000.00
5400	530000	Contract Services	3,441.86	4,928.97	10,000.00	10,000.00
5400	000000	Alarm System	368.20	-	-	
5400	530400	Advertising	1,578.03	10,939.34	12,000.00	12,000.00
5400	530700	Printing	-	781.74	500.00	500.00
5400	530800	Seminars/Training	-	-	500.00	500.00
5400	534000	Telephone	1,598.90	5,267.54	4,000.00	4,000.00
5400	534500	Postage	95.40	4,835.72	8,000.00	6,000.00
5400	542000	Office Supplies	3,205.53	10,144.53	11,880.00	11,880.00
5400	571000	Travel	200.27	-	300.00	300.00
		Total Expenses	18,396.71	48,090.39	57,180.00	56,180.00
Total Operating Expenses						11.93%
			157,016.35	244,506.98	257,648.00	288,395.00

131 Finance Committee

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	530400	Advertising	213.44	-	-	-	
5400	573000	Dues/Membership	160.00		-	170.00	
Total Expenses			373.44	-	-	170.00	
Total Operating Expenses			373.44	0.00	0.00	170.00	100.00%

General Government

**FY2024
132 Reserve Fund**

Program Description

This fund is for operational reserve and administered through the finance committee.

Budget Statement

Overall the budget is increasing 2.23%

FY 2024 Objectives

- 1) Only to use funding in operational emergency

Major Accomplishments for FY 2023

- 1) Needed additional funds to cover budget increase in custodial service when longtime contractor retired in the middle of fiscal year. New contractor was substantially higher in cost.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
578000	Reserve Fund	\$91,500	Professional Development Training such as MCPPO Certification and Re-Certification

132 Reserve Fund

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	578000	RESERVE FUND	-	-	89,500.00	91,500.00	
5780	596103	Transfer to Marina	-	-	-		
Total Expenses			-	-	89,500.00	91,500.00	
Total Operating Expenses			0.00	0.00	89,500.00	91,500.00	2.23%

135 Accountant

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
Account	Personnel						
5100	511000	Accountant	212,343.22	314,183.38	157,138.00	170,000.00	
		Assistant Accountant	-				
5100	000000	Vacation Buyout	2,558.44	-			
5100	519000	Longevity	2,200.00	2,300.00	2,100.00	-	
		Total Personnel	217,101.66	316,483.38	159,238.00	170,000.00	
Expenses							
5400	530000	Contract Services	158.99	-		-	
5400	530100	Data Processing	5,540.00	6,190.00	10,000.00	10,000.00	
5400	530400	Advertising	150.00		-	-	
5400	530800	Seminars/Training	1,125.00	1,560.00	1,510.00	2,000.00	
5400	534500	Postage	655.11	58.00	20.00	-	
5400	542000	Office Supplies	1,666.03	-	-	-	
5400	571000	Travel	-	465.87	800.00	800.00	
5400	571100	Meals/Lodging	-	937.05	1,100.00	1,000.00	
5400	573000	Dues/Membership	135.00	65.00	220.00	200.00	
		Total Expenses	9,430.13	9,275.92	13,650.00	14,000.00	
Total Operating Expenses			226,531.79	325,759.30	172,888.00	184,000.00	6.43%

FY 2024
GENERAL GOVERNMENT
141 Assessor

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

Level-funded except for contractual increases and mileage reimbursement due to gas prices.

FY 2024 Objectives

- New Technology and upgrades to existing technology, including GIS, online permitting and permit-tracking software to improve interdepartmental communication, data sharing, efficiency & convenience for the public.
- Continue refining Residential Exemption eligibility to get an accurate count of qualified applicants.
- Improve and strengthen Financial Team best practices and cooperation.

Major Accomplishments for FY 2023

- Implementing and managing Residential Exemption program.
- 100% fulfilling the needs of the public despite the challenges of COVID-19 disruptions and closures.
- Relatively timely tax rate setting despite personnel and financial issues.

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	\$145,505 - Two full time staff
A-2	Part-time S&W	None
A-3	Seasonal/Temporary	None
A-4	Overtime	None
A-5	Longevity	\$2975 per WEA contract

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$15,375	PK & CAI Technologies annual software maintenance, Registry of Deeds & miscellaneous unforeseen expenses
B-2	Prof. Services – PK	\$31,500	Valuation and consulting services per contract (\$21,500) & recollection of commercial personal property & exempts (\$10,000).
B-3	Education & Training	\$2,000	Assessor's School & various seminars to maintain MAA cert.
B-4	Mapping Services	\$3,320	Annual atlas update required by DOR
B-5	Postage	\$ 0.00	
B-6	Office Supplies	\$ 0.00	
B-7	Travel	\$2,600	Mileage reimbursement for data collector's use of own car
B-8	Meals/Lodging	\$1,200	Reimbursement for school, course & seminar expenses
B-9	Dues & Memberships	\$ 500	Professional organizations: MAAO, BCAA, NRAAO, IAAO

141 Assessor

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
5110	000000	Assessor	135,828.12	140,584.29	145,505.00	145,505.00	
		Data Collector	-				
5190	000000	Longevity	1,775.00	2,675.00	2,825.00	2,975.00	
Total Personnel			137,603.12	143,259.29	148,330.00	148,480.00	
Expenses							
5400	530000	Contract Services	13,284.01	35,009.87	15,375.00	15,375.00	
5400	011002	Revaluation Pk	35,000.00	-	31,500.00	31,500.00	
5400	532700	Mapping Services	-	319.20	3,320.00	3,320.00	
5400	000000	Advertising	12.12	-	100.00	100.00	
5400	530800	Seminars/Training	345.00	70.00	2,000.00	2,000.00	
5400	000000	Postage	1,487.90	-	-	-	
5400	530000	Contracted Services	2,900.00	-	-	-	
5400	000000	Travel	70.84	-	-	-	
5400	000000	Office Supplies	-	-	-	-	
5400	571000	Travel	1,556.84	1,611.61	2,400.00	2,600.00	
5400	000000	Meals/Lodging	-	-	1,000.00	1,200.00	
5400	573000	Dues/Membership	590.00	490.00	500.00	500.00	
Total Expenses			55,246.71	37,500.68	56,195.00	56,595.00	
Total Operating Expenses			192,849.83	180,759.97	204,525.00	205,075.00	0.27%

General Government

**FY 2024
145 Treasurer-Collector**

Program Description

The 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, invests the funds held to the Town’s best advantage, is responsible for bond issues and debt management. The Treasurer is also responsible for ensuring 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 and 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. The Treasurer and Collector offices were split with retirement of the previous Treasurer-Collector in January of 2019, but the budgets remain under one umbrella.

Budget Statement

As a department we are always looking for ways to minimize costs and increase productivity.

FY 2024 Objectives

Treasurer’s office needs to review all the existing written policies and procedures and update or create same. We want to become more efficient and consistent by establishing clear, written turnover policies, debt policies, payroll policies, withholdings policies, taxation aid policies, tax work off policies, tax tile policies, and any other necessary policies.

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$225,185.00	3 full-time (Treasurer, Collector, Asst. Treasurer/Collector)
A-2	Part-time S&W		None
A-3	Longevity	\$1,700	Collector

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$22,000	Includes Harpers Payroll Services, VADAR Systems, Health Equity, Segal, PK
B-2	Education & Training	\$2,500	MMA/MCTA/MGFOA/C&I TCA school, workshops & conferences – Increased by \$1,400 to ensure all can attend
B-3	Postage	\$1,600	Reduced by \$4,400
B-4	Printing	\$3,100	Level Funded
B-5	Travel	\$1,000	Increased by \$200
B-6	Meals/Lodging	\$1,000	Level Funded
B-7	Dues & Memberships	\$500	Level Funded
B-8	Other Charges	\$2,000	Level Funded
B-9	Administrative Fees	\$1,500	Level Funded
B-10	Debt Admin. Fees	\$25,000	Reduced by \$10,000 – Debt admin fees may be paid from bond proceeds

145 Treasurer

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
Account	Personnel						
5100	511000	Treasurer	195,028.70	255,197.10	213,122.00	83,766.00	
		Collector	-			83,053.00	
		Asst. Collector/Treasurer	-			58,366.00	
5100	000000	Health Insurance	1,927.25	-		-	
5100	519000	Longevity	1,525.00	-	1,300.00	1,400.00	
Total Personnel			198,480.95	255,197.10	214,422.00	226,585.00	
Expenses							
5400	530000	Contract Services	21,350.09	22,790.42	19,500.00	22,000.00	
5400	530400	Advertising	-	-	-	-	
5400	530700	Printing	94.08	-	3,100.00	3,100.00	
5400	530800	Seminars/Training	165.00	900.00	1,100.00	2,500.00	
5400	534500	Postage	3,088.18	47.05	6,000.00	1,600.00	
5400	530000	Contract Services	305.35	-		-	
5420	000000	Office Supplies	2,638.66	-	-	-	
5400	571000	Travel	-	254.94	800.00	1,000.00	
5400	571100	Meals/Lodging	-	-	1,000.00	1,000.00	
5400	573000	Dues/Membership	210.00	110.00	365.00	500.00	
5400	575000	Debt Admin. Fees	7,232.87	3,700.00	35,000.00	25,000.00	
5400	578000	Other Charges	50.50	-	2,000.00	2,000.00	
5400	578100	Administrative Fees	-	436.87	1,500.00	1,500.00	
Total Expenses			35,134.73	28,239.28	70,365.00	60,200.00	
Total Operating Expenses			233,615.68	283,436.38	284,787.00	286,785.00	0.70%

General Government

**FY2024
151 Legal Expense**

Program Description

Covers legal expense incurred by the Town of Wellfleet

Budget Statement

Legal expenses have consistently and considerably exceeded budget appropriation. Proposed budget aligns closer to actual expenses incurred. Budget is increasing 100%

FY 2024 Objectives

- 1) Reduce the Towns overall legal service liability

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
530300	Legal Service	\$250,000	Legal Expenses

151 Legal

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	530300	Legal Services	88,765.78	239,345.97	125,000.00	250,000.00	
5400	573000	Dues/Subscriptions	8,597.00	4,365.00	-		
Total Expenses			97,362.78	243,710.97	125,000.00	250,000.00	
Total Operating Expenses			97362.78	243,710.97	125,000.00	250,000.00	100.00%

General Government

FY2024

153 Information Technology (IT)

Program Description

The Information Technology Department formerly known as the computerization budget provides oversight and management of computer hardware, software & licenses, annual maintenance agreements, as well as ensuring our cyber security. The department has consistently comprised of contractor service from the Barnstable County IT Department, this budget proposed to add an in-house IT Director to lessen our reliance on the county.

Budget Statement

The budget proposes a new staff position of IT Director with a salary range of \$80K-\$90K with an overall cost around \$115K to include benefits. We will reduce the County IT service line by 50% but will retain a service level to ensure a smooth transition to in-house operations. Overall the budget is increasing 24.1%

FY 2024 Objectives

- 1) Provide ongoing support to secure remote access for work outside the office as necessary
- 2) Improve upon asset management including mobile devices, tablets, printers, copiers, and other technology equipment.
- 3) Support staff by identifying ways to achieve efficiency through new technology

Major Accomplishments for FY 2023

- 1) Ongoing support of technological changes due to the post-COVID world.
- 2) Ongoing support for remote meetings
- 3) Provisioning of user accounts for several new hires including TA, Accountant, and Treasurer.
- 4) Upgrade of computer system at the Towns Library.

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
511000	Full-time S&W	\$90,000	IT Director

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
530000	Contracted Services	\$31,000	Licensure and maintenance of hardware and software programs.
530600	IT Service (BCIT)	\$45,000	Barnstable County IT Services
534000	Telephone	\$0	Telephone costs
534100	Internet	\$5,000	Cost for internet services
542000	Office Supplies	\$500	Supplies for IT Department
585000	Small Equipment	\$20,500	Hardware Peripheral Items

153 Computerization

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
	<u>Account</u>	<u>Personnel</u>					
5100	511000	IT Director				90,000.00	New Position excludes
		Total Personnel	-	-	-	90,000.00	
Expenses							
5400	530000	Contract Services	25,241.51	19,299.84	30,000.00	31,000.00	
5400	530600	IT Services (BCIT)	96,807.57	99,628.11	99,000.00	45,000.00	
5400	534000	Telephone	170.56	382.12	-	-	
5400	534100	Internet	4,986.38	6,951.15	7,000.00	5,000.00	?
5400	542000	Office Supplies	157.42	-	500.00	500.00	
5400	585000	Small Equipment	45,359.61	29,843.80	20,000.00	20,500.00	
		Total Expenses	45,517.03	156,105.02	156,500.00	102,000.00	
Total Operating Expenses							
			45,517.03	156,105.02	156,500.00	192,000.00	22.68%

158 Tax Title

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	530900 Tax Title Expense	10,911.68	6,869.76	10,000.00	11,000.00	
		-	-			
Total Expenses		10,911.68	6,869.76	10,000.00	11,000.00	
Total Operating Expenses		10911.68	6869.76	10,000.00	11,000.00	10.00%

General Government

FY 2024

160 Human Resources

Program Description

Through strategic partnerships and collaboration, the Human Resources Department attracts, develops, and retains a high performing, inclusive and diverse workforce and fosters a healthy, safe, well-equipped and productive work environment for employees, their families, departments, community partners and the public in order to maximize individual potential, expand organizational capacity and position the Town of Wellfleet as an employer of choice.

Budget Statement

After the authorization to hire an HR Director was approved at Town Meeting, this year's budget includes expenses necessary for the development of the HR Department. Overall, the budget is increasing by 6.67%

FY 2024 Objectives

- 1) Valuing, encouraging, and supporting a diverse workforce
- 2) Continually improving individual and organizational effectiveness
- 3) Championing career and Professional Growth

Major Accomplishments for FY 2023

- 1) Develop and create the Human Resource Department
- 2) Hire a Human Resource Director

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
511000	Full-time S&W	\$92,250	HR Director
515000	Vacation Buyout	\$0	For all Town employees that have carried over many days of vacation a buyout is offered to lessen the burden of time off
519000	Longevity	\$0	No employee receives longevity at this time

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
529000	Contract Services	\$1,000	Contracted services to support government initiatives.
530800	Seminars & Training	\$750	Training for staff and the HR Director
530400	Advertising	\$1,000	Advertising job openings
534500	Postage	\$100	Mailings of newsletter and other such documents
530700	Printing	\$250	Printing costs such as business cards, etc.
542000	Office Supplies	\$500	Offices supplies necessary for operation
571000	Travel	\$150	Travel reimbursement for employee

160 Human Resources

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
5110	511000	Human Resource Director	-	-	90,000.00	92,250.00	
		Total Personnel	-	-	90,000.00	92,250.00	
<u>Expenses</u>							
5400	530000	Contract Services	-	-	-	1,000.00	
5400	530400	Advertising				1,000.00	
5400	5307	Printing				250.00	
5400	530800	Seminars/Training	-	-	-	750.00	
5400	534500	Postage	-	-	-	100.00	
5400	542000	Office Supplies	-	-	-	500.00	
5400	571000	Travel	-	-	-	150.00	
		Total Expenses	-	-	-	3,750.00	
Total Operating Expenses							
			-	-	90,000.00	96,000.00	6.67%

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 the town’s permanent records including minutes for all boards, 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

Increases related to Department 161 revolves around by law codification. A contract with General Code was entered into in 2017 but the project was stalled under the previous Clerk. After getting the project restarted there will be an ongoing maintenance fee which is budgeted for but what the variable is how much of our bylaws need to be updated.

FY 2024 Objectives

Objectives for this fiscal year include continuing book binding, by-law codification and sending notices out for the renewal of Business Certificates and dog licenses. I also hope to get back into the program of continued education to achieve the CMMC designation which was stalled due to Covid 19.

Major Accomplishments for FY 2023

FY 2022 doesn’t have as many tangible goals that are finished yet, but instead steps needed to be taken to get some large projects going that had been left over from the previous Clerk. Two of those projects are By law codification and digitizing records.

Personnel

Line #	Account	Description (specify basis for calculation)
A-1	Full-time S&W	One full time staff
A-2	Part-time S&W	One part time staff 18 hours a week.
A-3	S&W Longevity	None at this time.
A-4	Stipend	Earned professional designation as outlined under MGL, c. 41, §19K.

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$3,300	Annual street listing census project as mandated by statute Along with follow up notices to inactive voters. Dog license tags,
B-2	Education & Training	\$1,720	Ongoing professional development and training
B-4	Bylaw	\$4,495	Ongoing codification project for by-laws/charter
B-5	Bookbinding	\$1,500	Binding of vital records
B-7	Travel	\$500	Related travel expenses related to training
B-8	Meals/Lodging	\$700	Meals only for travel
B-9	Dues & Memberships	\$400	Professional membership dues for department staff

161 Town Clerk

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
Account	Personnel						
5110	511000	Town Clerk	73,728.27	76,898.43	79,596.00	79,596.00	
5120	512000	Asst. Clerk	7,611.49	13,381.81	24,000.00	24,000.00	
5150	515000	Vacation Buyout	1,975.19	-	-	-	
5195	519500	Stipend	-	-	-	-	
Total Personnel			83,314.95	90,280.24	103,596.00	103,596.00	
Expenses							
5400	529100	Clerk Bylaws	1,195.00	2,523.28	3,500.00	4,495.00	
5400	530000	Contract Services	2,389.97	2,236.17	3,200.00	3,300.00	
5400	530800	Seminars/Training	60.00	65.00	1,020.00	1,720.00	
5400	534500	Postage	798.33	-	-	-	
5400	530000	Contract Services	616.56	-	-	-	
5400	542000	Office Supplies	544.98	-	-	-	
5400	558800	Town Clerk Bookbinding	-	95.55	1,500.00	1,500.00	
5400	571000	Travel	-	-	1,500.00	500.00	
5400	571100	Meals/Lodging	-	-	300.00	700.00	
5400	573000	Dues/Membership	70.00	100.00	500.00	400.00	
Total Expenses			5,674.84	5,020.00	11,520.00	12,615.00	
Total Operating Expenses			88,989.79	95,300.24	115,116.00	116,211.00	0.95%

Dept.161
FY 2024 Additional Budget Request

Additional Amount Requested

\$995.00

Budget Line Number

Clerk Bylaws

One Time Only or Ongoing Expense?

Ongoing.

Description of Program, Product or Service

In 2017 this bylaw line item was set at \$3,500 for the eventuality that the Town would vote to approve a renumbering of our in house by laws through General Code, as well utilize the company's online platform called ecode, which will be added as a link to our Town website. As it has been six years since this figure was set, naturally there has been increases in the costs of this vendors services. This line item includes editing our bylaws every time a new general or zoning By law is amended, as well as a fee for maintaining and updating the ecode website.

Cost/Benefit Analysis

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Part-time S&W	Election officers \$9,128
A-2	S&W Stipend	Stipend for four (4) members of the Board of Registrars \$350.00

Budget Statement

Increases to the Elections budget revolve around a couple of items. The expansion of vote by mail (Which was expedited by COVID 19 and Chapter 115 of the Acts of 2020) is likely to be extended for the upcoming year. That increases the need for extra staff to process ballots as they come in before the election and at the polls where they need to be opened, checked in and out and after the ballot is processed, the envelope gets kept. 2022 will also see an increase to the minimum wage to \$15.00 dollars, therefore part time S/W is getting increased. Another variable is printing of the ballots. We do not pay for printing of ballots for State elections, but for Town elections only. As the cost of inflation goes up and just about everything else, our ballot printers have projected an increase as well. In FY 23 we will have two State Elections and one Annual Town Election.

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$6,800	Coding and costs related to handicap voting machine
B-2	Postage	\$2,600	Postage related to voter registration and absentee ballots
B-3	Printing	\$1,760	Printing of town ballots
B-4	Office Supplies	\$1,000	Standard office supplies for elections and town meeting
B-5	Food Supplies	\$425	Meals for election officers during elections

162 Elections/Registrations

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>		<u>Personnel</u>					
5100	512000	Election Tellers	6,244.95	2,006.74	9,128.00	7,628.00	
5100	519500	Stipend	350.00	350.00	350.00	350.00	
		Total Personnel	6,594.95	2,356.74	9,478.00	7,978.00	
Expenses							
5400	530000	Contract Services	6,992.06	3,087.53	4,900.00	6,600.00	
5400	530700	Printing	3,412.05	2,210.64	1,760.00	1,760.00	
5400	534500	Postage	2,005.81	28.63	2,600.00	2,600.00	
5400	542000	Office Supplies	279.18	250.09	1,000.00	1,000.00	
5400	549000	Food Supplies	442.89	251.38	400.00	425.00	
		Total Expenses	13,131.99	5,828.27	10,660.00	12,385.00	
Total Operating Expenses			19,726.94	8,185.01	20,138.00	20,363.00	1.12%

171 Conservation

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
Expenses							
5400	530000	Contract Services	700.00	-	-	-	
5400	530400	Advertising	1,816.96	-	-	-	
5400	530700	Printing	-	78.67	150.00	150.00	
5400	530800	Seminars/Training	-	-	450.00	450.00	
5400	534500	Postage	245.00	-	530.00	530.00	
5400	542000	Office Supplies	274.69	244.08	250.00	250.00	
5400	558400	Field Supplies	1,465.34	1,073.72	2,280.00	4,000.00	
5400	571000	Travel	-	-	200.00	200.00	
5400	573000	Dues/Membership	263.00	203.00	300.00	300.00	
Total Expenses			4,764.99	1,599.47	4,160.00	5,880.00	
Total Operating Expenses			4,764.99	1,599.47	4,160.00	5,880.00	41.35%

171 Conservation FY 2024 Additional Budget Request

Additional Amount Requested

\$2720.00

Budget Line Number

5400 558400: Field Supplies

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

The cost of field supplies has increased to do the maintenance required on Conservation Commission owned properties. We frequently need to purchase split rail fencing, signs, lumber, and plants.

Cost/Benefit Analysis

We are requesting a modest increase to be able to better care for the land under the care, custody, and control of the Conservation Commission. Without this increase less maintenance can be done.

General Government

**FY2024
174 Planning Board**

Program Description

The Planning Board is charged with specific duties and responsibilities to include; long range planning (Master Plan); review of subdivision plans; holding public hearings and forwarding recommendations on proposed zoning changes; and reviewing major developments.

Budget Statement

No change in the budget is proposed.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
530000	Contracted Services	\$5,000	Professional Consultation Services
530700	Printing	\$1,200	Printing costs
530800	Education/Training	\$1,665	Continuing Education and training
534100	Dues/Membership	\$135	Dues for subscriptions and memberships

174 Planning Board

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
Expenses							
5400	530000	Contract Services	-	-	5,000.00	5,000.00	
5400	530400	Advertising	85.84	-	-	-	
5400	530700	Printing	-	-	1,200.00	1,200.00	
5400	530800	Education/Training	-	-	1,665.00	1,665.00	
5400	534500	Postage	-	-	-	-	
5400	542000	Office Supplies	267.07	-	-	-	
5400	573000	Dues/Membership	-	-	135.00	135.00	
Total Expenses			352.91	-	8,000.00	8,000.00	
Total Operating Expenses			352.91	0.00	8,000.00	8,000.00	0.00%

176 Zoning Board of Appeals

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
Expenses							
5400	530400	Advertising	521.71	-	-	-	
5400	530700	Printing	-	-	100.00	100.00	
5400	530800	Education/Training	-	-	50.00	50.00	
5400	534500	Postage	907.45	352.50	-	-	
5400	542000	Office Supplies	227.59	127.40	-	-	
5400	571000	Travel	-	-	75.00	75.00	
5400	573000	Dues/Membership	-	-	75.00	75.00	
Total Expenses			1,656.75	479.90	300.00	300.00	
Total Operating Expenses			1,656.75	479.90	300.00	300.00	0.00%

177 Open Space Committee

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	530000	Contract Services	-	-	1,000.00	1,000.00	
5400	530700	Printing	-	-	500.00	500.00	
Total Expenses			-	-	1,500.00	1,500.00	
Total Operating Expenses							
Total Operating Expenses			-	-	1,500.00	1,500.00	0.00%

178 Herring Warden

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u> <u>Personnel</u>							
5100	519500	Stipend	2,400.00	2,400.00	2,400.00	2,400.00	
			-				
Total Personnel			2,400.00	2,400.00	2,400.00	2,400.00	
Expenses							
5400	530000	Contract Services	-	-	-		
Total Expenses			-	-	-	-	
Total Operating Expenses							
			2,400.00	2,400.00	2,400.00	2,400.00	0.00%

Program Description

The Town of Wellfleet’s Shellfish Department is responsible for ensuring the success of the productive, healthy and sustainable \$8M shellfishing industry in the Town of Wellfleet where more than 300 residents (10 percent of the population) make their livelihoods. Given its oversight of food production and food safety for the public health and because it is a “first responder” on the intertidal areas used for wild harvest and farming of shellfish, the Shellfish Department is considered essential personnel by both federal and state government.

The Shellfish Department provides enforcement like the Police Department, emergency services like the Fire Department and works outside in all kinds of weather, often operating machinery like the DPW. We work to ensure sustainable fisheries for future generations by:

- enforcing town, state and federal policies and regulations governing 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 our above responsibilities, we are operational 364 days a year (taking only Christmas Day off), with three full-time personnel and two seasonal deputies. We utilize three trucks, a boat and a barge. Hours of operation change daily due to low tide cycles when presence on patrol is required for oversight and enforcement of the shellfishery. With an active dragger boat fishery and propagation efforts, coverage is also needed during high tide. The department is on call 24/7 and is responsible for responding and engaging at any time, even on days off and holidays. 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 (farmers).

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 many forms of public education.

Budget Statement

Adequate staffing for administrative duties year-round has become an issue given an increasing delegation of public health responsibilities from the state due to shellfish sanitation program changes at the federal level and the required involvement of the department in many crucial developing areas for the Town, such as Clean Water, Conservation Commission, Hazard Mitigation, Natural Resources, Rights of Public Access and climate change. First and foremost, it is of utmost importance that we ensure a safe, healthy product reaches the market, especially during the five-month vibrio season. In addition, for close to seven months a year, we only have one person on patrol on weekends, which is typically the busiest time for shellfishing.

In 2023, we had about 170 commercially permitted shellfishermen, including shellfish harvesting boats. With more than 100 farms, Wellfleet has more than double the number of shellfish farms and nearly double the amount of acreage under cultivation than any other coastal community in the state.

General Government

Recreational shellfishing has increased exponentially, both in permits sold and in usage over the past several years. In 2022, we sold more than 1,000 recreational shellfishing permits – a first in Shellfish Constable Nancy Civetta’s five-year tenure. People are harvesting their weekly shellfish limits more frequently, which creates demands on both patrol and propagation activities, as we need to oversee harvest and make sure that there are abundant shellfish available for harvest. We have seen an 77% increase in annual recreational shellfishing from 2019 (pre-pandemic) to 2022. We have documented a nearly 60% increase in oyster harvest and a 96% increase in quahog harvest between 2019 and 2022. The department’s propagation efforts utilizing the state-run contaminated quahog relay has been a wonderful contributor to the increase in quahog harvest. With the addition of the part-time, seasonal deputy to assist with recreational shellfishery oversight, we believe we now have good coverage during the busiest June to September time period.

We are putting forth a level-funded *operations* expense budget for FY23 with the exception of fuel cost increases of 76% from FY22. However, regarding *personnel*, we have an additional request: We believe that the addition of a part-time, winter month deputy shellfish constable is needed (equal to an additional \$17,075) and have included this in our proposed budget. This would allow the department to more closely monitor the recreational shellfishery during the winter months and provide for much-needed administrative support in the office. There have been increasing demands placed on the department for participation in Town bodies, for reporting requirements by the State and for grant oversight and Town of Wellfleet regulation enforcement. Having extra support year-round would allow us to meet these needs and train someone to perhaps take over the full-time deputy position when Chris Manulla retires in five years.

FY24 Objectives

- 1) Further streamline grant oversight operations and continue inspections and monitoring to raise the level of compliance.
- 2) Continue educational and enforcement procedures to ensure accountability and compliance with regulations in the recreational shellfishery.
- 3) Hire and train a new recreational Deputy Shellfish Constable with year-round responsibilities.
- 4) Continue to track wild shellfish landings by category (farmed, wild intertidal, wild dragged) to ensure that no segment of our industry gets regulated out of the industry.

Major Accomplishments for FY23

- 1) Thorough enforcement of Town of Wellfleet regulation 7.12 Evidence of Productivity: Use it or Lose It resulted in three grants being forfeited and coming back to the Town for a lottery. By the end of the year, two of them will be awarded to local shellfishermen who meet the eligibility requirements.
- 2) While still encountering many seed violations, our educational enforcement efforts in the recreational shellfishery are developing compliant users, who better understand how the regulations translate into the long-term success of our shellfish resources.
- 3) The federal Food and Drug Administration and the state Division of Marine Fisheries conducted an inspection of the shellfishery in Wellfleet Harbor. Deputy Shellfish Constable Chris Manulla accompanied them, showing them our wild and farm areas, introducing them to farmers and

General Government

answering questions. His efforts resulted in good grades for our work and that of our shellfish farmers.

- 4) We conducted inspections for all 150 grants in Wellfleet (totaling 107 shellfish farms), including quite a few return visits to ensure rectifications for compliance were implemented.
- 5) We began preparing documents for grant holders to assist them when applying for new grants and extensions and coordinated with the Mass. Division of Marine Fisheries for new required paperwork. We are putting together a “cheat sheet” to assist grant holders through this process.

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$233,600 - three full-time staff with WEA 3.5% increase
A-2	Full-time, seasonal S&W	\$52,435 (7% increase: \$35,416 – seasonal recreational patrol and propagation deputies from FY23, plus <i>addition of part-time, winter deputy for rec patrol and admin assistance = \$17,075</i>)
A-3	Overtime	\$3,603 - Asst. & Deputy Constables for cultching and other necessities
A-5	Longevity	\$3,925 – Constable (6 yrs.) Asst. Constable (18 yrs.) and Deputy Constable (23 yrs.)
A-6	Holiday	\$8000 – 364 day/year department; always need staff on patrol

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation) SAME AS FY23-NO CHANGE except fuel cost increase and better allocation of how money spent</i>
B-2	Rep. & Maint. Services	\$5,250	
B-3	Contract Services	\$3,450	
B-4	Education & Training	\$670	
B-5	Telephone	\$2,200	
B-6	Postage	\$400	
B-7	Printing	\$1,200	
B-9	Office Supplies	\$600	
B-10	Rep & Maint. Supplies	\$800	
B-11	Vehicle Supplies	\$400	
B-12	Gas/Diesel	\$12,000	<i>*a 38% increase due to increase in fuel cost from Eastham DPW</i>
B-13	Other Supplies	\$2,120	
B-14	Uniform	\$2,120	
B-15	Travel	\$350	

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B-16	Dues & Memberships	\$200	
B-17	Other Fees	\$100	
B-18	Small Equipment	\$0	

179 Shellfish

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
5100	511000	Shellfish Constable	213,759.66	214,166.83	233,600.00	233,600.00
		Asst. Shellfish Constable	-			
		Deputy Shellfish Constable	-			42,275.00
5100	512000	Seasonal Deputy Constable	20,007.35	35,550.00	35,416.00	10,160.00
5100	513000	Overtime	3,358.83	2,302.96	3,603.00	3,603.00
5100	514300	Holiday	4,030.49	6,699.05	8,000.00	8,000.00
5100	011002	Vacation Buyout	7,027.73	-		-
5100	519000	Longevity	2,900.00	3,100.00	3,675.00	3,925.00
		Total Personnel	251,084.06	261,818.84	284,294.00	301,563.00
Expenses						
5400	524000	Repair/Maintenance Svcs	1,556.79	5,944.94	4,750.00	5,250.00
5400	530000	Contract Services	4,325.58	3,483.42	3,450.00	3,450.00
5400	530400	Advertising	208.91	-		-
5400	530700	Printing	1,211.50	1,192.98	650.00	1,200.00
5400	530800	Seminars/Training	-	334.73	1,300.00	670.00
5400	534000	Telephone/Internet	1,978.05	1,881.40	2,200.00	2,200.00
5400	534500	Postage	74.70	266.01	120.00	400.00
5400	000000	Repairs/Maint. Services	632.22	-		-
5400	542000	Office Supplies	478.02	331.97	600.00	600.00
5400	543000	Repair/Maint. Supplies	1,235.91	564.32	800.00	800.00
5400	548500	Vehilce Supplies	115.00	419.59	200.00	400.00
5400	548000	Gasoling/Diesel	2,940.02	7,669.28	8,700.00	12,000.00
5400	558000	Other Fees	-	88.00	1,000.00	100.00
5400	540800	Other Supplies	5,053.12	874.49	800.00	2,120.00
5400	558200	Uniforms	2,578.73	2,681.98	1,200.00	2,120.00
5400	571000	Travel	276.70	314.53	350.00	350.00

180 Shellfish Conservation & Propagation

Program Description

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

- enforcing town, state and federal policies and regulations governing 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.

Propagation means undertaking initiatives to add more oysters and quahog clams to the estuaries and flats of Wellfleet Harbor so they are available for harvesting by commercial and recreational permit holders. The department conducts multi-pronged propagation efforts, including:

- paying for trucking sea clam shells, called cultch, to the transfer station and operating a barge to spread cultch around the harbor in the spring to create juvenile oyster habitat;
- buying shellfish seed, harvesting juvenile oysters (*spat*) from spat collecting devices and running an intertidal farm operation much like town grant holders. On the town farm, however, the product is not grown to market size; instead, it is grown to a predator-resistant size and is distributed to different harvesting areas in the harbor to finish growing into a wild Wellfleet oyster or clam. Because recreational shellfishermen often have trouble measuring shellfish to ensure they are legal size, it is imperative to have good monitoring of the recreational shellfishing area with our two seasonal deputies dedicated to that oversight in order to make sure that our shellfishery is sustainable into the future.
- undertaking a variety of relay initiatives, meaning that we buy (or move) shellfish from one area and transplant it to another area to provide better harvesting opportunities for both commercial and recreational shellfishing permit holders.

Budget Statement

Assistant Constable "Johnny Clam" Mankevetch is dedicated to overseeing all of our propagation efforts, and it is a full-time job, with potentially six-eight weeks of down time when the oysters are pitted. During that time, in late January to early March, Johnny goes back on patrol as well as spending time planning for the next growing season, such as putting in gear and seed orders, arranging cultch deliveries and timelines, and monitoring our pits full of oysters. For ten months out of the year, he is overseeing, managing, and running the farm and implementing our other propagation efforts, such as placing cultch around the harbor and participating in the state-run quahog relay. He is also always speaking with shellfishermen to gather feedback on our efforts and insights and input for future ideas. We are proud to say that many of our propagation directions are born out of these conversations.

The propagation responsibilities of the department continue to grow as we strive to build the necessary infrastructure and shellfish resources to enhance our commercial and recreational harvests. We will keep our propagation budget level funded for FY24. As previously, we propose using the Shellfish Revolving Fund for Propagation to cover \$40,000 of this budget, taking only \$6,000 from the General Fund. We may request additional monies from our Revolving Fund to undertake specific needed or opportunistic propagation initiatives. These will be brought forth in advance for public discussion at both Shellfish Advisory Board and the Selectboard.

General Government

Given the quahog disease, neoplasia, affecting local farmed clams, our current planning doesn't include the purchase of hatchery clams, but rather we're doubling down on the state-run contaminated relay as our source of quahogs. To put this in context, we spent \$0.04 per relay clam, most of which were ready to harvest in the same calendar year, whereas a field plant (the largest size available) hatchery seed clam costs \$0.07 per clam, and they will take four years to reach harvestable size, during which we will suffer some mortality. We feel this is a good trade-off for now, even though the relay clams are mixed in size, while hatchery clams provide littleneck sizes that are more valuable to commercial shellfishermen. We have also decided to cut down on the number of oyster seed ordered from hatcheries, focusing instead on increasing the amount of local, wild oyster seed we can collect on our hats. We will use the state and county funds equal to more than \$5,000 given to us to purchase more than 100,000 oyster seed, because it costs us nothing!

FY24 Objectives

- 1) Continue our investments into the state-run quahog relay, which in addition to providing quasi-immediate harvest benefits to both commercial and recreational shellfishermen, is also providing a notable increase in *wild* quahog seed due to increased spawning stock.
- 2) Return to limited hatchery/bottom plant quahog production contingent on the results of the multi-agency neoplasia study currently taking place in Wellfleet Harbor.
- 3) We will increase our oyster spat collecting activities by purchasing more spat collecting devices.
- 4) Explore the possibility of using rotational closures to create harvestable shellfish populations in underperforming areas.

Major Accomplishments for FY23

- 1) We doubled our participation in the state-run contaminated quahog relay. We distributed more than 345,000 quahogs to Chipman's Cove, 170,000 to the Indian Neck recreational only area and 120,000 to the Herring River. Feedback from commercial shellfishermen had informed us that the areas where we had placed these clams in the past few years were showing solid recruitment of juvenile quahogs, and they encouraged us to up the ante. The return on investment can't be beat as the cost is a mere \$0.04 a clam.
- 2) We deployed about 70 stacks of "hats" (spat collecting devices) that we dipped in a mixture of concrete, lime and sand to create a substrate for oyster spat to adhere to and settle ("to catch a set"). We did this with the help of a dedicated group of recreational shellfishermen volunteers that we call "Johnny Clam's Crew." We put 50 stacks on our propagation bed and 16 in Chipman's Cove. We lent four to the Center for Coastal Studies for a study they are doing about spat recruitment and sedimentation, so we have a baseline before the Herring River project is completed. We break down the hats and put the (free) wild oyster seed into grow bags on our propagation bed, then overwinter them in our pits at the transfer station, and eventually will distribute them around the harbor next summer. This effort resulted in roughly 130,000 large juvenile oysters for our propagation efforts.
- 3) Johnny Clam got a new bull rake and began digging littleneck clams from our 2018 clam runs, which we distributed to the Indian Neck Recreational Only area. We made sure that there were plenty of shellfish for recreational shellfishermen to harvest for holiday weekends.
- 4) We worked with the DPW to distribute whole sea clam shells (called cultch) to different areas of the harbor to provide preferred habitat where oyster larvae can settle, thereby increasing our wild oyster populations. This year, we focused on Blackfish Creek, the Herring River and Chipman's Cove. We also laid a strip of oyster and quahog shells that were recycled last year as part of

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Mass. Oyster Project's (MOP) restaurant recycling program. MOP will conduct a study to see which "catches a set" better, sea clam shell or the oyster/quahog shells.

- 5) We had three significant TV and film pieces feature the work of our department this year: CBS Sunday Morning: "Oysters: The Pearls of Cape Cod," WCVB-TV's Chronicle and a film called "From Tide to Table: The Remarkable Journey of Oysters." These focused mostly on the propagation efforts of Johnny Clam Mankevetch, and we congratulate him on his hard work to keep our shellfishery vibrant and sustainable.
- 6) We participated in three studies with different nonprofits and academic institutions: one on clam neoplasia with Roger Williams University and Cape Cod Cooperative Extension, one on spat recruitment and sediment with the Center for Coastal Studies, and one comparing the efficacy of sea clam versus oyster shell on recruiting wild oyster spat with the Mass. Oyster Project.
- 7) We worked with the Health and Conservation Department to add shellfish as a nitrogen mitigation tool to the Town's Watershed Permit Application. This was included as an addendum. Our goal in participation was to continue the shellfish industry's five percent growth over the last fifteen years by increasing our propagation budget and activities to enhance wild shellfish populations throughout the harbor through a series of heavily propagated rotating closure areas. We look forward to working with the Clean Water Committee to identify areas of funding for these efforts.

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Aquaculture Supplies	11,000	Propagation equipment, e.g. spat collecting devices, condos, racks, oyster grow bags, clam nets, rebar, U-hooks, etc.
B-2	Cultch	\$10,000	10 loads of sea clam cultch trucked to transfer station (\$1,000/trip)
B-3	Seed	\$25,000	Purchase of juvenile oysters and clams, state-run quahog relay, purchases from farmers or other relay efforts

Only \$6,000 will come from the General Fund's budget 180. The remaining \$40,000 will come from the department's Revolving Fund for Propagation.

180 Shellfish Propagation

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
<u>Expenses</u>						
5400	544400	Aquaculture Supplies	1,705.67	5,958.14	6,000.00	6,000.00
5400	558100	Cultch	-	-	-	-
Total Expenses		1,705.67	5,958.14	6,000.00	6,000.00	
Total Operating Expenses		1,705.67	5,958.14	6,000.00	6,000.00	0.00%

181 Shellfish Advisory Committee

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	530700	Printing	-	-	100.00	100.00
Total Expenses		-	-	100.00	100.00	
Total Operating Expenses						
		0.00	0.00	100.00	100.00	0.00%

182 Chamber of Commerce

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
<u>Expenses</u>						
5400	530000	Contract Services	10,000.00	10,000.00	10,000.00	10,000.00
Total Expenses		10,000.00	10,000.00	10,000.00	10,000.00	
Total Operating Expenses						
		10,000.00	10,000.00	10,000.00	10,000.00	0.00%

183 Natural Resource Advisory Board

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
	Total Personnel		-	-	-	-	
<u>Expenses</u>							
5400	530000	Contract Services	-	-	1,050.00	1,050.00	
5400	542000	Office Supplies	-	-	-		
	Total Expenses		-	-	1,050.00	1,050.00	
Total Operating Expenses			0.00	0.00	1,050.00	1,050.00	0.00%

189 Housing Authority

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	529600	Wlft. Housing Trust Exp.			3,000.00	3,000.00	
5400	530000	Contract Services	2,186.81	412.19	4,800.00	4,800.00	
Total Expenses			2,186.81	412.19	7,800.00	7,800.00	
Total Operating Expenses			2,186.81	412.19	7,800.00	7,800.00	0.00%

193 Maurice's Campground

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
<u>Expenses</u>						
5400	530000	Contract Services	-	-	225,000.00	225,000.00
Total Expenses		-	-	225,000.00	225,000.00	
Total Operating Expenses						
		-	0.00	225,000.00	225,000.00	0.00%

195 Town Reports/Warrants

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
<u>Expenses</u>							
5400	530700	Printing	18,014.70	12,758.52	21,100.00	21,100.00	
5400	534500	Postage	3,035.62	1,142.07	2,000.00	2,000.00	
Total Expenses			21,050.32	13,900.59	23,100.00	23,100.00	
Total Operating Expenses							
			21,050.32	13,900.59	23,100.00	23,100.00	0.00%

196 Consultancy

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	530000	Contract Services	-	12,920.00	50,000.00	50,000.00
Total Expenses		-	12,920.00	50,000.00	50,000.00	
Total Operating Expenses		0.00	12,920.00	50,000.00	50,000.00	0.00%

FY24 Police Department Summary

210 Police Department

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. As we close out 2022, we have responded to approximately 8,800 calls for service. These types of calls typically range from business checks, motor vehicle enforcement, disturbance calls, beach patrols, assisting other agencies, and reassurance checks.

To accomplish this, we have 17 full time officers, 1 animal control officer, and 1 seasonal reserve officer, and 2 community service officers, all of whom serve the town by way of patrol, investigation, traffic control, peacekeeping, and general citizen assistance. It should be noted that the 2023 summer season will be our last summer employing reserve officers, as has been decided by the state of Massachusetts. As a result, this coming summer we will be short six seasonal reserve officers who for decades have assisted the full time staff with the inflated summer population. This will affect some services, such as parking enforcement, traffic control and other duties that we've relied on these reserve officers to perform.

The department is organized into three work groups during a 24-hour cycle (day, evening and midnight shifts). Each shift works 8 hour and 15-minute days with two officers scheduled per shift. This results in the need for a minimum of six officers working per day. With the increased call volume along with the complexity of issues that police officers are dealing with today, some shifts become quickly overwhelmed, especially during the busier summer and shoulder months. Some of these calls require a two-officer response, which many times means our entire officer presence is assigned to the call. With no seasonal reserve officer on most shifts now, emergency overtime calls often necessary to backfill the shift. There will be a need moving forward to have a minimum of three officers per shift, especially during the busier summer and shoulder months to offset the loss of seasonal help.

The department provides a wide range of services to the community and incorporates community policing initiatives. In addition to the traditional emergency response services, the following items are part of our overall mission.

- Overseeing motor vehicle enforcement on both Route Six and secondary town roads to keep travel speeds down and minimize the possibility of motor vehicle accidents.
- Offering an increased police presence on town beaches, especially Cahoon Hollow. This past summer, we saw an increase from approximately 277 buses and hundreds of ride shares in previous seasons to over 350 buses (over 100 July 4th weekend alone) plus ride shares at Cahoon Hollow Beach. As the summer season activity increases, the Wellfleet Police Department has begun ATV patrol on the ocean beaches with a direct focus at Cahoon Hollow. The increased Public Safety presence on weekends has helped with patrolling large crowds, responding to medical calls and assisting with Ocean View Drive traffic issues.
- Working with groups and events (e.g Oyster Fest, Pan Mass Challenge, Wellfleet Triathlon, M/S Bike ride) to organize and provide police services while these events are underway. Over the years, Wellfleet has and will continue to attract many events to town that put stress on police services. They typically take up administrative staff time for planning purposes then staff time to safely and efficiently police the events.

Public Safety

- Continuing to attend training and working with those in the mental health field. It is the goal of the police department to have all our police officers trained in Community Crisis Intervention to assist them when handling the day-to-day calls involving mental health. We provide a voluntary registry for those who wish to provide data of mental issues that they are dealing with so we can better provide assistance. We collaborate with mental health providers and facilitate and other town agencies, and do what we can to facilitate their services (for instance, offering the Navigator program in-house hours in our lobby at the Station for easier public access.)
- Ensuring that our town's seniors continue to thrive. We provide a reassurance program, where seniors phone the police station every day. If we don't speak with the senior, we will call and or send an officer to check on them. We are also closely partnered with the Adult Community Center and share information when the safety of our seniors is compromised.

Budget Statement

This budget incorporates the additional two officers funded at Town meeting last year. In addition, it continues to support our Body Camera Program, along with increased training to meet the standards from the Police Reform Law passed in December of 2020. The budget presented from the police department continues to accurately reflect the cost and needs to provide proper services within the community. Finally, it also seeks to improve our department's efficiency and services.

The budget does contain one additional budget request: we're looking to add an administration/promotion line for a department restructure. During the past two years I have spoken with several past Town Administrators about the need for a change in the Police Department's administrative staffing. In addition, this was in my FY23 budget message and goals/objectives. With the changing complexities of managing a police department along with the administrative/legislative tasks required by law, the job has overwhelmed myself and the Lieutenant.

In the past three years alone, the department has adopted and integrated the new Police Reform Law of 2020, implemented a body camera program and managed ocean side beach issues that have required an administrative presence – these are just a few challenges we've added to our regular workload. In addition, with a department staff consisting of 25 sworn and civilian members, personnel task requirements have increased significantly with the new POST (Peace Officers Standard Training) regulations to which we're required to conform.

Restructuring our command staff will help manage the issues identified above, as well as several major town projects (Herring River, Route Six/Main St, 95 Lawrence Road, Maurice's Campground) facing the department over the next five years. Across the Cape, (with the exception of Brewster and Provincetown), Police Departments have a command structure consisting of a Chief, Deputy Chief and Lieutenant to handle the ever-increasing administrative tasks. We'd like to be consistent with that structure.

Public Safety

FY 2024 Objectives

- Maintain the same level of service that we have provided in the past. To be sure we're constantly improving our services, we'll seek feedback from community agencies, businesses, residents and visitors.
- Continue to implement our Body Camera Program and work with the community on transparency and accountability with our police officers in the field. With the support of town administration and the community, our police department is one of two on the Cape and only a handful in the state who have implemented Body Cameras in the field. This is another example of groundbreaking collaboration between the department and community, and hugely important initiative.
- Weather related storms are always on our mind as we continue to work on preparedness. We are active in training, planning and being part of the Barnstable County Regional Emergency Planning Committee. This includes staying up to date on best practices for hurricanes, winter storm, and disaster response so we can better share information on sheltering in place, regional shelter, and recovery. This is an ongoing effort.
- Continue to collaborate with Wellfleet Elementary School including regular meetings with the superintendent, principal, teachers, and staff, along with participating in the opening and closing ceremonies. School safety discussions, drills, active shooter training, ALICE drills, "stranger danger" presentation, lunch with the students and more.
- Reorganizing the department, creating a Deputy Chief of Police position and continuing with our Lieutenant and four Sergeants. With the passing of the Police Reform Act of 2020, numerous internal department programs (Body Cameras, tasers, training, hiring, day to day operations) have been implemented, and with the increased policies and accreditation attached to these initiatives comes a need for more administrative support. The current administrative demands and statewide mandates are fulfilled by just the Chief and Lieutenant which have become overwhelming to the organization. This reorganization will support the administrative staff and get these tasks completed in a timelier manner.
- Continuing the work towards a state Certification or Accreditation of the police department from the Massachusetts Police Accreditation Commission. The administrative team will need to review all department policies to make sure they conform with all state and federal standards. This is a major undertaking that requires numerous staff hours which could take a year or two to complete depending on adjustments that would need to be made, which is now a requirement under the Police reform.

Major Accomplishments for FY 2023

- Worked with the beach administrator on handling crowd issues at the ocean beaches utilizing both department resources and outside agencies. Social media has helped increase awareness of the popularity of Wellfleet's beaches, resulting in more than 350 buses bringing thousands of additional beachgoers to the area during the summer of 2022. The additional ATV and cruiser patrols on Ocean View Drive have helped maintain public safety.
- Continued to partner with the towns Navigator program to collaborate on individual mental health and substance abuse cases. Our officers worked directly with families as part of a team to assist and resolve potential issues ahead of time to reduce the need for police services being requested. This program will continue to evolve and grow as we move forward dealing with these complex cases and call.
- Implemented a mental health awareness program within our own department and staff. We've made daily check-ins a part of our routine, and introduced annual, scheduled visits with a psychologist to help identify concerns that may have built up over the course of the year, and which allow for the opportunity to expand to regular counseling if it's deemed necessary.
- Continued implementation of the Police Reform Act of December 2020. Throughout the 2022 calendar year there have been milestones required by the state that police departments needed to reach. This

Public Safety

included but was not limited to review and update to use of force policies, internal affairs investigations/reporting, racial profiling, POST standards, Civil Rights violations, etc.

- Trained in collaboration with neighboring agencies for active shooter drills at Nauset Regional High School
- Increased social media presence to further encourage communication with both full-time and part-time residents, with new likes and follows up 54.1% over past year.
- Applied and received funding through State grants for the following: Traffic Enforcement (\$14,000), Radar guns (\$5,000), Child Safety seat education & Checkpoints (\$1,000), Portable Breath Test equipment (\$1,000) and new up to date E Citation printers in all cruisers (\$5,000).
- Re-introduced our Touch a Truck Community event in partnership with Eastham Police Department, drawing thousands of visitors and strengthening relationships with the community and companies all over the Cape that participated.

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	S&W - Full-time	\$1,490,053	Slight increase, reflects step raises, and two additional full time officers funded at Town meeting. No contract raises included
A-2	S&W – In-house Training	\$18,000	Slight increase from previous fiscal year (\$3,000) as we continue to prioritize training for the department. This results in spending only \$1,000 per Officer per year in continued education which is well below the state average.
A-3	S&W – Specials	\$25,000	Slight increase from previous fiscal year (\$5,000). We are entering our last year with 1 reserve officer, adding a 2 nd summer community service officer.
A-4	S&W – Matron	\$2,500	These monies are utilized to bring in additional staff to monitor people under arrest and in custody. Civilian or trained Police officer may be used.
A-5	S&W – Admin Reorganization	\$30,000	Contractual funding of department restructure
A-6	S&W – Overtime	\$200,000	Slight increase (\$30,000) to reflect new wages, two officers per shift year-round. This is well under overtime budgeted for outer cape police departments (\$299,000 Provincetown, \$295,000 Eastham and \$266,000 Truro). These are FY24 budgeted requests amounts.
500A-7	Officer In Charge	\$10,000	Slight increase (\$1,500) to cover shifts for Sergeants who are being reassigned at times to assist with administrative tasks.
A-8	S&W – Night Differential	\$13,500	Same as previous fiscal year
A-9	S&W - Holiday	\$43,788	Slight increase (approx. \$2,659) to reflect the addition of a new state holiday, new wages and additional officer per holiday shift. This line is only funded at approximately 56% using historical data on officers taking holidays in pay.
A-10	S&W – Longevity	\$11,860	Same as previous fiscal year
A-11	Uniform Allowance	\$16,000	Same as previous fiscal year
A-12	Education Incentive	\$35,100	Same as previous fiscal year
A-13	Stipend-Detective	\$3,000	Same as previous fiscal year
A-14	Special Event	\$32,000	Same as previous fiscal year

Public Safety

A-16	S&W PT Records	\$25,000	Same as previous fiscal year
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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 fiscal year
B-2	Rep & Maint. Vehicles	\$15,000	Same as previous fiscal year
B-3	Serv Contract-Copier	\$2,700	Increased (\$1200) over past years. This is an ongoing service contract and reflects the increase from the company
B-4	Contract Services	\$25,000	Slight increase (\$7,000) to cover contract service rates that are increasing most notably our internal security system that handles cameras, locked doors, etc. as initial warranties from the 2018 building project are now expiring.
B-5	Medical Services	\$1,500	Increased (\$1100) due to cost of medical services when hiring officers to meet POST certifications
B-6	Education & Training	\$22,000	Same as previous fiscal year
B-7	Academy Costs	\$20,000	Same as previous fiscal year
B-8	Telephone	\$6,200	Increased (\$1200) based on contracted services
B-9	Postage	\$600	Same as previous fiscal year
B-10	Printing	\$700	Same as previous fiscal year
B-11	Advertising	\$300	Same as previous fiscal year
B-12	Office Supplies	\$5,500	Same as previous fiscal year
B-13	Rep & Maint. Supplies	\$5,000	Same as previous fiscal year
B-14	Vehicle Supplies	\$15,000	Same as previous fiscal year
B-15	Gasoline/Diesel	\$45,000	Increase (\$3,000) due to fuel costs doubling from this past year and the uncertainty of future prices.
B-16	Food Supplies	\$1,500	Increase (\$1300) to accommodate Large events in Town, include suppling food to outside agencies with gratitude for assisting (July 4 th & Oysterfest)
B-17	Medical Supplies	\$2,500	Same as previous fiscal year
B-19	Uniform	\$4,000	Same as previous fiscal year
B-20	Uniform Allowance	\$4,000	Same as previous fiscal year
B-21	Training Supplies	\$5,000	Same as previous fiscal year
B-22	Travel	\$5,000	Same as previous fiscal year
B-23	Meals/Lodging	\$3,500	Same as previous fiscal year
B-24	Dues & Memberships	\$4,000	Same as previous fiscal year
B-25	Drug Investigations	\$1,200	Same as previous fiscal year
B-26	Small Equipment	\$12,000	Same as previous fiscal year
B-27	Body Cameras	\$18,000	Slight increase (\$1500) to offset additional camera needed for staff

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			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
	<u>Account</u>	<u>Personnel</u>				
5100	511000	Full time	12,943.52	-		
5100	511000	Chief	1,122,024.64	1,226,652.99	1,574,081.00	1,490,053.00 2 New Staff
		Lieutenant	-			
		Sargeants (4)				
		Patrolmen (9)				
		Animal Control Officer				
5100	511200	In House Trng Overtime	13,085.71	12,258.46	15,000.00	-
5100	511600	Specials	90,483.53	31,080.46	20,000.00	25,000.00
5100	511700	Matron	945.33	2,024.12	2,500.00	2,500.00
5100	511800	Crossing Guard	-	-	6,500.00	-
5100	512000	Part Time			25,000.00	25,000.00
5100	513000	Overtime	125,885.75	236,148.80	170,000.00	200,000.00
5133	000000	In House Training	12,121.70	-	15,000.00	18,000.00
5100	514000	Night Differential	10,775.80	8,932.00	13,500.00	13,500.00
5100	514100	Officer in Charge	7,700.00	8,900.00	8,500.00	10,000.00
5100	514300	Holiday	23,762.75	30,540.86	46,678.00	43,788.00
5100	514500	Special Events Overtime	6,230.20	4,778.20	32,000.00	32,000.00
5100	514600	Special Events Double Time	1,016.80	-	-	-
5170	000000	Health Insurance	8,327.49			
5100	519000	Longevity	6,650.00	6,690.00	14,330.00	11,860.00
5100	519200	Stipnd Detective/Prosecutor	3,000.00	3,000.00	3,000.00	3,000.00
5100	558300	Uniform Allowance	5,941.51	11,000.00	18,000.00	16,000.00
5100	519400	Education Incentive	6,024.00	12,427.26	42,700.00	35,100.00
5100	519600	Admin Promotion				30,000.00
		(formerly retiremnt payout)				
		Total Personnel	1,456,918.73	1,594,433.15	2,006,789.00	1,955,801.00
Expenses						
5400	524000	Repair/Maintenance Svcs	6,462.57	436.00	500.00	500.00
5400	524200	Repair/Maint. Svcs. Vehicles	2,809.78	8,769.95	15,000.00	15,000.00

5400	527000	Lease/Body Camera Program	-	30,517.96	16,500.00	18,000.00
5400	529000	Copier Lease	1,913.44	2,722.25	1,500.00	2,700.00
5400	530000	Contract Services	5,836.23	13,069.18	18,000.00	25,000.00
5400	000000	Seminars/Training	7,843.50	-	-	-
5400	530400	Advertising	834.80	427.00	300.00	300.00
5400	530700	Printing	363.15	710.57	700.00	700.00
5400	531100	Medical Services	-	4,933.95	400.00	1,500.00
5400	532000	Drug Investigation	-	-	1,200.00	1,200.00
5400	534000	Telephone	5,489.77	6,271.92	5,000.00	6,200.00
5400	534500	Postage	1,026.42	618.69	600.00	600.00
5400	543000	Repairs/Maint. Supplies	20.49	1,927.44	5,000.00	5,000.00
5400	548500	Vehicle Supplies	751.94	16,268.55	15,000.00	15,000.00
5400	558300	Uniform (Allowance)	598.46	4,668.23	4,000.00	4,000.00
5400	571000	Travel	85.01	9,881.09	5,000.00	5,000.00
5400	542000	Office Supplies	6,848.36	4,260.16	5,500.00	5,500.00
5400	011001	Vehicle Supplies	17,869.92	-	-	-
5400	548000	Gasoline/Diesel	15,056.95	26,675.48	42,000.00	45,000.00
5400	549000	Food	-	835.38	200.00	1,500.00
5400	550000	Medical Supplies	2,236.93	3,947.44	2,500.00	2,500.00
5400	000000	Repair/Maint. Supplies	-	-	-	-
5400	558100	Training Supplies	1,992.38	12,196.73	5,000.00	5,000.00
5400	558200	Uniforms-Equip Replacement	8,476.69	17,334.12	4,000.00	4,000.00
5400	000000	Uniform (Allowance)	8,066.73	-	-	-
5400	011001	Travel	2,184.16	-	-	-
5400	571100	Meals/Lodging	1,523.54	3,706.69	3,500.00	3,500.00
5400	572200	Academy Costs	-	20,018.03	20,000.00	20,000.00
5400	571200	Education/Training	-	6,040.85	22,000.00	22,000.00
5400	573000	Dues/Subscriptions	6,166.65	6,112.90	4,000.00	4,000.00
5400	585000	Small Equipment	27,099.17	4,182.46	12,000.00	12,000.00
Total Expenses			131,557.04	206,533.02	209,400.00	225,700.00

Total Operating Expenses

1,588,475.77

1,800,966.17

2,216,189.00

2,181,501.00

-1.57%

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 along with increased training for staff.

FY 2024 Objectives

Maintain the same level of service we currently provide. Working with the community, different agencies, businesses, residents and visitors. In addition, having dispatchers attend more mental health training.

Major Accomplishments for FY 2023

- Working with the community on the various issues, traffic, opioid, mental health, storm preparation, etc. Continued training and education for our telecommunications staff.

Personnel			
Line #	Account	Amount	Description (specify basis for calculation)
A-1	S&W - Full-time	\$323,666	Reflects step increases
A-2	S&W - Reliefs	\$21,000	Slight increase to reflect wages and hours along with new reliefs
A-4	S&W - Overtime	\$54,000	Slight increase to reflect wages and hours
A-4	S&W - Night Diff	\$6,000	Same as previous year
A-5	S&W - Holiday	\$13,140	Same as previous year
A-6	S&W - Longevity	\$6,175	Slight increase due to contract
A-7	S&W - EMD	\$2,400	Same as previous year
A-8	Uniform Allowance	\$4,000	Same as previous year
A-9	Incentive pay	\$2,000	Slight increase with additional training
A-10	In House Training	\$4,100	Same as previous year

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$34,288	Increase \$1,288. covers maintenance contract for records management system, state computer interface, AFIS, etc.
B-2	Education & Training	\$5,500	Slight increase from last year (\$1,000)
B-3	Postage	\$500	Same as previous year
B-4	Office Supplies	\$1,500	Same as previous year
B-5	Uniforms	\$2,000	Same as previous year
B-6	Travel	\$2,000	Same as previous year
B-7	Meals/Lodging	\$2,000	Same as previous year
B-8	Dues & Memberships	\$1,000	Same as previous year

215 Communications/Dispatch

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
	<u>Account</u>	<u>Personnel</u>				
5100	511000	Clerk Supervisor	292,180.66	300,627.10	304,394.00	323,666.00
		Dispatchers (4)	-			
5100	511500	EMT/EMD Stipends	3,375.18	1,506.50	2,400.00	2,400.00
5100	513000	Overtime	22,036.06	38,223.98	51,500.00	54,000.00
5100	513100	Reliefs	23,951.84	19,514.32	18,000.00	21,000.00
5100	514600	Double Time (POL)	1,148.00	-	-	
5100	513300	In House Training	652.56	113.28	4,100.00	4,100.00
5140	000000	Overtime (POL)	2,110.96			
5100	514200	Night Differential	5,418.00	5,460.00	6,000.00	6,000.00
5100	514300	Holiday	8,329.00	10,361.82	13,140.00	13,140.00
5171	000000	Health Insurance	4,437.23			
5100	519000	Longevity	4,975.00	5,300.00	5,400.00	6,175.00
5100	558300	Uniform Allowance	4,800.00	3,200.00		
5100	558200	Uniforms	-	-	4,000.00	4,000.00
5100	519300	Incentive Pay	-	-	1,000.00	2,000.00
		Total Personnel	373,414.49	384,307.00	409,934.00	436,481.00
Expenses						
5400	530000	Contract Services	23,438.12	32,254.83	33,000.00	34,288.00
5400	530800	Seminars/Training	30.00	445.00	4,500.00	5,500.00
5400	534500	Postage	6.45	-	500.00	500.00
5400	542000	Office Supplies	1,021.18	1,393.34	1,500.00	1,500.00
5400	558200	Uniforms			2,000.00	2,000.00
5400	558300	Uniform Allowance	2,273.03	794.14	-	
5400	571000	Travel	-	150.27	2,000.00	2,000.00
5400	571100	Meals/Lodging	33.85	-	2,000.00	2,000.00
5400	573000	Dues/Memberships	312.00	312.00	1,000.00	1,000.00

Total Expenses

27,114.63

35,349.58

46,500.00

48,788.00

Total Operating Expenses

400,529.12

419,656.58

456,434.00

485,269.00

6.32%

Program Description

The Wellfleet Fire Department is a combination staffed Fire/Rescue/Advanced Life Support provider that responds to an average of about 1,350 requests for emergency service annually. In 2022, this Department responded to a total of 1,405, calls of which 536 were fire related calls and 869 were emergency medical service (EMS)/ambulance calls.

In terms of staff, the Department consists of twenty-one (21) full-time positions which include the Chief, the Fire Prevention Officer, our Administrative Assistant, and, eighteen (18) Firefighter/Paramedics or EMTs, and, we are authorized for four (4) 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 four or five full-time personnel and some number of call personnel. At this time, our call force consists of only three (3) 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 two (2) new full-time Firefighter/Paramedic (EMT) positions that were approved at the June, 2022 Annual Town Meeting. We are currently budgeting for three (3) on call members from an originally budgeted authorization of sixteen (16) members.

FY 2024 Objectives

Public Safety

- Secure funding and procure a new ambulance to replace Ambulance 97 which is beginning to show its age, heavy usage, wear and tear. It is absolutely imperative that this ambulance be funded to be replaced in FY-2024, with the belief it could be up to two (2) years for delivery based upon supply chain issues, etc.

- Upgrading and improving our public education activities. This includes the assignment of Lieutenant/Paramedic Justin Kinshaw to be our lead public education coordinator both in the schools and in partnership with the Council on Aging. With the changing times and health restrictions this will also include an emphasis on remote/virtual public education programs

- The need to replace advanced life support emergency medical and rescue equipment is of a critical need now.

Major Accomplishments for FY 2023

- Replaced the Forestry pump/tank unit which had been deficient and not working effectively for several years.
- Post COVID-19 have been able to re-institute several public education, CPR, Stop the Bleed, etc. classes.
- Successfully secured approval at the June, 2022, Annual Town Meeting to hire two (2) additional full-time Firefighter/Paramedic-EMTs.
- Successfully implemented several new software programs in-house with respect to scheduling of personnel in shift coverage, vehicle and equipment maintenance and safety checks, documentation of training classes and activities and dispatch/CAD improvements.
- Through the Department of Homeland Security, Federal Emergency Management Agency (FEMA) have received over \$100,000.00 in SAFER funds to reimburse full-time payroll, salary and benefit expenses.
- Through the Commonwealth of Massachusetts, Department of Fire Services, successfully secured a grant in the amount of approximately \$8,00.00 for the purchase of new cold and warm water rescue gear and equipment.

Personnel			
<i>Line</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
	S/W PR SEMINARS 01-220-5100-000000	\$38,093	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.
	S/W FULL TIME 01-220-5100-511000	\$1,623,136	This line time covers the costs of twenty-one (21) personnel including the Chief, Administrative Assistant, Fire Prevention Officer and eighteen (18) Firefighter Paramedics or Firefighter EMTs

Public Safety

S/W – OVERTIME F/T 01-220-5100-513000	\$274,014	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.
S/W – OT/ TRAINING F/T 01-220-5100-513100	\$80,320	This line item represents the amount required to compensate full-time personnel as required by contractual obligation.
S/W – OVERTIME CALL 01-220-5100-513200	\$13,746	This line item represents the amount required to compensate the on-call personnel as required by contractual obligation.
S/W – EDUCATION STIPEND F/T 01-220-5100-513900	\$15,000	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.
S/W – HOLIDAY 01-220-5100-514300	\$100,242	This line item represents the amount required to compensate the full-time personnel for Holidays as required by contractual obligations.
S/W – DOUBLE TIME F/T 01-220-5100-514400	\$20,779	This line item represents the amount required to compensate the full-time personnel and is a contractual obligation.
S/W – DOUBLE TIME CALL 01-220-5100-514500	\$11,202	This line item represents the amount required to compensate the on-call personnel and is a contractual obligation.
S/W – VACATION PAYOUT 01-220-5100-515000	6,750	This line item represents payments to employees who wish to sell back their un-used vacation time in accordance with contractual agreements.
S/W – STIPEND/CALL 01-220-5100-515600	\$17,600	This line item represents the stipend paid to on-call members for overnight standby coverage.
S/W – FIRE/RESCUE CALL 01-220-5100-515700	\$31,244	This line item represents the hourly wages paid to on-call staff for emergency responses.
S/W -AMBULANCE RUNS CALL 01-220-5100-515800	\$0	This line item is now combined with the previous line item per the current contractual agreement and is “zeroed out”.
S/W DAY/WEEKEND 01-220-5100-515900	\$18,054	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 peak season day time hours.
S/W -SEMINARS 01-220-5100-516000	\$0	Per the Town Accountant this is duplicative in the system and will be removed/inactivated.
HEALTH STIPEND 01-220-5100-517000	\$0	This Account is now in the Administration’s budget.
S/W – LONGEVITY 01-220-5100-519000	\$7,600	This line item represents the amount to require personnel based upon years of service as required by contractual obligations.
S/W – INCENTIVE PAY CALL 01-220-5100-519300	\$1,800	This line item represents payments to personnel who meet or exceed minimum emergency responses and is a contractual obligation

Public Safety

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
	01-220-5400-5243000 REPAIR/MAINT SERVICES	\$21,800	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.
	01-220-5400-530000 CONTRACT SERVICES	\$50,050	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, and Firehouse software license, CAD interface/mobile software maintenance fees, etc.
	01-220-5400-530400 ADVERTISING	\$0	This line item covers the cost of advertising inclusive of job classifieds/recruitment but is now in the Administration's budget.
	01-220-5400-530700 PRINTING	\$400	This line item covers the cost of seminars and classes for the fire chief and on-call members for approved outside classes
	01-220-5400-530800 SEMINARS/TRAINING	\$1,500	This line item covers the cost of instructor fees and required Paramedic and EMT recertification costs.
	01-220-5400-531000 AMBULANCE BILLING	\$14,000	This line item covers the cost for our ambulance billing company.
	01-220-5400-531100 MEDICAL SERVICES	\$4,376	This line item covers the costs of pre-employment physicals and periodic TB testing.
	01-220-5400-534000 TELEPHONE	\$17,266	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.
	01-220-5400-534500 POSTAGE	\$500	This line item covers the cost of Department postage.
	01-220-5400-539900 EMS TRAINING	\$5,780	This line item covers the cost of instructor fees and required Paramedic and EMT recertification costs.
	01-220-5400-540800 OTHER SUPPLIES	\$0	The Accounting Department changed this line item to Field Supplies.
	01-220—5400-542000 OFFICE SUPPLIES	\$3,000	This line item covers the cost of paper, ink cartridges, pens, binders, small office equipment, computer supplies, etc.
	01-220-5400-543000 REPAIR/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.
	01-220-5400-548500 GASOLINE/DIESEL	\$31,400	This line item covers the cost gasoline and diesel. Increased cost in accordance with the Town Administrator's instructions.

Public Safety

	01-220-5400-549000 FOOD SUPPLIES	\$600	This line item covers the cost of food during storm coverage and during extended emergency operations.
	01-220-5400-550000 MEDICAL SUPPLIES	\$36,000	This line item covers the cost of all needed EMS supplies inclusive of drugs, narcotics, oxygen, personal protective equipment and disposable supplies.
	01-220-5400-558100 TRAINING SUPPLIES	\$1,500	This line item covers the cost of training videos, books, CPR manikins, training props/equipment, etc.
	01-220-5400-558200 UNIFORMS	\$10,570	This line item covers the cost of call member uniform allowance, new member uniforms, replacement of ruined uniforms, and permanent firefighter's uniform allowance.
	01-220-5400-558400 FIELD SUPPLIES	\$5,000	This line item covers the cost of patches, miscellaneous outerwear/vests, replacement gloves, boots, flashlights, consumable water, safety cones, etc.
	01-220-5400-563000 COUNTY DISPATCH	\$35,671	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.
	01-220-5400-571000 TRAVEL	\$10,000	This line item covers the cost of mileage reimbursement for various required courses (Firefighter I/II, Paramedic/EMT refresher courses, continuing education, seminars, etc.
	01-220-5400-571100 MEALS/LODGING	\$35,560	This line item covers the cost of meals/lodging for seminars, Paramedic recertification/refresher classes and Chief's seminar.
	01-220-5400-573000 DUES/MEMBERSHIPS/ SUSCRIPT	\$3,715	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.
	01-220-5400-573500 LICENSES/PERMITS/ FEES	\$1,660	This line item covers the costs of our required annual ambulance license, controlled substance license, etc.
	01-220-5400-578000 UNCLASSIFIED ITEMS	\$619	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.
	01-220-5400-585000 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.
	01-220-5400-587200 TURN OUT GEAR	\$21,000	This line item was added in the FY-2021 Operating Budget (having been removed from the CIP Budget) and covers the cost of new and replacement firefighter protective clothing (helmets coats, bunker pants, boots, gloves, etc.)
	01-220-5421-000000 PRINTING	\$0	This line item covers the cost of printing, business cards, permits, forms, flyers, etc.
	01-220-5580-000000 LICENSES/PERMITS/	\$0	Per the town accountant this is duplicative in the system and will be removed/inactivated.
		\$0	

Public Safety

		\$0	
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220 Fire

Operating Expenses			
Account	FY2021 Actual	FY2022 Actual	FY2023 Budget
5100 51100 Chief	1,052,261.98	1,348,257.37	1,602,897.00
Admin. Assistant	-	-	-
Lieutenant/Paramedic (4)	-	-	-
Paramedic (3)	-	-	-
FF/Paramedic	-	-	-
FF/EMT (4)	-	-	-
EMT	-	-	-
000000 P/R Seminars	1,872.96	4,823.37	93,620.86
513000 Overtime F/T	372,885.50	464,166.10	236,313.00
513100 O/T Training F/T	7,953.83	23,352.43	88,643.00
513200 Overtime Call	1,596.69	1,626.00	10,695.00
514400 Double Time F/T	3,341.34	5,311.71	19,310.00
514500 Double Time Call	633.12	912.38	8,713.00
514300 Holiday	56,515.74	69,050.39	97,034.00
011002 Vacation Payout	9,482.88	-	-
011003 Health Stipend	7,635.24	-	-
513900 Education Stipend F/T	5,000.00	4,000.00	9,000.00
519000 Longevity	5,850.00	6,000.00	6,900.00
515600 Stipend Call	15,992.31	13,570.65	13,200.00
515700 Fire/Rescue Call	47,794.06	33,976.57	45,026.00
011003 Ambulance Runs Call	4,330.00	-	-
515900 Day/Weekend	-	-	29,195.00
519300 Incentive Pay-Call	1,000.00	300.00	1,800.00
Total Personnel	1,594,145.65	1,975,346.97	2,262,346.86
Expenses			
5400 543000 Repair/Maint. Supplies	3,177.89	5,556.21	6,500.00
5400 524300 Repair/Maint. Services	15,081.04	18,194.66	21,550.00
			6,500.00
			21,800.00
			2,252,830.00
			1,623,136.00
			2 New Staff

Total Operating Expenses		1,806,831.00	2,249,665.81	2,584,849.45	2,641,477.00	2.19%
5400	Vehicle Repairs	524400	42,791.49	49,656.21	50,050.00	55,000.00
5400	Contract Services	530000	614.20			
5400	Advertising	000000				
5400	Ambulance Billing	531000	12,834.03	13,935.51	16,275.00	14,000.00
5400	Printing	530700	-	-	400.00	400.00
5400	Medical Services	531100	5,120.00	7,683.00	4,176.00	4,376.00
5400	Telephone	534000	15,215.26	14,723.55	16,410.00	17,266.00
5400	Postage	534500	427.35	133.24	500.00	500.00
5400	Office Supplies	542000	2,216.53	1,531.77	3,021.42	3,000.00
5400	Printing	000000	334.08	-		
5400	Gasoline/Diesel Veh.Supp.	548500	8,397.49	14,583.08	17,582.36	31,400.00
5400	Food Supplies	549000	-	172.84	600.00	600.00
5400	Medical Supplies	550000	37,528.27	36,049.94	37,414.77	36,000.00
5400	License/Permits/Fees	000000	581.60			
5400	Field Supplies	558400	6,338.63	2,624.87	6,000.00	5,000.00
5400	Seminars & Training	530800	361.35	320.00	1,500.00	1,500.00
5400	Training Supplies	558100	948.40	2,342.38	6,091.51	1,500.00
5400	Uniforms	558200	10,347.76	11,590.17	13,550.00	10,750.00
5400	County Dispatch	563000	22,898.49	23,354.83	31,019.00	35,671.00
5400	Travel	571000	222.77	4,360.67	9,575.00	10,000.00
5400	Meals/Lodging	571100	178.00	40,344.25	36,712.00	35,560.00
5400	Seminars/Training	000000	-			
5400	EMS Training	539900	1,870.00	5,076.00	5,780.00	5,780.00
5400	Dues/Memberships/Subsc	573000	3,204.45	1,086.89	4,078.00	3,715.00
5400	License/Permits/Fees	573500	1,649.90	2,100.00	1,660.00	1,660.00
5400	Unclassified Items	578000	207.82	214.81	619.00	619.00
5400	Equipment	585000	16,636.97	18,683.96	15,000.00	15,000.00
5400	Turn Out Gear	587200	3,501.58	-	21,000.00	21,000.00
Total Expenses		212,685.35	274,318.84	322,502.59	388,647.00	

220 Fire FY 2024 Additional Budget Request

Additional Amount Requested

\$50,000

Budget Line Number

No line number at this time. Account Description: Fire Department Apparatus/Vehicle Maintenance

One Time Only or Ongoing Expense?

This is an ongoing expense request to fund the repair and maintenance of the Fire Department fleet of vehicles (three engines, three ambulances, one aerial ladder, one tanker and three staff vehicles).

Cost/Benefit Analysis

This expense/funding source has been in the Department of Public Operating Budget for several years. In discussions with the DPW Director, we believe it would be better identified as a necessary Fire Department expense as it directly deals with the Fire Department fleet of vehicles.

This expense currently identified as account number 01-420-5400-5243 in the DPW budget. It should be noted that this account is typically overspent each year as the cost of vehicle repairs increases each year. These repairs include routine preventative maintenance, major repairs with respect to motor, brakes, transmission, etc., etc.

220 Fire FY 2024 Additional Budget Request

Additional Amount Requested

\$240,680.00

Budget Line Number

Line # A-1 Account Description: S&W – Full-time

One Time Only or Ongoing Expense?

This is an ongoing expense request to fund two (2) additional full-time, Firefighter/Paramedic or EMT positions at \$120,340 each (includes salary, benefits, training, uniforms, etc.)

Description of Program, Product or Service

These positions are necessary to continue to provide the minimum, adequate coverage of firefighting, rescue and advanced ambulance life support services to the community.

Cost/Benefit Analysis

The Fire Department needs to provide a minimum of five (5) full-time personnel on each Group. Presently, we only have a total of two (2) on-call personnel remaining on the Department. As of this date, the Group staffing consists of the following:

Group 1 – Two (2) full-time FF/Paramedics and three (3) full-time FF/EMTs. No on-call member.

Group 2 - Three (3) full-time FF/Paramedics and one (1) full-time FF/EMT, one (1) full-time EMT. One (1) on-call member.

Group 3 – Three (3) full-time Firefighter Paramedics and one (1) full-time FF/EMT. One (1) on-call member.

Group 4 – Three (3) full-time Firefighter Paramedics and one (1) FF/EMT.

This request for two (2) more full-time positions will allow us to staff each group with five (5) personnel per group/shift, which is the minimum need to staff two (2) ambulances or one (1) ambulance and an engine.

While the Department is grateful for the continued support of the Town Administration and community, and we have made improvements in our full-time staffing efforts, the current staffing model and situation is unsustainable and puts both our Department personnel and the public at an untenable risk. We must continue to fund additional full-time personnel on an annual basis until we reach the minimum of five (5) full-time personnel per Group/shift.

FY 2024 Budget Request
241 Building Department

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

Budget line item (A-2): (2) Part-time – Principal Inspectors: (1) Electrical & (1) Plumbing and Gas: I have included a proposed increase from the per inspection fee of \$ 38.00 to be \$ 39.00 per inspection, along with office hours per hour of \$ 25.00 to be \$ 39.00 per hour.

FY 2024 Objectives

The objectives of the Building Department from FY 2023 into 2024 is to modernize our paper permit process with grant funded on-line permitting software to improve the efficiency of the office, and to streamline permit approvals and building inspections. Update current Massachusetts State Building Code (M.G.L. 143) – 9th Edition (2015 IBC/IRC) to 10th Edition (2021 IBC/IRC) tentative adoption date by the State of Massachusetts mid to late FY2023.

Major Accomplishments for FY 2023

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$141,747	WEA Contract (1) Full time – Building Inspector started in mid of FY 2022 (WEA-A) (2) Building Department Assistant (WEA-B)
A-2	Part-time S&W	\$89,000	(3) Part-time – Principal Inspectors: (1) Electrical, (1) Plumbing and Gas & (1) Zoning Board of Appeals Clerk
A-3	Seasonal/Temporary	\$0	(3) Alternate Inspectors – (1) Building, (1) Electrical & (1) Plumbing /Gas Inspector
A-4	Longevity	\$1,700	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	\$1,250	Retained FY 2022 budget line item amount
B-2	Service Contract	\$0	Line Item Removed
B-3	Contract Services	\$1,200	Cost of day to day operations
B-4	Education & Training	\$3,000	Continuing Edu. For bld/elect/plumb&gas Insp
B-5	Telephone	\$400	Cost of day to day operations
B-6	Postage	\$600	Cost of day to day operations
B-7	Printing	\$500	Cost of day to day operations
B-8	Advertising	\$0	Line Item Removed
B-9	Office Supplies	\$1,500	Cost of day to day operations
B-10	Field Supplies	\$300	Cost of day to day operations
B-11	Uniforms	\$250	Cost of day to day operations
B-12	Travel	\$1,500	Cost of day to day operations
B-13	Meals/Lodging	\$0	Line item combined with Education & Training

B-14	Dues & Memberships	\$300	Cost of day to day operations
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241 Building

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
<u>Account</u>		<u>Personnel</u>				
5100	511000	Building Inspector	125,771.61	148,044.94	141,747.00	141,747.00
		Health/Building Clerk	-			
		Admin. Assistant	-			
5100	512000	Inspectors	81,354.23	81,830.10	83,000.00	89,000.00
5100	512500	Temporary/Seasonal	300.00	-	5,000.00	-
5170	011002	Vacation Payout	4,238.07			
5100	519000	Longevity	650.00	1,500.00	1,600.00	1,700.00
		Total Personnel	212,313.91	231,375.04	231,347.00	232,447.00
Expenses						
5400	529000	Service Contract Copier	831.34	1,064.50	1,207.00	1,250.00
5400	530000	Contract Services	623.82	902.60	1,000.00	1,200.00
5400	000000	Advertising	75.00			
5400	530700	Printing	208.55	177.48	500.00	500.00
5400	530800	Seminars/Training	125.00	1,884.00	3,000.00	3,000.00
5400	534000	Telephone	293.35	293.17	400.00	400.00
5400	534500	Postage	200.00	177.47	600.00	600.00
5400	542000	Office Supplies	1,138.27	1,470.13	1,500.00	1,500.00
5400	558200	Uniforms	250.00	20.95	250.00	250.00
5400	571000	Travel	906.42	1,570.93	1,500.00	1,500.00
5400	571100	Meals/Lodging		-	-	
5400	573000	Dues/Memberships	215.00	140.00	300.00	300.00
5400	558400	Field Supplies	108.65	-	300.00	300.00
		Total Expenses	4,975.40	7,701.23	10,557.00	10,800.00

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Total Operating Expenses

217,289.31

239,076.27

241,904.00

243,247.00 0.56%

424 Streetlighting

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u> <u>Personnel</u>							
Total Personnel			-	-	-	-	
Expenses							
5400	529700	Streetlighting	654.69	4,953.62	9,000.00	9,000.00	
5400	530000	Contract Services	-	372.86	1,600.00	1,600.00	
Total Expenses			654.69	5,326.48	10,600.00	10,600.00	
Total Operating Expenses							
Total Operating Expenses			654.69	5,326.48	10,600.00	10,600.00	0.00%

291 Emergency Management

		FY2021	FY2022	FY2023	FY2024	
		Actual	Actual	Budget	Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel						
		-	-	-	-	
Expenses						
5400	555500	Emergency Management	4,473.46	1,658.76	5,000.00	5,000.00
Total Expenses						
			4,473.46	1,658.76	5,000.00	5,000.00
Total Operating Expenses						
			4,473.46	1,658.76	5,000.00	5,000.00 0.00%

293 Traffic/Parking

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
	<u>Account</u>	<u>Personnel</u>					
5100	519500	Stipend	2,250.00	2,550.56	2,250.00	2,370.00	
		Total Personnel	2,250.00	2,550.56	2,250.00	2,370.00	
Expenses							
5400	530000	Contract Services	1,221.00	1,292.00	3,750.00	4,500.00	
5400	530700	Printing	884.00	1,639.65	1,500.00	1,800.00	
5400	534500	Postage	165.00	-	-		
		Total Expenses	2,270.00	2,931.65	5,250.00	6,300.00	
Total Operating Expenses			4,520.00	5,482.21	7,500.00	8,670.00	15.60%

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Increase
Public Schools							
300 Elementary School							
Salaries	1,916,021.26	1,865,539.09	2,251,281.00	2,940,339.00			
Expenses	613,849.67	713,948.18	603,417.00	-			
Total	2,529,870.93	2,579,487.27	2,854,698.00	2,940,339.00			3.00%
301 Nauset Regional School District							
Expenses	3,141,399.00	3,196,398.00	3,180,341.00	3,275,751.00			
Total	3,141,399.00	3,196,398.00	3,180,341.00	3,275,751.00			3.00%
302 C.C. Regional Technical H.S.							
Expenses	389,504.00	473,889.00	355,235.00	365,892.00			
Total	389,504.00	473,889.00	355,235.00	365,892.00			3.00%
Schools (300-302)							
Total	6,060,773.93	6,249,774.27	6,390,274.00	6,581,982.00			3.00%
Public Works							
417 DPW Facilities							
Expenses	338,884.19	367,918.62	376,350.00	350,300.00			
Total	338,884.19	367,918.62	376,350.00	350,300.00			-6.92%
420 DPW							
Salaries	1,062,839.30	1,010,454.87	1,201,381.00	1,259,230.00			
Expenses	134,172.62	121,104.66	235,400.00	180,700.00			
Total	1,197,011.92	1,131,559.53	1,436,781.00	1,439,930.00			0.22%
422 Highway							
Expenses	43,783.57	96,874.61	96,200.00	96,200.00			
Total	43,783.57	96,874.61	96,200.00	96,200.00			0.00%
423 Snow & Ice							
Salaries	30,983.89	45,608.71	45,000.00	45,000.00			
Expenses	75,363.28	110,499.56	83,180.00	86,380.00			
Total	106,347.17	156,108.27	128,180.00	131,380.00			2.50%
424 Streetlighting							
Expenses	654.69	5,326.48	10,600.00	10,600.00			
Total	654.69	5,326.48	10,600.00	10,600.00			0.00%
433 Transfer Station							
Expenses	345,927.78	309,548.90	402,850.00	467,550.00			
Total	345,927.78	309,548.90	402,850.00	467,550.00			16.06%
434 Recycling Committee							
Expenses	398.18	1,203.08	1,500.00	1,500.00			
Total	398.18	1,203.08	1,500.00	1,500.00			0.00%
Public Works (417-434)							
Total	2,033,007.50	2,068,539.49	2,452,461.00	2,497,460.00			1.83%
Human Services							
510 Board of Health							
Salaries	185,489.98	178,003.85	197,087.00	252,237.00			
Expenses	36,345.00	42,604.11	65,171.00	70,012.00			
Total	221,834.98	220,607.96	262,258.00	322,249.00			22.87%
520 Human Services							
Expenses	205,182.66	218,345.00	305,000.00	312,500.00			
Total	205,182.66	218,345.00	305,000.00	312,500.00			2.46%
541 Council on Aging							
Salaries	216,539.83	233,126.41	247,538.00	308,944.00			
Expenses	21,431.82	39,429.20	53,375.00	59,875.00			
Total	237,971.65	272,555.61	300,913.00	368,819.00			22.57%

543 Veterans Services						
Expenses	31,676.36	28,183.78	32,708.00	34,540.00		
Total	31,676.36	28,183.78	32,708.00	34,540.00		5.60%
Human Services (510-543)						
Total	696,665.65	739,692.35	900,879.00	1,038,108.00		15.23%
Culture & Recreation						
610 Library						
Salaries	343,916.12	342,909.12	397,047.00	397,509.00		
Expenses	111,322.09	138,884.59	149,200.00	154,550.00		
Total	455,238.21	481,793.71	546,247.00	552,059.00		1.06%
630 Recreation						
Salaries	240,882.47	276,390.35	302,208.00	329,455.00		
Expenses	64,284.22	71,959.16	84,221.00	98,406.00		
Total	305,166.69	348,349.51	386,429.00	427,861.00		10.72%
660 Community Services Director						
Salaries	105,572.01	102,344.79	106,555.00	106,655.00		
Expenses	265,833.31	41,361.63	55,750.00	75,750.00		
Total	371,405.32	143,706.42	162,305.00	182,405.00		12.38%
690 Historical Commission						
Expenses	110.00	-	200.00	200.00		
Total	110.00	-	200.00	200.00		0.00%
692 Holiday Celebrations						
Expenses	-	108.40	1,000.00	1,000.00		
Total	-	108.40	1,000.00	1,000.00		0.00%
696 Cultural Council						
Expenses	2,000.00	300.00	2,000.00	-		
Total	2,000.00	300.00	2,000.00	-		-100.00%
699 Beaches						
Salaries	369,819.29	318,530.49	377,959.00	386,558.00		
Expenses	49,578.58	55,743.82	69,300.00	71,100.00		
Total	419,397.87	374,274.31	447,259.00	457,658.00		2.33%
Culture & Recreation (610-699)						
Total	1,553,318.09	1,348,532.35	1,545,440.00	1,621,183.00		4.90%

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 2024 Objectives

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

Major Accomplishments for FY 2022

In addition to our everyday responsibilities, the Lieutenant Island Bridge renovation project was successfully completed. The Town Hall basement bathroom flooring was replaced. Immense amount of time spent analyzing the grounds at Maurice's Campground for due diligence, New split rail fencing installed throughout Town facilities, installed temporary indoor AC units with window venting at the Fire Department to supplement the deficient HVAC system (currently being addressed), built new Kayak racks for Gull Pond, coordinated the installation of new Backstops at Baker's Field and submitted a grant for new a new generator at the DPW that will supply power to the entire facility.

Operating Expenses

Account #	Account	Amount	Description (specify basis for calculation)
5210	Electricity	\$102,000	Level Funded
5215	Propane Gas	\$40,000	Level Funded (DPW, Fire House, Town Hall, COA)
5126	Fuel Oil	\$12,000	Increase due to rate change (Library, generators PD, TH, ES)
5300	Contract Services	\$136,800	Increased due to rise in costs and Prevailing Wage
5340	Telephone	\$7,500	Level Funded
5430	Rep & Maint. Supplies	\$20,000	Level Funded
5540	Custodial Supplies	\$20,000	Increase for new position (more buildings)
5541	Grounds keeping Supplies	\$5,000	Level Funded
5735	Licenses/Permits/Fees	\$1,000	Increase due to higher fees and more staff with licenses
5732	Muni Water System	\$6,000	Level Funded

*New custodial positions are being sought in both the DPW and COA that will offset and/or eliminate the need for these line items

DPW Facilities 417 (1 of 7)
FY 2024 Additional Budget Request

Additional Amount Requested

\$750 (Total amount requested FY 2024 - \$1,000)

Budget Line Number

5400-573500 – Licenses/Permits/Fees

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Reimbursement of fees for licenses, etc.

Cost/Benefit Analysis

Increased due to higher fees and more staff with licenses. Benefit to have staff with professional licenses to perform more in kind services.

**DPW Facilities 417 (2 of 7)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$6,500 (Total amount requested FY 2024 - \$20,000)

Budget Line Number

5400-554000 Custodial Supplies

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Paper and cleaning products

Cost/Benefit Analysis

Increased due to higher prices and predicted future responsibilities (more locations to clean with new staff)

DPW Facilities 417 (5 of 7)
FY 2024 Additional Budget Request

Additional Amount Requested

\$22,800 (Total amount requested FY 2024 - \$136,800)

Budget Line Number

5400-530000 Contract Services

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Contracted services (HVAC, Plumbing, Electrical, etc)

Cost/Benefit Analysis

Increased due to inflation.

**DPW Operating 417 (1 of 7)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$6,000 (Total amount requested FY 2024 - \$12,000)

Budget Line Number

5400-512600 Fuel Oil

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Fuel oil for Town facilities (Library)

Cost/Benefit Analysis

100% increase due to high fuel prices

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); 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 2024 Objectives

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

Major Accomplishments for FY 2022

Obtained a new Chevy 3500 pickup with plow, performed a multitude of in-house repairs to vehicles to prolong serviceability and avoid outsourcing, conducted/set up training sessions for Baystate roads and others.

Operating Expenses

<i>Account #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
5242	Rep & Maint. Vehicles	\$30,000	Level Funded, Repair & Maintain DPW, Shellfish, Health & Conservation, Senior Center Vehicles
5243	Rep & Maint. Fire Veh	\$0	Moved to Fire Department budget
5443	Lease Agreements	\$0	Lease payments are complete
5300	Contract Services	\$14,200	Decrease due to discontinuance of uniform rental service, Cylinder rental, AutoCAD Software
5311	Medical Services	\$500	Level Funded, for MassDOT Physicals
5308	Education & Training	\$1,900	Level Funded, for Training & Seminars
5345	Postage	\$50	Level Funded, for postage
5420	Office Supplies	\$2,150	Level Funded, combined with service contract -Copier, paper, toner, office supplies
5430	Rep & Maint. Supplies	\$55,000	Level Funded, vehicle/tool parts, tools, welding supplies
5541	Groundskeeping Supplies	\$1600	Level Funded, various tools, etc.
5482	Gasoline	\$3,500	Level Funded, for gas operated DPW vehicles, tools
5500	Medical Supplies	\$1,200	Level Funded, medical supplies for offices and DPW garage
5582	Uniforms	\$8,000	Level Funded
5710	Travel	\$400	Level Funded, to meetings and seminars
5711	Meals/Lodging	\$200	Level Funded
5730	Dues & Memberships	\$1,000	Level Funded, BCPWA, MA Water Assoc.
5735	License/Permits/Fees	\$1,000	Level Funded Hoisting Licenses, Construction Licenses
5851	Cemetery Maint.	\$10,000	Level Funded, maintain cemeteries
5858	Unforeseen Emergencies	\$50,000	Unforeseen emergencies added for unpredictable circumstances.
	Total	\$180,700	

420 DPW

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses							
	<u>Account</u>	<u>Personnel</u>					
5100	511000	Director	957,362.23	933,932.10	1,052,212.00	1,089,355.00	
		Asst. Director					
		Admin. Assistant					
		Teamsters (11)					
5170	000000	Health Insurance	5,781.75				
5100	512700	Seasonal	34,148.00	23,684.75	91,200.00	91,200.00	
5100	513000	Overtime	34,230.71	33,137.14	28,000.00	43,000.00	
5100	514300	Holiday	4,337.41	2,675.88	3,000.00	5,000.00	
5100	514600	Double Time	6,304.20	-		-	
5100	514800	Weekend Differential	8,450.00	7,175.00	6,119.00	9,000.00	
5100	519000	Longevity	10,925.00	9,850.00	10,750.00	10,875.00	11175.00
5100	519500	Uniform Allowance	1,300.00	-	10,100.00	10,800.00	
		Total Personnel	1,062,839.30	1,010,454.87	1,201,381.00	1,259,230.00	
Expenses							
5400	000000	Advertising	2,411.04				
5400	524200	Repair/Maint Vehicles Svc	16,163.23	4,726.11	30,000.00	30,000.00	
5400	524300	R/M Vehicles Fire Dept.	39,690.89	40,533.95	32,000.00	-	Moved to Fir
5400	529800	Service Contract-Copier	-	646.24	-	-	
5400	530000	Contract Services	21,290.44	24,316.93	24,000.00	14,200.00	
5400	530800	Seminars/Training	911.50	1,684.80	1,900.00	1,900.00	
5400	531100	Medical Services	695.52	375.00	500.00	500.00	
5400	534500	Postage	58.00	46.40	50.00	50.00	
5400	542000	Office Supplies	1,425.89	2,159.96	2,150.00	2,150.00	
5400	543000	Repair/Maint Supplies	23,539.12	15,267.86	55,000.00	55,000.00	
5400	544300	Lease Agreements	14,279.00	14,279.00	14,900.00	-	
5400	548200	Gasoline	3,170.25	5,664.01	3,500.00	3,500.00	
5400	550000	Medical Supplies	903.13	1,447.93	1,200.00	1,200.00	
5400	554100	Groundskeeping Supplies	12.85	1,725.96	1,600.00	1,600.00	

5400	558200	Uniforms	6,970.88	4,796.71	8,000.00	8,000.00
5400	571000	Travel	-	-	400.00	400.00
5400	571100	Meals/Lodging	-	-	200.00	200.00
5400	573000	Dues/Memberships	1,679.00	420.00	1,000.00	1,000.00
5400	573500	Licenses/Permits/Fees	360.00	609.00	1,000.00	1,000.00
5400	585000	Small Equipment	611.88	-	-	-
5400	585100	Cemetary Maintenance	-	2,404.80	8,000.00	10,000.00
5400	585800	Unforseen Emergencies	-	-	50,000.00	50,000.00
		Total Expenses	134,172.62	121,104.66	235,400.00	180,700.00

Total Operating Expenses						
			1,197,011.92	1,131,559.53	1,436,781.00	1,439,930.00
						0.22%

DPW Operating 420 (1 of 6) FY 2024 Additional Budget Request

Additional Amount Requested

\$65,344.35* (Total amount requested FY 2024 - \$1,089,354.35)

Budget Line Number

5100-511000 DPW Salaries

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Wages

Cost/Benefit Analysis

Increase due to Director contract (\$5,344.35) and new custodial position (\$60,000 not accounting for benefit load). A new custodial position is being requested for FY 24. The new position will be able to assume cleaning responsibilities that we currently outsource. Specifically, our company for beach restroom cleaning has retired and we are anticipating an extremely high cost for those services – far exceeding a full time staff position. The major benefit for the new position will be to save the Town money, while also having a full time – year round position that can assist the department.

***Subject to change when Union negotiations are finalized. This number does not include raises for WEA or Teamsters staff**

**DPW Operating 420 (2 of 6)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$15,000 (Total amount requested FY 2024 - \$43,000)

Budget Line Number

5100-513000 Overtime

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Wages

Cost/Benefit Analysis

This is increased because we reviewed the historical spending, considered a new position and combined Double time into this account.

**DPW Operating 420 (3 of 6)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$2,000 (Total amount requested FY 2024 - \$5,000)

Budget Line Number

5100-514300 Holiday

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Wages

Cost/Benefit Analysis

This is increased because we reviewed the historical spending and new position

**DPW Operating 420 (4 of 6)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$2,881 (Total amount requested FY 2024 - \$9,000)

Budget Line Number

5100-514800 Weekend Differential

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Wages

Cost/Benefit Analysis

This is increased because we reviewed the historical spending, new position and union contract changes

**DPW Operating 420 (5 of 6)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$700 (Total amount requested FY 2024 - \$10,800)

Budget Line Number

5100-519500 Uniform Allowance

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Wages

Cost/Benefit Analysis

Union changes. We removed \$9,800 out of contract services for Uniform cleaning and moved into Uniform allowance.

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 filling 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 2024 Objectives

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

Major Accomplishments for FY 2022

Performed multiple drainage improvements across the Town, Assisted with Quahog relay and cultching for Shellfish Department, Moved along the Lieutenant Island Road Reconstruction project and stormwater improvements, considerable time spent with Herring River Restoration Project (Low lying roads and Chequessett Neck River Bridge)

Operating Expenses

<i>Account #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
5300	Contract Services	\$50,400	Level Funded, Chapter 90 Supplement
5830	Infrastructure Maint.	\$20,000	Level Funded, for sub-contracted hot mix repairs, hand work & new basin maintenance
5430	Rep & Maint. Supplies	\$5,000	Level Funded, sweeper & hot mix supplies, etc.
5530	Public Works Supplies	\$17,000	Level Funded, cold patch, stone, basins, frames & grates, etc.
5850	Small Equipment	\$3800	Level Funded, lawn mowers, chain saws
	Total	\$96,200	

422 Highway

		FY2021	FY2022	FY2023	FY2024	
		Actual	Actual	Budget	Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
<u>Expenses</u>						
5400	530000	Contract Services	22,472.41	58,262.07	50,400.00	50,400.00
5400	543000	Repair/Maint Supplies	8,410.03	4,426.27	5,000.00	5,000.00
5400	553000	Public Works Supplies	2,906.31	19,881.36	17,000.00	17,000.00
5400	583000	Infrastructure Maintenance	9,647.40	13,639.22	20,000.00	20,000.00
5400	585000	Small Equipment	347.42	665.69	3,800.00	3,800.00
Total Expenses			43,783.57	96,874.61	96,200.00	96,200.00
Total Operating Expenses						
			43,783.57	96,874.61	96,200.00	96,200.00 0.00%

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 Select Board’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 2024 Objectives

To maintain the above in excellent condition throughout winter conditions.

Major Accomplishments for FY 2022

The winter of 2021-2022 was active with slippery conditions, but not too many large snowfall events. We were still dispatched many times in the winter to treat the roads for long duration events with insignificant snowfall that still lead to slippery/icy conditions. We endured 1 major Blizzard that resulted in over a week of cleanup on the roads and sidewalks in Town.

Operating Expenses			
<i>Account #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
5130	Salaries & Wages	\$45,000	Level Funded Staff Snow Pay Overtime
5300	Contracted Services	\$48,200	Increase due to fuel and new rates Contracted Snow Equipment & Manpower
5485	Vehicle Supplies	\$3,800	Level Funded Items needed to repair Sanders, Trucks, ATV, etc.
5490	Food Supplies	\$380	Level Funded Food purchased for Staff after long hours
5535	Salt / Deicer	\$34,000	Increase due to rate change
	Total	\$131,380	

423 Snow & Ice

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses							
<u>Account</u>		<u>Personnel</u>					
5100	513000	Overtime	30,983.89	45,608.71	45,000.00	45,000.00	
Total Personnel			30,983.89	45,608.71	45,000.00	45,000.00	
Expenses							
5400	530000	Contract Services	41,882.00	48,934.24	47,000.00	48,200.00	2.55%
5400	548500	Vehicle Supplies	4,074.93	6,830.63	3,800.00	3,800.00	
5400	549000	Food Supplies	277.73	84.43	380.00	380.00	
5400	553500	Public Works Salt/Deicer	29,128.62	54,650.26	32,000.00	34,000.00	6.25%
Total Expenses			75,363.28	110,499.56	83,180.00	86,380.00	3.85%
Total Operating Expenses			106,347.17	156,108.27	128,180.00	131,380.00	2.50%

**DPW Snow & Ice 423 (1 of 2)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$1,200 (Total amount requested FY 2024 - \$48,200)

Budget Line Number

5300000 Contract Services

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Sub contractors for snow plowing

Cost/Benefit Analysis

Increased cost due to fuel increases

DPW Snow & Ice 423 (2 of 2)
FY 2024 Additional Budget Request

Additional Amount Requested

\$2,000 (Total amount requested FY 2024 - \$34,000)

Budget Line Number

5400-553500 Public Works Salt/Deicer

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Salt/sand for treating roadways

Cost/Benefit Analysis

Increased cost due to county contract renewal (FY 23 rate was \$73.50 vs FY 24 \$81.78)

Dept. of Public Works

FY 2024 Budget Request
424 DPW Street Lighting

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 are with Arden Engineering Constructors, LLC, contracted 7/1/22 – 6/30/25, and was obtained through the Cape Light Compact.

FY 2024 Objectives

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

Major Accomplishments for FY 2022

All 234 LED street lights continue to perform well, reflecting energy efficiency and savings, worked with Cape Light Compact to attain new 3 year contract with Arden Engineering Constructors.

Operating Expenses

<i>Account #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
5297	Street Lighting	\$9,000	Level Funded
5300	Contract Services	\$1,600	Level Funded
	Total	\$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 2024 Objectives

Efficiently process recycling and solid waste for the Town.

Major Accomplishments for FY 2022

Applied for and received grant funding through the MassDEP Sustainable Material Recoveries Program. Wellfleet continues to be one of the top communities to rank the highest in points for the grant. Received a grant for removal of Marine Debris.

Operating Expenses

<i>Account #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
5240	Rep & Maint. Services	\$7,000	Level Funded service & maint. of vehicles, equipment
5300	Contract Services	\$316,800	Increased due to cost increases and Prevailing wage; recycling, solid waste costs, equipment repairs
5225	Landfill Monitoring	\$25,800	Increased due to service increases, monitoring of the landfill
5560	Amnesty Day	\$13,000	Level Funded (Cancel due to Covid 19, FY2021)
5345	Postage	\$150	Level Funded, stamps, certified/return receipt
5420	Office Supplies	\$1,000	Level Funded, various office items, toner, copy paper, etc.
5430	Rep & Maint. Supplies	\$14,000	Level Funded, (\$5,000) combined now with Other Supplies (9,000), various parts, locks, tools
5450	Custodial Supplies	\$300	Level Funded, various cleaning, paper products
5485	Vehicle Supplies	\$9,000	Level Funded, filters, parts, belts, batteries, etc.
5217	Diesel	\$75,000	Increase due to higher rates, 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, FY2020 \$2.395, FY2021: \$1.4251, FY2022 \$2.29, FY 23 \$5.00
5500	Medical Supplies	\$300	Level Funded, first aid supplies
5530	Public Works Supplies	\$2,500	Level Funded, misc. items: construction blocks, hardware set, welding supplies
5539	Recycling Bins	\$2,400	Level Funded, earth machines, recycling receptacles for various locations
5735	Licenses/Permits/Fees	\$300	Increase based on prior FY actuals, Various
	Total	\$467,550	

433 Transfer Station

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
Expenses							
5400	521700	Diesel	19,779.96	28,757.61	65,000.00	75,000.00	
5400	522500	Landfill Monitoring	10,612.77	21,800.00	24,000.00	25,800.00	
5400	524000	Repair/Maint Services	407.70	953.70	7,000.00	7,000.00	
5400	530000	Contract Services	306,016.09	229,644.03	264,000.00	316,800.00	
5400	534500	Postage	92.10	69.60	150.00	150.00	
5400	540800	Other Supplies	868.76	5,147.03	-	-	
5400	542000	Office Supplies	580.00	860.43	1,000.00	1,000.00	
5400	543000	Repair/Maint Supplies	411.59	333.11	14,000.00	14,000.00	
5400	545000	Custodial Supplies	20.17	130.31	300.00	300.00	
5400	548500	Vehicle Supplies	4,061.97	9,895.17	9,000.00	9,000.00	
5400	550000	Medical Supplies	360.93	407.15	300.00	300.00	
5400	553000	Public Works Supplies	597.74	735.33	2,500.00	2,500.00	
5400	553900	Recycling Bins	1,840.00	1,089.20	2,400.00	2,400.00	
5400	556000	Amnesty Day	-	9,448.23	13,000.00	13,000.00	
5400	573500	Licenses/Permits/Fees	278.00	278.00	200.00	300.00	
Total Expenses			345,927.78	309,548.90	402,850.00	467,550.00	
Total Operating Expenses			345,927.78	309,548.90	402,850.00	467,550.00	16.06%

**DPW Transfer Station 433 (1 of 4)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$10,000 (Total amount requested FY 2024 - \$75,000)

Budget Line Number

5400-521700 Diesel

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Diesel for DPW trucks and equipment

Cost/Benefit Analysis

Increased cost due to fuel increases

**DPW Transfer Station 433 (2 of 4)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$1,800 (Total amount requested FY 2024 - \$25,800)

Budget Line Number

5400-522500 Landfill Monitoring

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

MassDEP requirement for landfill monitoring

Cost/Benefit Analysis

Increased cost due to new contract with consultant

**DPW Transfer Station 433 (3 of 4)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$52,800 (Total amount requested FY 2024 - \$316,800)

Budget Line Number

5400-530000 Contract Services

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Tipping fees, recycling fees, disposal fees, etc.

Cost/Benefit Analysis

Increased due to inflation and unknown with MSW disposal tipping fees.

**DPW Transfer Station 433 (4 of 4)
FY 2024 Additional Budget Request**

Additional Amount Requested

\$100 (Total amount requested FY 2024 - \$300)

Budget Line Number

5400-573500 Licenses/Permits/Fees

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Reimbursement of fees for licenses

Cost/Benefit Analysis

Increased due to historical spending

434 Recycling Committee

		FY2021	FY2022	FY2023	FY2024	
		Actual	Actual	Budget	Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	530000	Contract Services	398.18	1,203.08	1,500.00	1,500.00
Total Expenses			398.18	1,203.08	1,500.00	1,500.00
Total Operating Expenses			398.18	1,203.08	1,500.00	1,500.00 0.00%

510 Board of Health

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
5100	511000	Health/Cons. Agent Assistant Agent	149,333.19	146,606.21	164,409.00	164,409.00
5100	512000	Admin. Assistant	27,752.71	28,997.64	30,128.00	85,128.00
5100	519000	Longevity	1,925.00	2,400.00	2,550.00	2,700.00
5150	000000	Vacation Buy Out	4,551.83			1600.00
5170	000000	Health Insurance	1,927.25			1100.00
Total Personnel			185,489.98	178,003.85	197,087.00	252,237.00
Expenses						
5400	529000	Service Contract-Copier	831.31	912.51	1,207.00	1,207.00
5400	530000	Contract Services	30,637.97	34,712.26	52,659.00	53,000.00
5400	530400	Advertising	-		100.00	100.00
5400	530700	Printing	345.48	1,034.90	1,100.00	1,100.00
5400	530800	Seminars/Training	240.00	1,140.00	1,500.00	1,500.00
5400	534000	Telephone	450.00	300.00	600.00	600.00
5400	534500	Postage	171.40	327.48	600.00	600.00
5400	542000	Office Supplies	1,106.29	1,272.00	1,400.00	1,400.00
5400	544200	Transfer Station Stickers	-	-	1,200.00	1,200.00
5400	563000	Greenhead Fly Control	2,200.00	2,200.00	2,200.00	2,200.00
5400	571000	Travel	-	327.41	1,000.00	1,000.00
5400	571100	Meals/Lodging			400.00	400.00
5400	573000	Dues/Memberships	362.55	377.55	805.00	805.00
5400	585000	Small Equipment	-	-	400.00	400.00
5400	548000	Gasoline				4,500.00
Total Expenses			36,345.00	42,604.11	65,171.00	70,012.00

510 Health & Conservation FY 2024 Additional Budget Request

Additional Amount Requested

\$1,659.00

Budget Line Number

5400 530000: Contract Services

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

Recognizing the need for more social connection and pro-social community activities for adults and youth, free weekly classes for the community in collaboration with Provincetown Truro, Eastham and Outer Cape Community Solutions will be offered through the existing Winter Wednesday programming.

We will continue to contract with local clinicians, business owners, and transportation companies to ensure that funding is used to support the local economy. Classes vary in length and subject matter and transportation is provided by the communities to reduce barriers to access.

Youth classes are separate from adult classes and clinicians are present at all youth engagements.

Cost/Benefit Analysis

Wellfleet has budgeted \$1000.00 annually for regional initiatives since FY19. An increase is needed to fund the youth and teen programming started this year by Outer Cape Community Solutions and to further build upon our existing Winter Wednesday programming. The money will go to pay clinicians, instructors, and transportation. The Town of Truro currently pays \$1500 and is budgeting \$4000.00 for FY24, The Town of Provincetown currently pays \$9400 and is budgeting \$11,900 for FY24.

510 Health & Conservation FY 2024 Additional Budget Request

Additional Amount Requested

\$4500.00

Budget Line Number

Gasoline (new)

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

gasoline for departmental vehicle

Cost/Benefit Analysis

Gasoline for my department has historically been paid for by DPW but due to the increase in costs they would like it moved into my budget.

Program Description

Human Services has three sections:

- 1) A lump sum for grants to agencies that provide direct services to Wellfleet residents
- 2) Navigator: a regional (Truro, Wellfleet and Eastham) program that provides case management and access to services for our least able residents.
- 3) Funding for Vouchers for Pre-School age children who live in Wellfleet with their parents or guardians

Budget Statement

The FY24 budget reflects no new expense categories. However, there is a 20% increase in the grant funding line to reflect the increasing needs of our less fortunate people. It's listed as a separate article, but I am recommending that the Pre-school Voucher program be extended to children from one month to three years of age for daycare for working parents. Provincetown, Truro and Eastham all have funding for this age group and it is vital that it be offered in Wellfleet if we want to keep the parents here in Town as workers and business managers and owners.

FY 2024 Objectives

- 1) Expand the preschool voucher program to include children from the age of one month to three years
- 2) Permit the funding to be used for summer daycare/preschool as well as the school year.

Major Accomplishments for FY 2023

- 1) In FY 23, seventeen three and four year old children received vouchers for preschool tuition
- 2) Fifteen agencies received grants to support their assistance with housing, food, clothing, basic living expenses, summer lunches, medical care, care repair and community outreach

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-3	Grants	\$100,000	
B-4	Navigator	\$ 12,500	
B-5	Vouchers	\$200,000	

520 Human Services

		FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses					
<u>Account</u>	<u>Personnel</u>				
Total Personnel		-	-	-	-
Expenses					
5400	000000	Gosnold Inc	6,750.00		
5400	000000	Tuition for 3 Yr Olds	-		
5400	011001	Human Services Unallocated	6,250.00	-	225,000.00
5400	500100	Navigator	18,750.00	25,000.00	
5400	500600	Tuition/Preschool Voucher	118,932.66	15,400.00	
5400	535100	Aids Support	2,500.00	5,000.00	3,000.00
5400	535200	Wlft Montessori Preschool	1,875.00	3,500.00	3,300.00
5400	535400	The Childrens Place	10,000.00	10,000.00	10,000.00
5400	535700	Alzheimers Family Support	1,125.00	1,500.00	2,000.00
5400	535800	S.Coastal Cty Legal Service	1,500.00	2,000.00	2,000.00
5400	535900	Independence House	2,437.50	4,700.00	4,700.00
5400	536000	Helping Our Women	7,312.50	5,000.00	5,000.00
5400	536001	Mustard Seed Kitchen		4,000.00	4,000.00
5400	536002	Food 4 Kids		1,000.00	3,000.00
5400	536100	Homeless Prevention Counc	6,625.00	15,000.00	15,000.00
5400	536200	Lower Cape Outreach	8,750.00	10,000.00	10,000.00
5400	536300	Consumer Assistance Council	250.00	300.00	
5400	536500	Outer Cape Health Services	6,000.00	10,000.00	10,000.00
5400	536600	Elder Svc Meals on Wheels	1,125.00	2,000.00	2,000.00
5400	536700	Mass Appeal	5,000.00	6,000.00	6,000.00
5400	537000	Voucher: Childrens Place		19,385.00	
5400	537001	Voucher: Family School		3,060.00	
5400	537002	Voucher:My Little Island		13,900.00	
5400	537005	Voucher:Montessori Sch		61,600.00	

520 Human Services

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
Account	Personnel					
Total Personnel			-	-	-	-
Expenses						
5400	000000	Gosnold Inc	6,750.00			
5400	000000	Tuition for 3 Yr Olds	-			
5400	011001	Human Services Unallocated	6,250.00	-	225,000.00	312,500.00
5400	500100	Navigator	18,750.00	25,000.00		
5400	500600	Tuition/Preschool Voucher	118,932.66	15,400.00		
5400	535100	Aids Support	2,500.00	5,000.00	3,000.00	
5400	535200	Wlft Montessori Preschool	1,875.00	3,500.00	3,300.00	
5400	535400	The Childrens Place	10,000.00	10,000.00	10,000.00	
5400	535700	Alzheimers Family Support	1,125.00	1,500.00	2,000.00	
5400	535800	S.Coastal Cty Legal Service	1,500.00	2,000.00	2,000.00	
5400	535900	Independence House	2,437.50	4,700.00	4,700.00	
5400	536000	Helping Our Women	7,312.50	5,000.00	5,000.00	
5400	536001	Mustard Seed Kitchen		4,000.00	4,000.00	
5400	536002	Food 4 Kids		1,000.00	3,000.00	
5400	536100	Homeless Prevention Council	6,625.00	15,000.00	15,000.00	
5400	536200	Lower Cape Outreach	8,750.00	10,000.00	10,000.00	
5400	536300	Consumer Assistance Council	250.00	300.00		
5400	536500	Outer Cape Health Services	6,000.00	10,000.00	10,000.00	
5400	536600	Elder Svc Meals on Wheels	1,125.00	2,000.00	2,000.00	
5400	536700	Mass Appeal	5,000.00	6,000.00	6,000.00	
5400	537000	Voucher: Childrens Place		19,385.00		
5400	537001	Voucher: Family School		3,060.00		
5400	537002	Voucher:My Little Island		13,900.00		
5400	537005	Voucher:Montessori Sch		61,600.00		

Total Expenses

205,182.66

218,345.00

305,000.00

312,500.00

Total Operating Expenses

205,182.66

218,345.00

305,000.00

312,500.00

2.46%

General Government

**FY2024
Council on Aging #541**

Program Description

The Council on Aging serves the Residents of Wellfleet aged 60 and over. We are located in the Adult Community Center and provide services to two distinct populations; active older adults who participate in our exercise classes, our recreational activities and our lunches and housebound adults with medical and mobility issues who require in home services and assistance.

Budget Statement

The FY24 budget is level funded in Operating expenses with the exception of a \$5,000 addition that will provide funding for a Spring and a Fall cleanup of the garden. Ten years ago, a patio and walkway and beautiful garden were funded by a generous bequest. The bequest paid for annual maintenance for about five years and was zeroed out. Town Meeting declined to permit me to add it to my Budget and told me to ask the Friends. I asked the Friends and they said it was the responsibility of the Town. It is now time to address this or we will lose the plantings altogether.

FY 2024 Objectives

- 1) Complete development and design of a new COA website
- 2) Complete a feasibility study on the walking path, a building addition and outdoor exercise equipment.
- 3) Digitize and computerize our scheduling, programming and sign ups. No more looseleafs and Rolodexes.

Major Accomplishments for FY 2023

- 1) Promoted Sally Largey to Outreach Coordinator upon the retirement of Linda Balch after 31 years of working for the Town.
- 2) Hired Chelsea Micks for the Front Desk who is local, smart and energetic.
- 3) Reinstated our exercise programming post COVID; Tai Chi, Yoga, Sit and Fit and Aqua Aerobics.

Personnel

<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$194,444 – awaiting collective bargaining for % increase
A-2	Part Time S&W	\$ 47, 500 – 3.5% increase over 2023
A-3	Overtime	N/A
A-5	Longevity	\$4,600
A-6	Holiday	N/A

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation) SAME AS FY23-NO CHANGE</i>
B-2	Rep. & Maint. Vehicles	N/A	
B-3	Contract Services	\$13,000	\$5,000 additional for garden maintenance and repairs
B-4	Education & Training		

General Government

B-5	Telephone	\$	
B-6	Postage		
B-7	Printing		
B-9	Office Supplies		
B-10	Rep & Maint. Supplies		
B-11	Vehicle Supplies		
B-12	Gas/Diesel		
B-13	Other Supplies		
B-14	Uniform		
B-15	Travel		
B-16	Dues & Memberships		
B-17	Other Fees		
B-18	Small Equipment		

541 Council on Aging

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
5100	511000	Outreach Coordinator	184,098.65	199,026.82	194,444.00	194,444.00
		Asst. Outreach Coordinator				
		Office Assistant				
5100		Custodian (Full-Time)				62,400.00
5100	512000	Other Employees	23,172.50	29,899.59	45,894.00	47,500.00
5100	519000	Longevity	5,850.00	4,200.00	7,200.00	4,600.00
5170	000000	Health Insurance	3,418.68			
		Total Personnel	216,539.83	233,126.41	247,538.00	308,944.00
Expenses						
5400	524000	Repair/Maint. Services	124.61	-	-	
5400	529000	Service Contract-Copier	3,462.00	2,369.00	4,200.00	4,200.00
5400	530000	Contract Services	1,388.15	6,280.54	8,000.00	13,000.00
5400	530600	Health Services Contract	7,102.66	8,526.25	13,500.00	13,500.00
5400	530800	Seminars/Training	332.00	-	500.00	500.00
5400	534100	Internet				1,500.00
5400	534000	Telephone	3,043.44	3,610.14	3,500.00	3,500.00
5400	534500	Postage	550.00	600.00	700.00	700.00
5400	542000	Office Supplies	1,389.49	3,425.82	2,000.00	2,000.00
5400	545000	Custodial Supplies	205.56	402.47	750.00	750.00
5400	548000	Gasoline/Diesel	1,435.24	1,708.70	3,400.00	3,400.00
5400	549000	Food Supplies	1,638.00	11,327.12	15,500.00	15,500.00
5400	571000	Travel	618.17	914.16	1,000.00	1,000.00
5400	573000	Dues/Memberships	85.00	265.00	325.00	325.00
5400	575700	Credit Card Fees	57.50	-	-	
		Total Expenses	21,431.82	39,429.20	53,375.00	59,875.00

Total Operating Expenses

237,971.65

272,555.61

300,913.00

368,819.00

22.57%

To: Richard Waldo

From: Suzanne Grout Thomas

Date: November 21, 2022

Re: ATM – new position requested

In addition to my traditional operating budget requests, I am formally requesting that a new position be added to the staff at the Adult Community Center. This position would be a 40 hour/week combination Custodian/Building and Grounds/Driver position. It would be under Unit B of the Wellfleet Employees Association and the hourly rate would mirror the custodians under the Teamsters contract. Job responsibilities will include but are not limited to:

- Cleaning of the building
- Maintenance, weeding, mowing the gardens and grounds
- Annual refinishing of the floors in the building
- Painting and minor repairs
- Driving the COA vehicles with clients to medical and social appointments
- Maintaining the COA vehicles, monitoring the regular oil changes, inspections and identifying any needed repairs or replacements
- Setting up and breaking down the big room for meetings
- Shoveling, sanding and salting all walkways after a snow storm

When our long time outsourced cleaners terminated themselves on September 1, the building went without being cleaned for six weeks while the contract went out to bid. The annual cost went from \$15,800 to \$66,500. The gardens need regular work performed and weeding done and if it is outsourced twice a year, Spring and Fall, the cost is \$5,000 per year. Drivers are becoming more and more difficult to find and the annual expense for drivers varies but averages between \$9,000 and \$11,000 per year. Having a full time, always available person to drive will provide reliable and regular access for our clients to their medical providers.

Cleaners	\$66,500	Full Time position
Garden	\$ 5,000	Hourly rate range: 24.62 to \$27.65
Drivers	\$10,000	Annual: \$51,603 to \$57,954
TOTAL	\$77,000	TOTAL: \$67,083 to \$75,340

(including benefits/training)

543 Veterans Services

			FY2021	FY2022	FY2023	FY2024		
			Actual	Actual	Budget	Dept.		
Operating Expenses								
<u>Account</u>			<u>Personnel</u>					
Total Personnel			-	-	-	-		
<u>Expenses</u>								
5400	563000	Other Assessments	18,997.52	18,399.34	18,708.00	19,540.00		
5400	577000	Veterans Benefits	12,678.84	9,784.44	14,000.00	15,000.00		
Total Expenses			31,676.36	28,183.78	32,708.00	34,540.00		
Total Operating Expenses			31,676.36	28,183.78	32,708.00	34,540.00	5.60%	

Program Description

The Library’s Mission Statement, according to our 5-year plan, submitted to the Massachusetts Board of Library Commissioners for 2019-2022 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.* As we enter another planning cycle, we will be building upon this core mission and looking forward to defining the Library of the Future.

We provide in-person and remote services to tens of thousands of patrons per year. We have seen an exciting shift as more patrons have become comfortable (out of necessity) with online materials and programming. We provide a combination of all types of materials and programming to our patrons and have shifted our purchasing to reflect our patron needs and desires.

We have also seen a shift from people “needing” internet to it really being something that people cannot be without. Everything from renewing a driver’s license to applying for a job requires internet. The uptick in usage of our Wi-Fi, our public computers, and our hotspots are a huge indication of this – and it is only going to increase. We are always looking for ways to provide more connectivity.

During the past year, we slowly opened all the way up, our building, our services, our programming – and now we are open more hours than we ever have been in the past. It is truly a joy to be back as the center of the community after such a long and devastating pause. I look forward to planning our future!

Budget Statement

According to Massachusetts State Law, a library must have appropriated 19.5% of its operating budget for *materials* to be eligible for State Aid for our population group. Materials include books, DVD’s, eBooks, music, periodicals, as well as some technology. The State Aid program allows for a library to be “certified.” If a library is not certified, it becomes ineligible for services provided by the State – specifically, interlibrary loan where we are able to lend and borrow materials with other libraries in CLAMS and beyond.

The operating budget includes staffing, so as our budget increases, our materials budget must increase, to comply with State law. I do not know what our staff budget will be next year as our contract has not been negotiated. I added \$3,000 to our materials budget so we do not fall too far behind. I would also like to note that an eBook can cost about five times more than a book in print.

For full budget, see attached Excel spreadsheet

FY 2024 Objectives

Culture and Recreation

We were on target in FY23 where we have fully resumed our pre-Covid schedule and added to it. We look forward to the following in FY24:

- While we have tried to keep our budget level-funded, we have had to increase slightly in the following areas:
 - Staff (union raises which are unknown at this point).
 - Materials (an increase of \$3,000 because we need to incrementally increase our materials budget to maintain the state minimum).
 - Telephone – our budget is insufficient to meet the telephone cost associated with the system that was installed in FY21.
 - Internet – the town used to pay our internet bill in its budget. This has been shifted to the Library to absorb.
- Our MAJOR goal this year is our next five-year, strategic plan. We will be working with a facilitator from the Massachusetts Library System to create a survey and have community events so everyone can help shape our priorities.
- Hire temporary staff to fill gaps in our schedule; evaluate front desk staffing needs more thoroughly.
- Continue to evaluate the digital divide and its effect on our patrons/offer solutions.
- We will have just had a migration of our Integrated Library System (ILS) – the main system that we use to check in/out/catalog/acquire materials. We will be working throughout the year to train and become proficient and see how we can customize the software to meet our Library's needs.
- Continuing to build partnerships with local committees and organizations, as well as libraries on the Outer Cape.
- Learn to use our recording equipment and provide recordings of a selection of our programs. (Also, offer these programs to LCTV, etc.).
- Have a presence at the Farmer's Market.
- Strengthen our collecting of eBooks to teens by doing outreach to the High School.
- Formalize our partnership with the Rec Department around programming.
- Exploring if there is need for community college partnership.
- Look at our reference section. Weed what is outdated. Purchase new items when necessary.
- Revisit out-of-date policies.

Major Accomplishments for FY 2024

Coming out of Covid, we accomplished the following,

- Began in-person programming again with major success.
- Opened more hours than ever before (in history of library).
- Hired a new Outreach Coordinator and had incredible results with program attendance, social media presence, highlighting our collection, etc.
- Watched our circulation numbers flourish once again after Covid (in physical and nonprint formats).
- Upgrade of our public computer area and technology offerings with Capital Budget.
- New, comprehensive Collection Development Policy that examines why and how we purchase what we purchase.

Culture and Recreation

- Was able to have an in-person presence at the elementary school again. Our Youth Service Librarian is heavily involved in many classrooms and classes come to the Library as well.
- Purchased heavily in our Travel section. Most of our travel guides are fully up-to-date and we have many new travel guides on eco-tourism, cycling, hiking, gastro-tours, camping, etc.
- Began cataloging our “Library of Things” which includes our Community Cutlery – a partnership with the Wellfleet Recycling Committee. You can have a small get together or an entire wedding with our items! We are also working on circulating a sewing machine, knitting needles, and some gardening supplies. New items will be provided by the Friends.
- Partnered with other area libraries for Climate related programming. Also held our own program for CREW’s Climate Prep Week.
- Returned to in-person art shows and receptions.
- Migration to a new ILS system with CLAMS for all our patron records and our holdings.
- Changed some selection practices based on circulation numbers (e.g., fewer audio books on CD and more audio books on streaming platform).

Respectfully Submitted,



**Jennifer Wertkin,
Library Director**

610 Library

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
Account	Personnel						
5100	511000	Library Director	276,221.97	280,463.66	323,523.00	323,523.00	
		Asst. Director/Tech Svcs					
		Youth Services					
		Public Services					
5100	512000	Part Time	58,715.36	57,782.96	61,511.00	61,511.00	
5100	512500	Temporary	3,349.73	-	7,000.00	7,000.00	
5150	000000	Vacation Buy Out	2,415.06				
5100	519000	Longevity	3,214.00	4,662.50	5,013.00	5,475.00	5425.00
		Total Personnel	343,916.12	342,909.12	397,047.00	397,509.00	
Expenses							
5400	011002	Books	3,297.75				
5400	011003	NonPrint Materials	39.99				
5400	522000	Contract Clams	23,911.43	24,225.67	26,500.00	26,500.00	
5400	530000	Contract Services	695.05	2,779.33	3,000.00	3,000.00	
5400	530400	Advertising	-		-	50.00	
5400		Internet				1,800.00	
5400	534000	Telephone	2,095.94	1,737.47	1,500.00	2,000.00	
5400	535000	Postage	479.43	377.00	450.00	450.00	
5400	542000	Office Supplies	5,110.37	5,370.11	9,500.00	9,500.00	
5400	558500	Materials	6,434.31	100,955.32	103,000.00	106,000.00	
5400	558600	Books	38,060.56	-	-		
5400	558700	NonPrint Materials	28,263.86	-	-		
5400	571000	Travel	-	-	250.00	250.00	
5400	585200	Equipment	2,933.40	3,439.69	5,000.00	5,000.00	
		Total Expenses	111,322.09	138,884.59	149,200.00	154,550.00	

Total Operating Expenses

455,238.21

481,793.71

546,247.00

552,059.00

1.06%

Dept. Library/610
FY 2024 Additional Budget Request

Additional Amount Requested

\$500

Budget Line Number

Telephone

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Ever since we got the new VOIP telephone system, the billing has been unclear to us and the prices have increased. We do not actually see the bills. We only see that a certain percentage has been applied to our department and the amount we had budgeted does not cover it.

Cost/Benefit Analysis

Dept. Library/610
FY 2024 Additional Budget Request

Additional Amount Requested

\$3,000

Budget Line Number

Materials

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Massachusetts general law requires that a library with our population size have 19.5% of its operating budget earmarked for materials. As such, we need to increase our materials budget each year. This is nonnegotiable.

Cost/Benefit Analysis

We must stay within 90% of the 19.5% or we will risk being decertified.

Dept. Library/610
FY 2024 Additional Budget Request

Additional Amount Requested

\$1,800

Budget Line Number

(Internet)

One Time Only or Ongoing Expense?

Ongoing

Description of Program, Product or Service

Historically, we never had the internet in our budget. It was paid out of the Administration budget. This year, it has been moved into our budget (even though not budgeted for in advance). This figure is based on Comcast. We are trying to move from Comcast to Open Cape. We do not know how the figure will be impacted.

Please note that this is for all of our public terminals and for our Wifi.

Cost/Benefit Analysis

We must have public internet in our building.

Program Description

The Wellfleet Recreation Department is committed to providing opportunities to fulfill all Recreational needs identified by the Wellfleet Community. With the lifting of pandemic restrictions, demand for programming increased to an unprecedented level. Lack of employees made meeting this demand challenging. However, the Department persevered and was able to run successful summer programming at Baker's Field and Gull Pond due to the support received by parents offering to serve as counselors and utilizing eclectic skills of community instructors along with the excellent upgrades at Baker's Field enabling accommodation of increased daily participation.

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, tennis courts and outdoor and indoor pickle ball courts) 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, and utilizing Wellfleet Elementary School and other Town locations for classes and performances thereby creating a "Community Center Without Walls"

Budget Statement

This FY 2024 budget request reflects the goal of maintaining the current level of programming, during a challenging, employee shortfall, post-pandemic environment. Though only available to residents and accommodating more children than ever, the summer rec program still had to turn people away due to lack of staffing. Demand for the extended rec program for working parents is especially high. To try and meet this appeal from the community to provide programming for their children, the FY 2024 budget request is higher than in year's past. The seasonal salary line increase is due to a state mandated increase in the minimum wage and the unified recommendation of Town Department Heads utilizing seasonal employees to offer competitive wages so that qualified applicants can be obtained for these important positions. The operating budget increase reflects the need to hire experienced instructors to support counselors at the summer rec program, a bonus incentive for counselors that stay until the end of the summer, money to contract bus service for field trips, as well as the cost of internet service at the Baker's Field office which was previously paid for out of a separate Town budget account. To help offset this increased request the Department is recommending fee increases to facilitate revenue gains which already surpassed last year's earnings.

The Recreation Department has provided outstanding programming and facilities to the Wellfleet Community, while keeping operating costs at reasonable levels through 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 Community Media Center, and the WHAT Theater.

The Recreation Budget is staff oriented. Maintaining quality programming requires paying a competitive wage to those of surrounding Towns to maintain current levels of programming. Wellfleet has been gradually

Culture and Recreation

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 2024 Objectives

- 1) Create a separate public use form for the Baker’s Field Pavilion to maximize revenue from this highly requested venue.
- 2) Navigate the granting process for a permanent pavilion/stage covering for the bandstand at the Town pier.
- 3) Expand implementation of the “Community Center without Walls” concept by enhancing existing partnerships with surrounding cultural and recreational entities such as the WHAT Theater and Wellfleet Preservation Hall.
- 4) Work with the DPW to complete resealing of the Mayo Beach Basketball Courts

Major Accomplishments for FY 2023

- 1) Successfully navigated staffing shortages by recruiting qualified parents and community members
- 2) Cultivated increased usage of the pavilion by the public and community groups, providing additional revenue and program options at no extra cost.
- 3) Partnered with Payomet center for the performing arts to provide additional performances at no extra cost to the Town.

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	151,601	2 full-time (this is a level fund actual amount pending WEA contract negotiations.
A-2	Part-time S&W		
A-3	Seasonal/Temporary	\$163,554	State Mandated increase in the minimum wage and to maintain current level of service in a competitive job market.
A-4	Overtime	\$0	
A-5	Longevity	\$4300	
A-6	Seasonal Staff Stipend	\$10,000	

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Contract Services	\$53,677	(See attached spreadsheet)
B-2	Education & Training	\$600	Regional Parks and Rec. Conferences, Safe-Serve.

Culture and Recreation

B-3	League Tourney Referees	\$6,000	Referee Schedulers and Referees for all Recreational Leagues and Tournaments.
B-4	Field Trips	\$3000	Increase due to transportation costs for extended rec working families.
B-6	Ice Time	\$700	Field Trip to Charles Moore Arena
B-7	Telephone	\$439	Increase due to new phone system
B-7 A	Comcast	\$3300	Comcast cost added to the recreation budget in FY 2024
B-8	Postage	\$50	Level Funded from previous year
B-9	Printing	\$1200	Reduced more online advertising
B-10	Office Supplies	\$1000	Increase due to need to buy our own printing supplies
B-11	Gasoline/Van maintenance	\$2000	Increase due to van maintenance costs
B-12	Medical Supplies	\$600	Ice Packs and Bandages
B-13	Other Supplies	\$400	Electrical Supplies, batteries, extension cords field marking paint
B-14	Uniforms	\$5790	Staff Uniforms: \$2000.00, Player Uniforms: \$3790.00 Increase due to more teams and purchase of practice uniforms.
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

630 Recreation

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
	<u>Account</u>	<u>Personnel</u>				
5100	511000	Recreation Director	140,770.35	146,473.57	151,601.00	151,601.00
		Asst. Recreation Director				
5100	512700	Seasonal	80,342.89	125,916.78	147,007.00	163,554.00
5100	519000	Longevity	3,050.00	4,000.00	3,600.00	4,300.00
5120	521800	Skateboard Monitor	11,297.00			
5120	521900	Seasonal Staff Stipends				10,000.00
5191	011002	Vacation Buy Out	5,422.23			
		Total Personnel	240,882.47	276,390.35	302,208.00	329,455.00
Expenses						
5400	530000	Contract Services	45,217.97	34,778.95	43,377.00	53,677.00
5400	530200	League/Tourney Refs/Umps	1,835.00	2,070.00	6,000.00	6,000.00
5400	530300	Bouse House	-	-	-	-
5400	530400	Ice Time	500.00	-	700.00	700.00
5400	530500	Field Trips	-	455.00	700.00	3,000.00
5400	530700	Printing	-	1,995.45	1,500.00	1,200.00
5400	530800	Seminars/Training	-	-	600.00	600.00
5400	534000	Telephone	506.71	434.85	439.00	439.00
5400	534100	Internet	-	-	-	3,300.00
5400	534500	Postage	221.34	-	50.00	50.00
5400	540100	Recreational Supplies	3,079.89	4,817.06	4,000.00	4,000.00
5400	540300	Road Race Supplies	3,868.74	8,510.24	10,000.00	10,000.00
5400	540500	Bakers Field Supplies	2,128.96	3,227.31	2,500.00	2,500.00
5400	540700	Holiday Supplies	999.38	944.00	1,000.00	1,000.00
5400	540800	Other Supplies	200.37	369.23	400.00	400.00
5400	540900	League/Tourney Supplies	2,139.52	3,046.09	1,500.00	1,500.00
5400	542000	Office Supplies	1,294.59	502.69	1,000.00	1,000.00

5400	548200	Gasoline/Vehicle Maint.	-	301.79	750.00	2,000.00
5400	550000	Medical Supplies	1,472.40	578.48	600.00	600.00
5400	558200	Uniforms	613.55	9,315.91	5,790.00	5,790.00
5400	573000	Dues/Memberships	30.00	250.00	650.00	650.00
5400	575700	Credit Card Fees	75.80		-	
5400	585000	Small Equipment	100.00	362.11	2,665.00	-
		Total Expenses	64,284.22	71,959.16	84,221.00	98,406.00

Total Operating Expenses	305,166.69	348,349.51	386,429.00	427,861.00	10.72%
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630 Recreation
FY 2024 Additional Budget Request

Additional Amount Requested

\$2000.00

Budget Line Number

Gasoline 01-620-5400-542000

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

Gasoline and maintenance for Recreation van

Cost/Benefit Analysis

The van is used to transport our campers. Historically this account was strictly for gasoline. Maintenance costs for the van was paid for through contract services. This will help better monitor our van expenses.

630 Recreation FY 2024 Additional Budget Request

Additional Amount Requested

\$3300.00

Budget Line Number

Internet 01-630-5400-534100

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

Wi-Fi at Bakers Field

Cost/Benefit Analysis

Wi-Fi for the Recreation department has historically been paid for by the town but was recently moved into the Recreation budget.

630 Recreation FY 2024 Additional Budget Request

Additional Amount Requested

\$10,000

Budget Line Number

Seasonal Staff Stipends

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

Stipends for Summer Recreation Counselors and Swim Instructors, up to \$500.00 per employee, that stay and work for the entire seven weeks of the program and help the Town stay competitive with surrounding recreation departments in the ability to hire qualified seasonal staff.

Cost/Benefit Analysis

By offering an incentive to seasonal counselors and swim instructors to work the entire seven weeks of the program more staff will be available later in the season allowing for increased participation resulting in an increase in overall revenue.

510 Recreation FY 2024 Additional Budget Request

Additional Amount Requested

\$14,185

Budget Line Number

01-630-5400-530000 (Contract Services)

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

The two reasons for the increase include:

This Department needs to absorb the entire cost of refurbishing the wooden gym floor at the school, a change from previous years.

An increase in payment for trained instructors at the summer recreation program.

Cost/Benefit Analysis

The pickleball program has generated \$17,000 to date in FY 2023 with additional revenue anticipated now that indoor sessions can again be held at Wellfleet Elementary School. It is crucial to refurbish the floor every year due to heavy use, otherwise the wooden floor gets too slippery to use safely for any sports activities.

Due to State mandated camper to counselor ratios and dwindling counselor supply, an increase in qualified, experienced instructors at the Summer Rec Program will enable the Department to accommodate additional participants to come closer to meeting increased demand, which will result in additional revenue and also the ability to offer a greater variety of activities.

630 Recreation FY 2024 Additional Budget Request

Additional Amount Requested

\$16,547

Budget Line Number

Seasonal 01-630-5100-512700

One Time Only or Ongoing Expense?

ongoing expense

Description of Program, Product or Service

State mandated increases in the minimum wage and additional seasonal wage increases approved by the Wellfleet Selectboard. This request also includes additional hours for extended summer recreation counselors due to a doubling of participants in the program utilized by working parents. Also an additional head counselor position enabling the Department to accommodate additional participants.

Cost/Benefit Analysis

Viability of the Summer Recreation Program and Gull Pond Swim Lessons depend on the ability to hire qualified seasonal counselors and swim instructors. The post-pandemic labor shortage makes staffing these programs even more difficult. Without proper staffing summer programming will need to be limited or cancelled and the revenue generated by the Department will decrease significantly. The Department generated \$67,435.15 in FY 2022 and if proposed fee increases are adopted will be projected to generate an increased amount for FY 2024.

General Government

FY2024

Community Services #660

Program Description

Community Services oversees the Council on Aging and Wellfleet Adult Community Center; Social and Human Services; Recreation and Beaches. The budget also includes funding for all portable toilets provided by the Town of Wellfleet in multiple areas.

Budget Statement

The FY24 budget reflects no new expenses but reflects an anticipated increase in costs for portable toilets. In FY23, the successful bidder was terminated shortly after Labor Day because of poor service and failure to respond appropriately to complaints.

FY 2024 Objectives

- 1) To actively recruit seasonal employees so that two of the Town’s most heavily used departments, Recreation and Beaches will be able to be in full operation.

Major Accomplishments for FY 2023

- 1) Continued to provide services for the general public despite COVID

Personnel

<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$103,755 – CBA to be negotiated for FY24-26
A-2	Part Time S&W	N/A
A-3	Overtime	N/A
A-5	Longevity	\$2900
A-6	Holiday	N/A

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-2	Rep. & Maint. Vehicles	N/A	
B-3	Telephone	\$750.00	
B-4	Education & Training		
B-5	Portable Toilets	\$75,000	Estimate only – final cost will depend on procurement

660 Community Services Director

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
Account	Personnel						
5100	511000	Community Services Dir.	96,855.59	100,244.79	103,755.00	103,755.00	
5100	515000	Vacation Buy Out	5,566.42				
5100	519000	Longevity	3,150.00	2,100.00	2,800.00	2,900.00	
Total Personnel			105,572.01	102,344.79	106,555.00	106,655.00	
Expenses							
5400	534000	Telephone	568.81	378.63	750.00	750.00	
5400	538700	Portable Toilets	265,264.50	40,983.00	55,000.00	75,000.00	
Total Expenses			265,833.31	41,361.63	55,750.00	75,750.00	
Total Operating Expenses							
			371,405.32	143,706.42	162,305.00	182,405.00	12.38%

FY 2024 Additional Budget Request

Additional Amount Requested

\$25,000

Budget Line Number

Line # 5400 – 538700 – Portable toilets

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

Portable toilets placed seasonally at beaches and landings; the Beach office

Cost/Benefit Analysis

The contracted amount for FY23 was \$55,000. The low bidder, United Site Services did not perform as required and I am still working with them to rectify the billing for FY22 and FY23. The requested increase reflects the costs from FY22 but may not be sufficient. This is an estimate only.

690 Historical Commission

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Personnel</u>						
Total Personnel			-	-	-	-	
Expenses							
5400	530400	Advertising	-	-	-		
5400	542000	Office Supplies	110.00	-	200.00	200.00	
Total Expenses			110.00	-	200.00	200.00	
Total Operating Expenses							
			110.00	0.00	200.00	200.00	0.00%

692 Holiday Celbrations

		FY2021	FY2022	FY2023	FY2024	
		Actual	Actual	Budget	Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	540800	Other Supplies	-	108.40	1,000.00	1,000.00
Total Expenses		-	108.40	1,000.00	1,000.00	
Total Operating Expenses		-	108.40	1,000.00	1,000.00	0.00%

696 Cultural Council

		FY2021	FY2022	FY2023	FY2024	
		Actual	Actual	Budget	Dept.	
Operating Expenses						
<u>Account</u>	<u>Personnel</u>					
Total Personnel		-	-	-	-	
Expenses						
5400	530000	Contract Services	2,000.00	300.00	2,000.00	
Total Expenses			2,000.00	300.00	2,000.00	-
Total Operating Expenses			2,000.00	300.00	2,000.00	0.00
						100.00%

General Government

FY2024
Beaches #699

Program Description

The Wellfleet Beach Program is responsible for personnel on the beaches, both Lifeguards and Parking Lot attendants and for the sales of Beach/Transfer/Shellfish permits at the Wellfleet Beach Office. The kayak/canoe racks at four locations are also operated by the staff of the Beach Program. In FY23, a lottery was established for the rack spaces due to their ever increasing popularity.

Budget Statement

The FY24 budget reflects no new expenses but does reflect the increased costs of existing expenses such as uniforms, fuel, telephone and supplies. The original ATM66 Town Meeting vote authorized selling Beach stickers to establish a fund for the “Care, Improvement and Maintenance of Town Beaches”. Beach Fund revenues for FY22 were approximately \$945,430 while expenses were \$419,398.

FY 2024 Objectives

- 1) Construct and make available more kayak racks at Mayo Beach and Indian Neck
- 2) Complete the revegetation of the slope at Gull Pond and the fencing and revegetation at Long Pond.
- 3) Continue to provide a safe and welcoming space for people to enjoy the salt and fresh water landings.

Major Accomplishments for FY 2023

- 1) Continued to provide services for the general public despite COVID

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	N/A
A-2	Part Time S&W	\$ 367,068
A-3	Overtime	\$ 19,490
A-5	Longevity	N/A
A-6	Holiday	N/A

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-2	Cahoon Hollow Exp	\$8,200	
B-3	Contract Services	\$8,000	Storage rentals; software updates;
B-4	Dues/Licenses/Fees	\$1,800	
B-5	Telephone	\$4,800	Beach emergency lines; Phone lines for pay beach kiosks; Beach office and staff cell phones
B-6	Postage	\$200	
B-7	Printing	\$5,000	Beach stickers; signs

General Government

B-9	Other Supplies	\$1,000	
B-10	Rep & Maint. Supplies	\$4,000	
B-11	Office Supplies	\$1,500	
B-12	Gas/Diesel	\$600	
B-13	Medical Supplies	\$2,500	
B-14	Uniform	\$12,000	
B-15	Travel	\$11,000	
B-16	Recreational Supplies	\$2,000	
B-17	Unclassified Items	\$500	
B-18	Small Equipment	\$8,000	

699 Beaches

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
Account	Personnel					
5100	512000	Boat Racks/IDs-Stipends	3,852.72	2,979.56	5,304.00	5,490.00
5100	512700	Seasonal/Life Guards	354,423.84	303,463.89	354,655.00	367,068.00
5100	513000	Overtime	11,542.73	12,087.04	18,000.00	14,000.00
		Total Personnel	369,819.29	318,530.49	377,959.00	386,558.00
Expenses						
5400	527500	Cahoon Hollow Expense		8,056.00	8,200.00	8,200.00
5400	530000	Contract Services	7,810.11	7,248.36	7,000.00	8,000.00
5400	530100	Alarm Systems	-	-	-	-
5400	530400	Advertising	12.12	-	-	-
5400	530700	Printing	1,369.60	3,736.87	5,000.00	5,000.00
5400	534000	Telephone	3,385.53	4,083.74	4,000.00	4,800.00
5400	534500	Postage	(110.00)	118.00	300.00	200.00
5400	540800	Other Supplies	1,886.00	244.05	1,000.00	1,000.00
5400	542000	Office Supplies	1,905.47	1,380.81	1,500.00	1,500.00
5400	543000	Repair/Maint Supplies	1,275.38	3,783.32	2,500.00	4,000.00
5400	548000	Gasoline	58.05	251.45	300.00	600.00
5400	550000	Medical Supplies	650.02	560.67	3,500.00	2,500.00
5400	553000	Recreational Supplies	2,280.02	-	2,000.00	2,000.00
5400	558200	Uniforms	5,058.95	10,340.75	12,000.00	12,000.00
5400	571000	Travel	8,983.17	8,212.14	11,000.00	11,000.00
5400	573000	Dues/Licenses/Fees	-	299.95	2,000.00	1,800.00
5400	575700	Credit Card Fees	7,701.01	217.50	-	-
5400	578000	Unclassified Items	-	46.50	1,000.00	500.00
5400	585000	Small Equipment	7,313.15	7,163.71	8,000.00	8,000.00
		Total Expenses	49,578.58	55,743.82	69,300.00	71,100.00

sending cor

Total Operating Expenses

419,397.87

374,274.31

447,259.00

457,658.00

2.33%

FY 2024 Additional Budget Request

Additional Amount Requested

\$800

Budget Line Number

Line # 5400-534000 - Telephone

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

Now that telephone bills are the responsibility of each individual department, I have a more accurate idea of the funding required. The Beach Program pays for the Beach Office phones, the four emergency ring down lines at the four ocean beaches, cell phones for the lifeguard stands and for the Assistant Beach Administrator.

Cost/Benefit Analysis

Communication is key to beach safety.

FY 2024 Additional Budget Request

Additional Amount Requested

\$1500

Budget Line Number

Line # 5400 – 543000 Repair and maintenance services

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

The DPW performs the repair work but the Beach budget needs to provide the materials. This cost is based on the actual expenses of FY22.

Cost/Benefit Analysis

We are lucky to have the skilled work from the DPW and because labor is the major expense in most repair needs, this represents a savings for the Town overall.

FY 2024 Additional Budget Request

Additional Amount Requested

\$300

Budget Line Number

Line # 5400 – 548000 - Gasoline

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

Gas is purchased for the Beach truck, the UTV and the ATV

Cost/Benefit Analysis

There was a problem with the billing from Eastham that I was not aware of until October. They were charging the Beach truck to the COA account (no one knows why) but that has since been corrected and this reflects the actual expenditures.

820 State & County Assessments

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5400	000000	Mosquito Control Project	268.00				
5400	563100	Mosquito Control Project	77,276.00	77,132.00	-	-	
5400	563200	Air Pollution Districts	2,915.00	2,808.00	-	-	
5400	563300	Regional Transit Authority	53,990.00	55,340.00	-	-	
5400	563400	RMV NonRenewal Surcharge	3,080.00	3,940.00	-	-	
5400	563500	School Choice-Sending Tuit	142,343.00	162,914.00	-	-	
		Total Expenses	279,872.00	302,134.00	-	-	
Total Operating Expenses							
			279,872.00	302,134.00	0.00	0.00	0.00%

830 County Assessments

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5400	563600	County Tax MGL C35 S31	99,124.00	98,341.00	-	-	
5400	563700	County Comm Assessment	106,274.00	105,435.00	-	-	
	Total Expenses		205,398.00	203,776.00	-	-	
Total Operating Expenses			205,398.00	203,776.00	0.00	0.00	0.00%

911 County Retirement

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.
Operating Expenses						
<u>Account</u>	<u>Expenses</u>					
5400	577700	BCR Pension Contribution	1,431,823.00	1,522,803.00	1,574,968.00	1,747,350.00
Total Expenses			1,431,823.00	1,522,803.00	1,574,968.00	1,747,350.00
Total Operating Expenses			1,431,823.00	1,522,803.00	1,574,968.00	1,747,350.00

10.95%

912 Workers Comp. Insurance

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
<u>Account</u>	<u>Expenses</u>					
5400	577800	Workers Comp Insurance	83,027.00	90,815.00	69,841.00	75,000.00
Total Expenses			83,027.00	90,815.00	69,841.00	75,000.00
Total Operating Expenses			83,027.00	90,815.00	69,841.00	75,000.00

913 Unemployment Compensation

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5400	577900	Unemploymnt Compens	44,037.34	17,942.96	30,000.00	30,000.00	
Total Expenses			44,037.34	17,942.96	30,000.00	30,000.00	
Total Operating Expenses			44,037.34	17,942.96	30,000.00	30,000.00	0.00%

914 Group Health Insurance

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses							
Account	Expenses						
5170	000000	Active Group Medical Ins	635,776.92	1,033,707.36	1,254,280.00	1,326,000.00	
5170	0	Harv/Pilg Actives EPO	173,291.64	-			
5170	11002	HMO Blue Actives EPO	170,427.32				
5170	11003	Blue Care Actives PPO	40,423.78				
5170	11004	Harv/Pilg Actives PPO	60,926.16				
5171	000000	Retiree Group Medical Ins	93,655.10	132,665.50			
5171	011001	Medex Retirees	122,839.80	188,945.40	126,345.00	207,000.00	
5171	011002	Harv/Pilg Retirees EPO	57,189.00				
5171	011003	HMO Blue Retirees	858.00				
5171	011004	Harv/Pilg ENH Retirees	44,623.00		103,675.00		
5171	011005	Blue Care Retirees PPO	11,787.00				
5171	011006	Harv/Pilg Retirees PPO	8,415.00				
5171	011007	HD Harv/Pilg PPO	10,650.84				
5171	011008	HD Harv/Pilg EPO	26,536.20				
5171	011009	HMO Blue HD	10,315.50				
5171	011010	HD PPO Blue	3,646.44				
		Total Expenses	1,471,361.70	1,355,318.26	1,484,300.00	1,533,000.00	
Total Operating Expenses							
			1,471,361.70	1,355,318.26	1,484,300.00	1,533,000.00	3.28%

915 Group Life Insurance

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5170	011001	Life Actives	4,803.30	1,624.36	6,000.00	6,050.00	
5171	011002	Life Retirees	1,684.41	697.34	1,750.00	1,800.00	
Total Expenses			6,487.71	2,321.70	7,750.00	7,850.00	
Total Operating Expenses							
			6,487.71	2,321.70	7,750.00	7,850.00	1.29%

916 Town Share Medicare

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5170	000000 ER Medicare	144,225.21	140,215.96	175,000.00	165,000.00		
Total Expenses		144,225.21	140,215.96	175,000.00	165,000.00		
Total Operating Expenses							
		144,225.21	140,215.96	175,000.00	165,000.00		-5.71%

917 Stipends-Health Insurance

			FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5170	011008	Health Insurance Stipends	34,472.10	67,380.53	53,667.00	75,000.00	
		Total Expenses	34,472.10	67,380.53	53,667.00	75,000.00	
Total Operating Expenses							
			34,472.10	67,380.53	53,667.00	75,000.00	39.75%

918 Town Share Health Savings Account

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u>	<u>Expenses</u>						
5170	000000	ER H.S.A. Contributions	15,500.00	15,500.00	16,000.00	18,000.00	
		Total Expenses	15,500.00	15,500.00	16,000.00	18,000.00	
Total Operating Expenses							
			15,500.00	15,500.00	16,000.00	18,000.00	12.50%

940 Tax Work-Off

			FY2021	FY2022	FY2023	FY2024	
			Actual	Actual	Budget	Dept.	
Operating Expenses							
<u>Account</u> <u>Expenses</u>							
5190	000000	Tax Work-Off Program	8,411.63	2,613.75	8,000.00	12,500.00	
Total Expenses			8,411.63	2,613.75	8,000.00	12,500.00	
Total Operating Expenses							
			8,411.63	2,613.75	8,000.00	12,500.00	56.25%

945 Property/Liability Insurance

			FY2021	FY2022	FY2023	FY2024
			Actual	Actual	Budget	Dept.
Operating Expenses						
<u>Account</u>	<u>Expenses</u>					
5400	00000	Runners Fee	-			
5400	011001	Property/Liability Insurance	377,438.72	414,966.86	441,100.00	460,000.00
5400	011002	Insurance Premium/Bond	1,700.00	2,325.00	4,000.00	
5740	011003	Insurance Deductibles	620.49	1,743.43	-	
		Total Expenses	379,759.21	419,035.29	445,100.00	460,000.00
Total Operating Expenses						
		Total Operating Expenses	379,759.21	419,035.29	445,100.00	460,000.00

990 Interfund Transfers

			FY2021 Actual	FY2022 Actual	FY2023 Budget
Operating Expenses					
<u>Account</u>	<u>Expenses</u>				
5966	000000	Tfr. to OPEB Expendable Tr.	-	-	
5977	000000	Tfr. to Water Enterprise	-	-	
5976	000000	Tfr. to Marina Stabilization	-	-	
	Total Expenses		-	-	-
Total Operating Expenses					
			-	-	-

FY2024 Water Enterprise Fund Budget

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024
Estimated Revenue						
Water Use Charges	93,155.17	172,241.66	145,000.00	147,500.00		
Loan Principal Interest	89,207.89	111,967.70	-	15,000.00		
Other Income	625.90	2,749.33	-	1,500.00		
General Fund Transfer	119,463.00	84,214.00	41,087.00			
Total Revenue	302,451.96	371,172.69	186,087.00	164,000.00	-	-
Personnel						
Secretary & Clerk	13,655.66	21,056.71	27,087.00	27,087.00		
Total	13,655.66	21,056.71	27,087.00			
Operating Expenses						
Utilities-Electric/Telephone	11,202.83	11,106.74	13,000.00	13,325.00		
Contract Services	90,021.04	136,056.57	85,000.00	117,125.00		
Services-Contingency	39,990.32	1,762.88	30,000.00	30,750.00		
Services-Other	13,372.36	5,213.13	29,000.00	28,550.00		
Supplies	149.95	86.66	250.00	275.00		
Other Charges	1,343.16	2,340.00	1,750.00	7,500.00		
Total	156,079.66	156,565.98	159,000.00	197,525.00	-	-
Debt Service						
Principal & Interest	109,031.22	108,326.07	209,521.00	205,566.00		
Total	109,031.22	108,326.07	209,521.00	205,566.00	-	-
General Fund Costs						
Salaries	796.00	-	-	-		
Total	796.00	-	-	-	-	-
Total Operating Expenses	279,562.54	285,948.76	395,608.00	403,091.00	-	-

(240,608.00) Subsidy

450 Water

Fund 60

		FY2021	FY2022	FY2023	FY2024 Dept.
		Actual	Actual	Budget	
Receipts					
<u>Account</u>					
	Water Usage Charges	93,155.17	120,000.00	145,000.00	147,500.00
	Loan Principal Interest	89,207.89	80,000.00	-	15,000.00
	Other Income	625.00	1,500.00	-	1,500.00
	General Fund Transfer	119,463.00	84,214.00	41,087.00	-
	Total Revenue	302,451.06	285,714.00	186,087.00	164,000.00

Operating Expenses					
<u>Account</u>		<u>Personnel</u>			
5100	512000	Part time	13,655.66	21,056.71	27,087.00
		Total Personnel	13,655.66	21,056.71	27,087.00

Expenses					
5400	000000	Small Equip. Supplies	149.95		
5400	521000	Electricity	11,202.83	10,968.25	12,300.00
5303	529300	Legal	95.00	140.00	2,050.00
5400	530000	Contract Services	13,372.36	846.00	-
5400	530100	Software Maintenance			6,000.00
5304	530400	Advertising	113.96		200.00
5400	534000	Telephone	662.39	138.49	1,000.00
5400	534500	Postage	2.00	51.66	1,550.00
5400	535500	Whitewater Inc Contract	90,021.04	135,210.57	85,000.00
5400	535600	Whitewater Contingency	39,990.32	1,762.88	30,000.00
5400	542000	Office Supplies	19.81	35.00	250.00
5400	543000	Repair/Maint Supplies	450.00	3,773.04	20,000.00
5400	544700	Meters & Equipment		1,440.09	-
5400	578000	Other Indirect	796.00	2,200.00	7,000.00

5400		Indirect Costs				6,800.00
5910	657001	Phase 2 Principal	25,642.00	25,642.00	90,642.00	90,642.00
5915	657001	Phase 2 Interest	23,974.22	23,269.07	31,538.00	55,509.00
5910	657002	Phase 1 Principal	30,091.69	30,806.37	59,464.00	32,287.00
5915	657002	Phase 1 Interest	29,323.31	28,608.63	27,877.00	27,128.00
		Total Expenses	265,906.88	264,892.05	368,521.00	408,691.00

Total Operating Expenses

279,562.54

285,948.76

395,608.00

435,778.00

10.15%

(209,521.00)

(271,778.00)

Water Enterprise Fund

FY 2024 Additional Budget Request

Additional Amount Requested

\$30,000

Budget Line Number

?

One Time Only or Ongoing Expense?

One Year only

Description of Program, Product or Service

Consultant Service Fee for assisting with water fees/ rates/ daily operational support. (\$2500 a month)

Cost/Benefit Analysis

The town does not currently employ a water superintendent and during this time when the town is looking at rates and connection fees and trying to get to a balanced budget, the town needs a consultant to assist and ensuring that the support of the enterprise fund is being reduced to \$0.00 and the fees and rates are equitable to everyone one town water.

Water Enterprise Fund

FY 2024 Additional Budget Request

Additional Amount Requested

\$6000.00

Budget Line Number

?

One Time Only or Ongoing Expense?

Ongoing expense

Description of Program, Product or Service

This amount is for the monthly fee for the new software for the Billing system.

Cost/Benefit Analysis

The billing system is being pulled in house and along with that comes the cost of the software support/updates and general Town customized changes to the software application. (i.e. Unit Method of billing water usage).

FY2024 Marina Enterprise Fund Budget

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024
Revenues						
Charges for Services	413,068.88	345,000.00	360,000.00	360,000.00		
Resale Gas/Diesel	91,863.61	150,000.00	150,000.00	150,000.00		
Dockage	30,132.19	56,000.00	56,000.00	56,000.00		
Winter Storage	6,500.00	10,000.00	10,000.00	10,000.00		
Other Income	10,131.72	5,000.00	12,500.00	12,500.00		
Parking-Seasonal	19,420.00	15,000.00	5,000.00	5,000.00		
Refunds		-	-	-		
Interest Income	1,203.64	-	-	-		
Total Revenues	572,320.04	581,000.00	593,500.00	593,500.00	-	-
Other Receipts						
Retained Earnings Transfer		-	-	-		
Waterways Fund	2,000.00	2,000.00	2,000.00	2,000.00		
Beach Fund	10,000.00	10,000.00	10,000.00	10,000.00		
Shellfish Fund	5,000.00	5,000.00	5,000.00	5,000.00		
Total Other	17,000.00	17,000.00	17,000.00	17,000.00	-	-
Total Receipts	589,320.04	598,000.00	610,500.00	610,500.00	-	-
Personnel:						
Salaries & Wages-Full time	161,984.38	142,225.68	164,200.00	164,200.00		
Salaries & Wages- Temp./Seasonal	76,287.00	63,961.00	80,000.00	80,000.00		(20,000.00)
Overtime	20,224.06	16,832.76	10,000.00	10,000.00		
Weekends	520.00	675.00	2,000.00	1,500.00		
Holiday	2,750.40	3,897.76	2,500.00	3,000.00		
Longevity	3,545.00	-	375.00	450.00		
Total Personnel	265,310.84	227,592.20	259,075.00	259,150.00		
Operating Expenses:						
Electricity	7,845.45	7,318.61	6,500.00	7,000.00		
Propane Gas	2,635.75	3,707.74	3,000.00	4,000.00		
Repairs & Maint. Services	5,940.75	7,519.95	15,000.00	15,000.00		
Service Contract-Copier	986.50	975.00	1,500.00	325.00		
Contract Services	34,750.11	19,697.13	15,000.00	15,000.00		
Legal	-	-	1,000.00	1,000.00		
Education & Training	70.00	379.00	4,000.00	3,000.00		
Telephone	1,493.61	1,244.32	1,000.00	1,600.00		
Postage	-	-	100.00	100.00		
Printing	-	149.00	100.00	100.00		
Advertising	762.17	40.48	200.00	200.00		
Internet	-	-	-	-		
Office Supplies	1,215.15	1,369.94	2,500.00	2,000.00		
Repairs & Maint. Supplies	5,437.89	19,637.84	25,000.00	25,000.00		(5,000.00)
Vehicle Supplies	1,385.30	317.48	2,000.00	2,000.00		
Gasoline/Diesel	270.85	772.09	1,500.00	1,500.00		
Resale Gas/Diesel	105,576.53	97,543.04	140,000.00	140,000.00		
Other Supplies	413.00	888.99	2,000.00	2,000.00		
Uniforms	926.70	614.68	3,000.00	3,000.00		
Travel	-	-	500.00	250.00		
Dues/Memberships	300.00	620.41	500.00	500.00		
Credit Card Fees	2,768.58	-	-	-		
Insurance	126.00	-	125.00	125.00		
Small Equipment	592.45	1,054.57	2,000.00	2,000.00		
Engineering/Marina	14,818.45	-	-	-		
Debt-Principal	105,000.00	100,000.00	100,000.00	100,000.00		
Debt-Interest	19,125.00	16,050.00	13,050.00	10,500.00		
Reserve Contingency	-	-	-	-		
Indirect Costs	55,300.00	64.57	-	45,000.00		Offset Health Insurance Costs
Total Operating	367,740.24	279,964.84	339,575.00	381,200.00	-	-
Total Expenses	633,051.08	507,557.04	598,650.00	640,350.00	-	-
Net Income (Loss)	(43,731.04)	(2,550.00)	11,850.00	(29,850.00)	-	-

	Actual FY2021	Actual FY2022	Budget FY2023	Dept. Head FY2024	Town Admin. FY2024	Selectboard FY2024	Interest
Interest Expense							
752 BAN (Bond Anticipated Notes)							
Expenses		490,648.36	623,825.00	931,993.00			
Total	-	490,648.36	623,825.00	931,993.00			49.40%
753 Short Term Interest							
Expenses	39,443.68	-	40,000.00	20,000.00			
Total	39,443.68	-	40,000.00	20,000.00			-50.00%
756 Interest on RE Tax Refunds							
Expenses	-	-	150.00	150.00			
Total	-	-	150.00	150.00			0.00%
Interest Expenses (753-756)							
Total	39,443.68	490,648.36	663,975.00	952,143.00			43.40%
Unclassified							
820 State & County Assessments							
Expenses	279,872.00	302,134.00	-	On Recap			
Total	279,872.00	-	-	-			
830 County Assessments							
Expenses	205,398.00	203,776.00	-	On Recap			
Total	205,398.00	203,776.00	-	-			
911 County Retirement							
Expenses	1,431,823.00	1,522,803.00	1,574,968.00	1,747,350.00			
Total	1,431,823.00	1,522,803.00	1,574,968.00	1,747,350.00			10.95%
912 Workers' Comp Insurance							
Expenses	83,027.00	90,815.00	69,841.00	75,000.00			
Total	83,027.00	90,815.00	69,841.00	75,000.00			7.39%
913 Unemployment Compensation							
Expenses	44,037.34	17,942.96	30,000.00	30,000.00			
Total	44,037.34	17,942.96	30,000.00	30,000.00			0.00%
914 Group Health Insurance							
Expenses	1,471,361.70	1,355,318.26	1,484,300.00	1,632,730.00			
Total	1,471,361.70	1,355,318.26	1,484,300.00	1,632,730.00			10.00%
915 Group Life Insurance							
Expenses	6,487.71	5,597.15	7,750.00	7,850.00			
Total	6,487.71	5,597.15	7,750.00	7,850.00			1.29%
916 Town Share of Medicare							
Expenses	144,225.21	140,215.96	175,000.00	165,000.00			
Total	144,225.21	140,215.96	175,000.00	165,000.00			-5.71%
917 Health Insurance Stipends							
Expenses	34,472.10	67,380.53	53,667.00	75,000.00			
Total	34,472.10	67,380.53	53,667.00	75,000.00			39.75%
918 Town Share of Health Savings Account							
Expense	15,500.00	15,500.00	16,000.00	18,000.00			
Total	15,500.00	15,500.00	16,000.00	18,000.00			12.50%
940 Tax Work Off							
Expense	8,411.63	2,613.75	8,000.00	12,500.00			
Total	8,411.63	2,613.75	8,000.00	12,500.00			56.25%
945 Property & Liability Insurance							
Expenses	379,759.21	419,035.29	445,100.00	500,000.00			
Total	379,759.21	419,035.29	445,100.00	500,000.00			12.33%
Unclassified (820-945)							
Total	4,104,374.90	3,840,997.90	3,864,626.00	4,263,430.00			10.32%
Operating Budget Totals	20,385,930.77	22,142,477.19	23,585,556.00	25,016,903.00			6.07%

Excluded (In Capital Budget)

710 L/T Prin	1,213,342.48	1,652,635.00	1,526,451.00	1,520,529.00	
751 L/T Int	346,818.80	590,004.43	495,159.00	442,771.00	
Total	1,560,161.28	2,242,639.43	2,021,610.00	1,963,300.00	-2.88%
Operating & L/T P & I	21,946,092.05	24,385,116.62	25,607,166.00	26,980,203.00	5.36%
				25,607,166.00	0.00%
				1,373,037.00	Override

**TOWN OF WELLFLEET
FY2024 TEN YEAR CAPITAL IMPROVEMENT PLAN**

Edit Date: November 18, 2022

Department	Project	BOS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
1 Management Information Systems/Technology:	a. General MIS Equipment & Software		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	b. Munis Software Conversion			\$250,000								
2 Shellfish Department:	a. Fleet Replacement		\$42,000	\$46,200			\$50,000	\$50,000	\$50,000			
	b. Oyster Tumbler		\$12,000									
	c. Floating Upweller Nursery Project					\$36,557						
	d. 115 HP outboard motor for skiff				\$18,000							
	e. Twin 90hp outboard motor for barge								\$30,000			
	f. New workboat (20-yr replacement)							\$35,000				
3 Recreation Department:	a. Fleet Replacement - 15 Passenger Van			\$55,775								
	b. Resurface Tennis & Pickleball Courts - Bakers Field (?)		\$20,300		\$25,500							
4 Council on Aging:	a. COA Building Addition Feasibility Study		\$50,000									
	b. Extend walkway - one half mile through woods			\$280,000								
	c. Create Adult exercise equipment adjacent to toddler playground				\$150,000							
	d. Plans for addition to ACC building					\$400,000						
	e. Construction for addition to ACC building						\$4,000,000					
	f. Replace Transit Van							\$55,000				
5 Beaches:	a. Replace UTV				\$17,000							
	b. Replace ATV		\$11,000									
6 Marina Department:	a. Fleet Replacemnt		\$60,000			\$70,000						
	b. Outboard Motor Replacement			\$12,000	\$18,000						\$50,000	
	c. ATV Replacement			\$20,000			\$70,000					
	d. Marina Master Plan		\$200,000									
	e. Pier Camera System				\$15,000							
	f. Maintenance Dredge (Channel)		\$50,000					\$3,200,000				

Department	Project	BOS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
7	Health , Conservation & Bld:											
	a. Purchase Permit Tracking Software System		\$225,000									
	b. Wastewater Planning & Permitting - Engineering Consulting		\$250,000	\$252,500	\$255,025	\$257,575	\$260,151	\$262,753	\$265,380	\$268,034	\$270,714	\$273,421
	c. Enhanced IA subsidies		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	d. Sewer Expansion - Design						\$2,000,000					
	e. Wastewater Treatment Facility - TBD				\$30,500,000							
	f. Hybrid Design - Harbor, Duck Creek & Cove Watershed			\$2,000,000								
8	Police Department:											
	a. Fleet Replacement		\$130,000	\$65,000	\$65,000	\$130,000	\$70,000	\$70,000	\$140,000	\$75,000	\$75,000	\$150,000
	b. Police Equipment Project (Misc. Items)		\$50,000				\$50,000			\$50,000		
	c. Records/Dispatch Software			\$200,000								
	d. Replace ATV				\$40,000			\$40,000				\$50,000
	e. Replace AED					\$30,000					\$40,000	
	f. Record System Update								\$50,000			
9	Fire Department:											
	a. Replace Command Car								\$75,000			
	b. Replace Ambulance 99				\$400,000							\$450,000
	c. Basic Office/Training Furniture		\$28,000									
	d. Replace 4" supply hose				\$60,000		\$30,000				\$40,000	
	e. Replace Medical/Rescue Equip.		\$135,000	\$90,000						\$100,000	\$75,000	
	f. Replace Duty Truck (Sq. 80)											
	g. Radio Repeaters			\$80,000								
	h. Replace Ambulances 97 & 98		\$365,000					\$385,000				
	i. Replace SCBA bottles				\$150,000	\$200,000						
	j. Replace Forestry 90						\$85,000					
	k. Replace Tanker 96											\$400,000
	l. Replace Engine 95											
	m. Training room / EOC completion											
	n. Catwalk storage											
	o. Replace mobile data terminals		\$30,000			\$55,000	\$35,000			\$25,000		
	p. Recoat apparatus bays floor											
	q. Fire Prevention/Inspection vehicle					\$65,000						

13	Water System Capital												
	a. Tank Maintenance												
	b. Master Plan Update				\$50,000								
	c. Meter Replacement Program			\$275,000									
	d. Billing Software & Reader			\$25,000									
	e. Generator (Coles Neck)			\$35,000									
14	Maurices Campground												
	a. Watermain Extension			\$500,000									
	b. Housing Development Planning and Development			\$50,000	\$100,000		\$200,000			\$5,000,000			
	c. Wastwater System Planning & Construction			\$150,000		\$500,000		\$500,000		\$3,000,000			
	d. Capital Building Repairs - (Operating Budget)			\$240,000	\$96,000	\$66,000	\$24,000	\$12,000	\$10,000				
	Grand Total Annually			\$4,757,300	\$6,586,575	\$34,150,230	\$3,195,673	\$11,138,768	\$7,369,701	\$9,391,426	\$1,761,457	\$1,287,808	\$1,633,421

Departmental Totals				FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
1	Management Information			\$50,000	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
2	Shellfish Department:			\$54,000	\$46,200	\$18,000	\$36,557	\$50,000	\$85,000	\$80,000	\$0	\$0	\$0
3	Recreation Department:			\$20,300	\$55,775	\$25,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	Council on Aging:			\$50,000	\$280,000	\$150,000	\$400,000	\$4,000,000	\$55,000	\$0	\$0	\$0	\$0
5	Beaches			\$11,000	\$0	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	Marina Department:			\$310,000	\$32,000	\$33,000	\$70,000	\$70,000	\$3,200,000	\$0	\$0	\$50,000	\$0
7	Health , Conservation & Bld:			\$675,000	\$2,452,500	\$30,955,025	\$457,575	\$2,460,151	\$462,753	\$465,380	\$468,034	\$470,714	\$473,421
8	Police Department:			\$180,000	\$265,000	\$105,000	\$160,000	\$120,000	\$110,000	\$190,000	\$125,000	\$115,000	\$200,000
9	Fire Department:			\$558,000	\$170,000	\$610,000	\$320,000	\$150,000	\$385,000	\$75,000	\$125,000	\$115,000	\$850,000
10	Department of Public Works:			\$1,424,000	\$1,839,100	\$1,360,705	\$1,411,540	\$1,336,617	\$711,948	\$470,046	\$778,423	\$442,094	\$0
11	Library Department			\$0	\$100,000	\$0	\$10,000	\$2,000,000	\$2,000,000	\$0	\$25,000	\$0	\$0
12	Elementary School Department:			\$150,000	\$800,000	\$35,000	\$56,000	\$390,000	\$300,000	\$61,000	\$190,000	\$45,000	\$60,000
13	Water System Capital			\$335,000	\$50,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14	Maurice's Campground			\$940,000	\$196,000	\$566,000	\$224,000	\$512,000	\$10,000	\$8,000,000	\$0	\$0	\$0
	Grand Total			\$4,757,300	\$6,586,575	\$34,150,230	\$3,195,673	\$11,138,768	\$7,369,701	\$9,391,426	\$1,761,457	\$1,287,808	\$1,633,421



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

IV

BUSINESS

~ B ~

REQUESTED BY:	Kathleen Bacon ~ Selectboard Member
DESIRED ACTION:	To write a warrant article to increase the Selectboard stipend
PROPOSED MOTION:	I Move to insert (and recommend) a warrant article for FY23 annual town meeting to increase the stipend for Selectboard members.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

IV

BUSINESS

~ C ~

REQUESTED BY:	Town Administrator
DESIRED ACTION:	To Continue to review the 2023 annual town meeting warrant
PROPOSED MOTION:	
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



ANNUAL TOWN MEETING

Monday April 29, 2023

10:00 AM

at

Wellfleet Elementary School

100 Lawrence Road, Wellfleet, MA

&

TOWN ELECTION

May 2, 2023

at

12:00 Noon to 7:00 PM

Wellfleet Senior Center

715 Old King's Highway

V.1

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FINANCIAL & PROPOSITION 2½ TERMS

Chapter 59, section 21C of the Massachusetts General Laws is commonly referred to as Proposition 2½ (Prop. 2½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum the levy can be. The ceiling equals 2.5% of the Town's full and fair cash value. The levy ceiling is equivalent to a tax rate of \$25.00.

LEVY LIMIT: The maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases, such as debt exclusions.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: New construction and new parcel subdivision may also increase the Town's levy limit.

OVERRIDE: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

DEBT EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Selectboard. If a majority of the voters approve the ballot question, the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

DEBT SERVICE: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest owed on any particular bond issue.

ENCUMBRANCE: A reservation of funds to cover obligations chargeable to but not yet paid from a specific appropriation account.

CAPITAL OUTLAY EXPENDITURES EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Selectboard. If a majority of the voters approve the ballot question, the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

CONTINGENT VOTES: Chapter 59, section 21C (m) permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE/DEBT EXCLUSION). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Selectboard. If a referendum is called by the Selectmen, it must take place within forty-five days of the Town Meeting vote.

TOWN MEETING PROCEDURES

A quorum of 6% of the Town's registered voters must be present to conduct business (Charter: Sect. 2-1-3).

Voters are identified by voter cards issued when they check in with the registrars at the beginning of the meeting.

Only voters may participate in voice votes. In case of a counted vote, voters will be identified by their voter cards.

Non-voters who have been admitted to the meeting must sit in the section designated for them. Non-voters who may wish to speak must identify themselves and may address the meeting only by permission of the Moderator (Charter: Sect. 2-1-2).

No voter will be allowed to speak until recognized by the Moderator.

Voters and others recognized to address Town Meeting may only speak twice to any motion or amendment unless authorized by the Moderator (Charter: Sect. 2-7-8).

All motions or amendments must be in writing and be legible. Exceptions for very simple motions or amendments are at the discretion of the Moderator (General Bylaws: Sect. II-2).

The order of consideration of the Articles as printed in the Warrant may be changed only by a 2/3 majority vote (Charter: Sect. 2-7-4).

A motion for indefinite postponement, if passed, ends any action on the motion currently being debated. It may only be made after a voter has been recognized and may not come at the end of a speaker's remarks. It is fully debatable to the same extent as the main motion under consideration.

A motion to end debate (known as a "motion for the previous question") may only be made by a voter who has been recognized. Anonymous calls from voters to "call the question" are out of order and will be ignored by the Moderator. A motion to end debate requires a separate 2/3 majority vote, so it may be more efficient to hear from one or two more speakers and then proceed to a vote on the main motion itself.

A motion to reconsider must be made at the same session as the vote it seeks to reconsider. It can only be made after some intervening business and must be made within one hour of the vote to be reconsidered (Charter: Sect. 2-7-9). It is debatable to the same extent as the motion it seeks to reconsider and requires a majority vote. A motion to reconsider will only be allowed if there is new information that was not available at the time of the original debate. A motion to reconsider will be ruled out of order if, in the judgment of the Moderator, it is simply an attempt at "another bite at the apple."

Some other common motions which require more than a simple majority to pass:

Zoning bylaws	2/3 majority
Zoning bylaws subject to the Housing Choice act	2/3 majority
To authorize borrowing or incur debt	2/3 majority
To transfer or sell Town land	2/3 majority
To approve proposed Charter amendments	2/3 majority
To pay unpaid bills of a prior fiscal year	4/5 majority at an Annual Town Meeting 9/10 majority at a Special Town meeting

FINANCE COMMITTEE STATEMENT

The Finance Committee provides advice to the Selectboard, Town Administrator and Town Meeting on financial matters of concern to the voters of the Town of Wellfleet.

These include major capital, staffing, and operational outlays for the town's departments as well as new and existing revenues. In addition, we assess the financial impact of large projects like harbor dredging, water/wastewater management and affordable housing.

From 2020 to 2021, the Finance Committee's focus shifted from the impact of COVID to the financial challenges facing Wellfleet that derived from senior staff turnover, adoption of a new accounting system and the transition to a more rigorous set of standardized, auditable financial policies and practices.

In 2021, Finance Committee has undertaken several policy changes to improve its ability to provide sound financial advice to the administration, within its defined role in the Town Charter. These include enhancing the role of our departmental liaisons, meeting regularly with the Town Administrator on the resolution of audit issues and working more closely with the Selectboard.

The Finance Committee makes its budget recommendations by casting votes at open meetings. Its opinions are made available in the Warrant at Town Meeting. Finance Committee meetings are open to the public. We encourage its attendance and participation.

Respectfully submitted,

Fred Magee, Chair, Kathy Granlund, Linda Pellegrino, Stephen Polowczyk, Jenn Rhodes, Jeff Tash, Robert Wallace, Ira Wood, Moe Barocas, and Dave Behrens

ANNUAL TOWN MEETING WARRANT

Monday, April __, 2023

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in Town Affairs, to meet in the Wellfleet Elementary School, 100 Lawrence Road in Wellfleet on the __ day of April 2023, at seven o'clock in the evening, then and there to vote upon the following Articles:

SECTION I: BUDGET ARTICLES

ARTICLE NO. 1 - PRIOR YEAR INVOICES:

To see what sum the Town will vote to transfer from available funds for the purpose of paying prior year unpaid bills listed below:

	Vendor	Source	Line-item	Amount
a.	Fowler & Sons	XX	xx	\$225.00
b.	M.A. Frazier Inc.	XX	xx	\$444.45
c.	Peggy Sagan (Survey Monkey Reimbursement)	XX	xx	\$408.00
d.	Greenbacker (Solar)	XX	xx	\$25,364.56
	Grand-total			\$1,077.45

or to do or act on anything thereon.

(Requested by the Selectboard)

Four-fifths Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: Invoices received after the close of the fiscal year for services rendered or goods received prior to July 1 are considered prior year bills. Per MGL Chapter 44 Section 64, prior year bills to be paid from the Town’s general operating fund may only be paid by a vote of Town Meeting.

ARTICLE NO. 2 - FY 2023 BUDGETARY TRANSFERS:

To see if the Town will vote to transfer from available funds and/or authorize the transfer from various line items within FY 2023 appropriations such sums of money necessary to supplement the operating budgets of the various Town Departments as follows:

	From:	Line-Item No.	To:	Line-Item No.	Amount
a.	XXX	###	Legal	###	\$.00
	Grand-Total				\$XX.00

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article is seeking permission to transfer funding within the FY 2023 operating budget ending June 30, 2023. We have several shortfalls in various departmental budgets that will be remedied by transferring monies from those areas within the budget that have surpluses. Additional requests may be added at Town Meeting.

ARTICLE NO. 3 - FY2023 OPERATING BUDGET:

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the Fiscal Year 2023 Operating Budget, as follows:

Budget Division	FY 2023	FY2024	% Change
I. General Government			
II. Finance			
III. Public Safety			
IV. Public Works			
V. Public Service			
Sub-total, Divisions I-V			
VI. Public Schools			
Total Budget,			
All Divisions			

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article funds the operating budget for several Town departments for FY2024. It provides funding for the operational budgets for the Cape Cod Technical Regional High School, Wellfleet Elementary School, Nauset Regional School District, and the Town of Wellfleet municipal operations for the period of July 1, 2023, through June 30, 2024. A detail of the budget can be viewed in Appendix A.

ARTICLE NO. 4 - FY 2023 CAPITAL BUDGET:

To see if the Town will vote to raise and appropriate, or transfer from available funds such sums of money necessary to fund the Fiscal Year 2023 Town Capital Budget, as follows:

	Department & Project	Amount	Funding Source
1.	Management Information Systems:		
	a. MIS Equipment & Software	\$50,000.00	XXX
2.	Shellfish Department:		
	a. Fleet Replacement	\$42,000.00	Transfer from Beach Fund - \$21,000.00 & Shellfish Fund - \$21,000.00
	b. Oyster Tumbler	\$12,000.00	Shellfish Fund
3.	Recreation Department:		
	a. Resurface Tennis & Pickleball Courts	\$20,300.00	XXX
4.	Council on Aging:		
	a. Building Addition Feasibility Study	\$50,000.00	XXX
5.	Beaches:		
	a. Replace ATV	\$11,000.00	XXX
6.	Marina:		
	a. Fleet Replacement	\$60,000.00	XXX
	b. Marina Master Plan	\$200,000.00	XXX
	c. Maintenance Dredge	\$50,000	XXX
7.	Health & Conservation:		
	a. Wastewater Planning & Permitting	\$250,000.00	XXX
	b. Enhanced IA Subsidies	\$200,000.00	XXX
	Police Department:		
8.	a. Fleet Replacement (2 units)	\$130,000.00	XXX
	b. Police Equipment Replacement	\$50,000.00	XXX
	Fire Department:		
9.	a. Office/Training Furniture	\$28,000.00	XXX
	b. Ambulance Replacement Project	\$365,000.00	Transfer from Ambulance Fund

	c. Replace Medical/Rescue Equipment	\$135,000.00	Transfer from Ambulance Fund
	Department of Public Works:		
10.	a. Town Hall Bathroom Upgrades	\$60,000.00	XXX
	b. Library – Double Oil Tank	\$10,000.00	XXX
	c. Library – Window Replacement	\$15,000.00	XXX
	d. Fire Station Garage Door Replacement	\$350,000.00	XXX
	e. Swap Shop Building Replacement	\$110,000.00	XXX
	f. Beach Restroom Upgrade – White Crest	\$350,000.00	XXX
	g. Water Filling Station	\$25,000.00	XXX
	h. DPW Fleet Replacement – Dump Truck w/ Plow	\$260,000.00	XXX
	i. DPW Equipment – Mini Excavator w/ Flail Mower	\$85,000.00	XXX
	j. Transfer Station – Pup trailer w/ Roll-off	\$50,000.00	XXX
	k. DPW Software Upgrades	\$34,000.00	XXX
	Elementary School:		
11.	a. AAB Access Improvements	\$150,000.00	XXX
12.	Water System:		
	a. Meter Replacement Program	\$275,000.00	XXX
	b. Billing Software & Reader	\$25,000.00	XXX
	c. Generator (Coles Neck)	\$35,000.00	XXX
13.	Maurice’s Campground:		
	a. Water Main Extension	\$500,000.00	XXX
	b. Housing Development Planning & Development	\$50,000.00	XXX
	c. Wastewater System Planning & Construction	\$150,000.00	XXX
	Grand-total	\$4,187,300.00	

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article represents the Town’s proposed capital spending plan for FY 2024.

ARTICLE NO. 5 – FY24 MARINA ENTERPRISE FUND:

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the

260 Marina Enterprise Fund	FY 2023	FY2024	% Change
Enterprise Fund Cost			
General Fund Costs			
Total Costs			

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: In accordance with Massachusetts General Laws receipts from Marina Department related activities are used to directly offset Marina related expenditures. Voting a spending amount for the Marina Operations allows all receipts and related expenditures to be recorded in one fund. A detail of the budget can be viewed in Appendix A.

ARTICLE NO. 6 – FY24 WATER ENTERPRISE FUND:

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money necessary to fund the Fiscal Year 2023 Water Enterprise Fund Budget, as follows:

450 Water Enterprise Fund	FY 2023	FY2024	% Change
Enterprise Fund Cost			
General Fund Costs			
Total Costs			

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: In accordance with Massachusetts General Laws receipts from Water Department related activities are used to directly offset Water related expenditures. Voting a spending amount for the Water Operations allows all receipts and related expenditures to be recorded in one fund.

ARTICLE NO. 7 - WELLFLEET POLICE OFFICERS UNION CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet Police Officers Union beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting.

ARTICLE NO. 8 - WELLFLEET COMMUNICATIONS UNION MASS COPS LOCAL 326B CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet Communications Union MASS Cops Local 326B beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting.

ARTICLE NO. 9 - TEAMSTERS UNION LOCAL 59 CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Teamsters Union Local 59 beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting

ARTICLE NO. 10 - WELLFLEET PERMANENT FIREFIGHTERS ASSOCIATION UNION LOCAL 4342 CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet Permanent Firefighters Union Local 4342 beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting

ARTICLE NO. 11 – WELLFLEET EMPLOYEE ASSOCIATION, UNIT A - UNION CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet WEA Unit A Union beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting.

ARTICLE NO. 12 – WELLFLEET EMPLOYEE ASSOCIATION, UNIT B - UNION CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet WEA Unit B Union beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting.

ARTICLE NO. 13 – WELLFLEET EMPLOYEE ASSOCIATION, UNIT C - UNION CONTRACT:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund the collective bargaining agreement between the Town of Wellfleet and the Wellfleet WEA Unit C Union beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The current collective bargaining agreement will expire on June 30, 2023. We are currently engaged in negotiations with this unit; however, we do not have a settlement at the time of the printing of this warrant. Should we reach an agreement prior to the date of the 2023 Annual Town Meeting the settlement will be presented at Town Meeting.

ARTICLE NO. 14 - NON-UNION AND OTHER PERSONNEL SALARIES & COMPENSATION:

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money sufficient to fund wage and salary adjustments for non-union and other personnel beginning July 1, 2023, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: We have several employees that work under individual employment agreements; this warrant article will be used to fund wage adjustments for some of those individuals.

ARTICLE NO. 15 - OTHER POST-EMPLOYMENT BENEFITS (“OPEB”)

APPROPRIATION: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$200,000.00 to be added to the Town’s Other Post-Employment Benefits Liability Trust Fund or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: These funds will help to fund the Town’s share of future health care insurance costs for current employees and retirees. The fund balance in the OPEB Trust Fund as of January 31, 2023, was \$2,869,648.48.

ARTICLE NO. 16 - TRANSFER TO STABILIZATION FUND:

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$639,200.00, or any other sum for the purpose of contributing to the Stabilization Fund or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The purpose of this article is to transfer funds from Free Cash into the Stabilization Fund. We had to use the sum of \$639,200.00 from the Stabilization Fund at the June 26, 2021, Annual Town Meeting to finance FY2022 operational budget. This was not a preferred approach but due to the severity of the Town’s fiscal condition there were few alternatives at that moment. This action will reestablish the Stabilization Fund to its prior financial status and is important to maintain the Town’s bond rating.

SECTION II: ADDITIONAL FINANCIAL ARTICLES

ARTICLE NO. 17 – HOUSING/CPC SPECIALIST - NEW STAFF:

To see if the Town will vote to raise and appropriate and/or transfer from any available source of funds the sum of **\$115,000.00**, or any other sum for the purpose of funding a new housing coordinator; provided, however that no sums shall be expended hereunder unless and until the Town has voted to assess an additional **\$115,000** in real estate and personal property taxes pursuant to the provisions of Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½), or do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article would fund the cost of adding one new position of Housing/CPC Specialist to provide administrative support to the Community Preservation Committee and to ensure compliance with the Community Preservation Act. The housing portion of the job would be a community-based position responsible for locating, planning, and administering housing programs and opportunities within the Town of Wellfleet and coordinating with neighboring communities on regional projects. Funding is subject to the approval of a Proposition 2 ½ override

ARTICLE NO. 18 – WATER / WASTEWATER SUPERINTEDENT - NEW STAFF:

To see if the Town will vote to raise and appropriate and/or transfer from any available source of funds the sum of **\$145,000.00**, or any other sum for the purpose of funding a new wastewater superintendent positions; provided, however that no sums shall be expended hereunder unless and until the Town has voted to assess an additional **\$145,000.00** in real estate and personal property taxes pursuant to the provisions of Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½), or do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article would fund the cost of adding one new position of water/wastewater superintendent to oversee the operation and expansion of both the water and wastewater system within the Town of Wellfleet. Funding is subject to the approval of a Proposition 2 ½ override. The water superintendent would oversee the enterprise fund operation and develop policies and system approaches to ensure the enterprise fund is fully self-sustaining. The wastewater portion of the position will oversee the implementation of the Targeted Watershed Management Plan (TWMP) currently under review by DEP.

ARTICLE NO. 19 - FIRE DEPARTMENT NEW STAFF:

To see if the Town will vote to raise and appropriate and/or transfer from any available source of funds the sum of **\$206,964.00**, or any other sum for the purpose of funding two (2) new Firefighter/EMT/Paramedic positions; provided, however that no sums shall be expended hereunder unless and until the Town has voted to assess an additional **\$206,964.00** in real estate and personal property taxes pursuant to the provisions of Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½), or do or act on anything thereon.

(Requested by the Selectboard
and the Fire Chief)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article would fund the cost of adding two (2) additional Firefighter/EMT/Paramedics. Funding, if approved would be through a Proposition 2 ½ override. **Costs for each position include starting salary of each position (\$62,797), benefits (\$25,685), training (\$7,000), holiday and call back costs (\$6,000) and uniforms and protective clothing (\$2,000). The total payroll, with estimated benefits and training costs of one position is \$103,482.00.**

Effect on Property Taxes: The cost of \$206,964.00 would add \$0.074 cents to the tax rate and would cost the owner of a median priced (\$618,750.00) single-family home \$45.81.

ARTICLE NO. 20 – PRESCHOOL VOUCHER PROGRAM EXTENSION:

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$175,000, or any other sum, for the purpose of extending the preschool voucher program to included paying the cost of preschool/daycare for children of Wellfleet residents or employees under the age of three years old, provided, however that no sums shall be expended hereunder unless and until the Town shall have voted to assess an additional \$175,000 in real estate and personal property taxes pursuant to the provisions of G. L. c. 59, §21C (Proposition 2½), or do or act anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: In 2015, the Town of Wellfleet voted to support the preschool voucher program under which any child that was four years of age by August 1 and lived in Wellfleet would be eligible to receive up to \$7,000 for pre-school tuition. In 2019, the program was expanded to include three year old as well as four year old.

Given the cost of housing and living expenses on Cape Cod, it is often mandatory that both parents work outside the home and therefore the need for childcare and the expense of childcare is a serious impediment to keeping those young families in our town. To that end, it is recommended that the preschool voucher program be expanded to include programs that supports daycares with enrollment starting at the age of one month. It is also recommended that the children of Wellfleet employees be eligible for the voucher program.

ARTICLE NO. 21 – OPIOD SPECIAL PURPOSE FUND:

XXX

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend: Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: XXX

**ARTICLE NO. 22 - PUBLIC, EDUCATIONAL AND GOVERNMENT (PEG)
ACCESS AND CABLE RELATED FUND (Consent Calendar):**

To see if the Town will vote to accept the provisions of M.G.L. Chapter 44, Section 53F3/4 for the purpose of establishing a PEG Access and Cable Related Fund, and further to appropriate a sum of money from the PEG Access and Cable Related Fund, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: Included within each Comcast customer's cable bill is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account and are used to enhance local cable programming for the town's public, education, and government channels. These funds will be used to continue these informational and educational services, and may include, but not limited to, equipment purchases, contracted services, construction services, and labor expenses.

**ARTICLE NO. 23 - SHELLFISH REVOLVING FUND SPENDING LIMIT
(Consent Calendar):**

To see if the Town will vote to establish a spending limit for FY2023 of \$60,000.00 for the Shellfish Revolving Fund established pursuant to MGL Chapter 44, Section 53E1/2, or to do or act on anything thereto.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The purpose of this article is to establish the spending limit for the Shellfish Revolving Fund which was established for propagation efforts. The Shellfish Department's propagation efforts include the seeding of quahogs and oysters in all Wellfleet waterways which also contributes to improving water quality and natural oyster set in our harbor to benefit growers and spat collectors. This revolving fund takes the responsibility for funding the shellfish department's budget line 180 out of the taxpayer's pockets and puts it in the hands of those who make their living in the shellfish industry and those who harvest shellfish recreationally. The Shellfish Propagation Revolving Fund revenues will be derived from

shellfish grant revenue and permit fees. The Revolving Fund expenditures may be used for the propagation, cultivation, protection, and study of shellfish only.

SECTION III: COMMUNITY PRESERVATION ARTICLES

ARTICLE NO. 24 - COMMUNITY PRESERVATION – ADMINISTRATIVE EXPENSES, DEBT SERVICE, AND ALLOCATION OF RESERVES:

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2024 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of \$39,334.00 to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2024; and further to appropriate from Community Preservation Fund estimated revenues a sum up to \$25,000 for Maurice’s debt service for, a sum of \$53,668.00 to reserve for community housing; a sum of \$78,688.00 reserve for open space; and further to reserve for future appropriation a sum of \$78,688.00 for historic resources as recommended by the Community Preservation Committee, as well as a sum of \$513,330.00 to be placed in the 2024 Budgeted Reserve for general Community Preservation Act purposes.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

SUMMARY: This is an annual CPA housekeeping article. Out of a total projected revenue figure of \$788,668.00 for Fiscal Year 2024, \$39,334.00 is 5% of estimated revenue allowed for administrative expenses, as provided by the Community Preservation Act. Open Space’s 10%, and Historic Resources’ 10% are reserved respectively for open space, and historic preservation purposes. Community Housing’s 10% is divided between \$25,000.00 for debt service for Maurice’s Campground and a housing reserve of \$53,668.00. The balance of \$513,330.00 is reserved for approved CPA projects in any category including Outdoor Recreation.

ARTICLE NO. 25 - COMMUNITY PRESERVATION – 95 LAWRENCE ROAD:

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2024 Projected Surcharge revenues a sum of \$513,330.00 and from the Undesignated Fund Balance a sum of \$486,670.00 for a total sum of \$1,000,00.00 to contribute to the cost of, and thereby support, for the construction of 46 community housing units at Juniper Hill, 95 Lawrence Rd. by the

Preservation of Affordable Housing (POAH) and the Community Development Partners (CDP) and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Housing Authority: Recommends

Local Housing Partnership: Recommends

SUMMARY: The main goal of community housing, planned across the street from the Wellfleet Elementary School at 95 Lawrence Rd., is to provide 46 units of equitable and affordable housing for a range of household types in Wellfleet’s community. It is meant to serve families, seniors and individuals who are living on modest incomes. Initial residents from the low Area Median Income (AMI) up to workforce AMI will be chosen by lottery with the intent that preference be given to Wellfleet applicants. Thereafter, rental units become available to future residents from placement on a waiting list.

An upper village, designed with 2- and 3-bedroom townhouses in the mid-century modern architectural style, will have a community building with a laundry and storage areas. Outside amenities include a play area and a community garden. A driveway and walkway will connect to the lower village at the corner of Lawrence and Long Pond Roads. The lower village will offer sixteen 1-bedroom rental units and a laundry.

Everything has been planned with environmental sustainability and minimal impact on the surroundings. Landscaping will be left natural. Solar panels will be installed on the roof tops for a goal of net zero energy consumption. An on-site wastewater treatment system will be shared with the Wellfleet Elementary School and the Wellfleet Police and Fire Departments.

POAH will be responsible for the ongoing maintenance of 95 Lawrence Rd. with a property manager available on the site. The property will remain affordable in perpetuity.

ARTICLE NO. 26 - COMMUNITY PRESERVATION – BUY DOWN PROGRAM

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2024 Projected Surcharge revenues a sum of \$53,668 and from the undesignated fund balance a sum of \$46,332.00 for a total of \$100,000.00 for the purpose of providing funds through the Wellfleet Housing Authority to help with closing costs and necessary repairs to assist with the purchase of workforce housing for low and moderate income eligible first-time homebuyers within the Town of

Wellfleet, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Housing Authority: Recommends

Local Housing Partnership: Recommends

Wellfleet Affordable Housing Trust: Recommends

SUMMARY: The Housing Authority and the Local Housing Partnership have already successfully helped five income-eligible, first-time homeowners with down payment, closing cost and necessary repairs assistance to purchase homes in Wellfleet. This grant will build on this successful program with the goal of increasing the availability of affordable home ownership opportunities to eligible applicants in the Town.

ARTICLE NO. 27 - COMMUNITY PRESERVATION – ORLEANS

AFFORDABLE HOUSING:

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund undesignated fund balance a sum of \$20,000.00 for the purpose of a regional contribution to Pennrose LLC, for the cost of, and thereby support, construction of 62 rental units, including 52 affordable units and 10 workforce units, to be located at 19 West Rd., Orleans, Massachusetts, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Housing Authority: Recommends

Local Housing Partnership: Recommends

Wellfleet Affordable Housing Trust: Recommends

SUMMARY: This is an opportunity for Wellfleet to collaborate regionally and contribute to the repurposing of the Cape Cod 5 office building in Orleans with the addition of 62 affordable rental units in two new buildings. These include 30% Area Median Income (AMI) affordable units, 60% AMI affordable units, and workforce housing. All are year-round rental units. The complex will offer a playground and a community garden. Wellfleet residents who work in Orleans or have children enrolled in the Nauset School System should be eligible for a local preference in the drawing of the initial lottery for the units. Completion of the complex is anticipated in 2024.

ARTICLE NO. 28 - COMMUNITY PRESERVATION – LOWER CAPE HOUSING INSTITUTE :

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund undesignated fund balance the sum of \$7,500.00 to contribute to the cost of, and thereby support, for the continuance of the Community Development Partnership sponsored Lower Cape Housing Institute in Fiscal Year 2024 and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Housing Authority: Recommends

Local Housing Partnership: Recommends

Wellfleet Affordable Housing Trust: Recommends

SUMMARY: The Community Development Partnership (CDP) is offering the Lower Cape Housing Institute for a seventh year. The CDP seeks contributions from the eight participating towns towards the costs of continued education and technical assistance to develop better understanding of community housing needs and to support the town in meeting its housing production goals. Sessions are available at no additional cost to Town officials and other interested parties. CDP expects to continue large audience virtual sessions on particular topics and hold in-person peer group meetings.

ARTICLE NO. 29- COMMUNITY PRESERVATION – ACCESSIBILITY TO WATERWAYS:

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Undesignated Fund Balance a sum of \$32,760.00 from the Community Preservation Undesignated Fund Balance for the purpose of placing mobility mats to create better access at four beach locations and installing a sunshade at Mayo Beach and to authorize the Selectboard to enter into a grant agreement with

Wellfleet Community Services and the Wellfleet Commission on Disabilities to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Commission on Disabilities: Recommends

Wellfleet Community Service: Recommends

SUMMARY: Mobility mats provide a surface that permits people using wheelchairs, canes and walkers access to the beach. Anyone who has difficulty walking on uneven surfaces will find the mats helpful. Part of this request is for the installation of a sunshade, obtained in 2018 through an Impact Melanoma grant. The sunshade will be installed next to a platform at the end of the Mayo Beach boardwalk. The DPW will be responsible for putting out the mats in spring, removing them, and storing them each year.

ARTICLE NO. 30 - COMMUNITY PRESERVATION – ADULT COMMUNITY

CENTER LANDSCAPE:

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Budgeted Reserve a sum of \$9,890 for the purpose of improvements to garden landscaping surrounding the Adult Community Center at 715 Old King’s Highway and to authorize the Selectboard to enter into a grant agreement with the Wellfleet Adult Community Center and the Friends of the Council on Aging to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

SUMMARY: The Friends of the COA/Adult Community Center aim to restore this garden resource to good health with new, drought-resistant plantings, additional irrigation, mulch and weed barriers. There will be minimal disruption of ACC activities. Future maintenance of the landscaping will be budgeted by the ACC.

ARTICLE NO. 31 - COMMUNITY PRESERVATION – BANDSTAND PAVILION (MARINA)

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Budgeted Reserve a sum of \$63,843 for the purpose of installation of a new pavilion cover for the bandstand at the marina and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Wellfleet Recreation Department: Recommends

SUMMARY: A sturdy cover for the bandstand at the end of the pier will maximize use of the bandstand. In addition to the summer square dances, uses can expand to theatrical performances, music, classes, lectures, meetings and other functions. The pavilion, a smaller version of the one at Baker’s Field, will protect equipment and people on stage from the elements.

ARTICLE NO. 32 - COMMUNITY PRESERVATION – HISTORIC PRESERVATION RESERVE AMOUNT CORRECTION

To see if the Town will vote, pursuant to MGL c.44B, to transfer a sum of \$179,399 from the Historic Preservation Reserve to the Community Preservation Undesignated Fund Balance for the purpose of correcting CPA accounting, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Wellfleet Historical Commission: Recommends

SUMMARY: A total of \$179,399, spent on Historic Preservation projects, was not deducted from the appropriate Historic Reserve allotment. Because the reserves for the Community Preservation Act

set-aside 10% categories are approved at Annual Town Meetings, only another Town Meeting vote can correct this oversight.

ARTICLE NO. 33 - COMMUNITY PRESERVATION – ESTABLISHMENT OF CONSERVATION COMMISSION AND OPEN SPACE PRESERVATION FUND:

To see if the Town will vote to establish for the Conservation Commission and Open Space Fund (the Fund) for conservation purposes as described and authorized in the Conservation Commission Act of 1957 (G.L. Ch 40 8C) with the Town Treasurer, as custodian of the Fund, depositing or investing the proceeds as set out in the Act, or do or act anything thereon.

(Requested by the Open Space Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Conservation Commission: Recommends

Open Space Committee: Recommends

SUMMARY: This is technically not a CPA Article, but the Open Space Fund needs to be created prior to receiving a CPA award. The Fund, to be held by the Conservation Commission, would allow more flexibility for open space endeavors. Money in the Fund may be expended by the Conservation Commission subject to the approval of the Selectboard. The Fund may receive gifts or donations or further open space funding from the Community Preservation Act (CPA). The Town may appropriate money, including CPA funds, to the Fund in any year. Any income derived from investments, which would include interest income, will be credited to the Fund and accounted for separately.

ARTICLE NO. 34 - COMMUNITY PRESERVATION – OPEN SPACE FUND CONTRIBUTION:

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2024 Projected Surcharge revenues a sum of \$30,007.00 and from the Open Space Reserve Fund a sum of \$119,993.00 for a total of \$150,000 for the purpose of contributing to the Open Space Fund described in the previous Article and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

Community Preservation Committee: Recommends

Conservation Commission: Recommends

Open Space Committee: Recommends

SUMMARY: Funds for Open Space usage, accessible at any time of the year, would increase possibilities for projects on property already in Open Space care. Removal of invasive plants, obtaining easements, and installing benches are some examples of what could be done. Major land purchases will still need Town Meeting approval. Funds can be spent only for purposes specifically described in the Community Preservation Act.

SECTION IV: UNCLASSIFIED ARTICLES

ARTICLE NO. 35 - RESCIND DEBT AUTHORIZATIONS (consent calendar):

To see if the Town will vote to rescind the following funding authorizations, as follows:

Department	Item	Date	Amount
Department of Public Works	Town Hall Irrigation	5/11/2022	\$85.27
Department of Public Works	DPW Interior Paint		\$5,000.00
Department of Public Works	Library Flooring		\$31,140.40
Department of Public Works	Herring River Handrails		\$21,000.00
Department of Public Works	BMSI – Fire Dept. Flooring		\$7,000.00
Department of Public Works	Herring River Concrete		\$35,000.00

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: The purpose of this article is to rescind a series of debt authorizations approved by Town Meeting to borrow funds for the identified purposes. These projects have been completed and the debt authorizations were not issued and not necessary for the projects. This proposed action is largely a house keeping matter.

ARTICLE NO. 36 – LEASE OF TOWN PROPERTY – BEACH EASTERLY OF TOWN PIER:

To see if the Town will vote to transfer the care, custody, management, and control of a portion of Town-owned parcel located at 255 Commercial Street as shown on Assessors Map 21, Parcel 114, from the Selectboard or other board or commission currently having custody thereof and for the purpose for which said parcel is currently held to the Selectboard for the purpose for which the parcel is currently held and for the purpose of entering into a **lease with one or more vendors**, upon such terms and conditions as the Selectboard deems to be in the best interest of the Town, , and further to authorize the Selectboard to execute any and all documents, agreements and instruments necessary or convenient to carry out the purposes of this article, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: **A portion of beach adjacent to Mac’s at the Pier Restaurant and easterly of the Town Pier has recently been offered under a license agreement allowing licensee to use the area for the operation of an outdoor eating and drinking area. This article would allow the area to be leased with certain restriction for an extended period of time to those that have the most advantageous proposal.**

SECTION V: BYLAWS, INITIATIVE PETITIONS

ARTICLE NO. 37 – GENERAL BYLAW AMENDMENT - COUNCIL ON AGING ADVISORY BOARD:

To see if the town will vote to amend Chapter 13, Article II, Section 13-2 and 13-3 of the General Bylaws of the Town of Wellfleet as presented in the Town warrant:

Section 13-2. Name and composition

There shall be a board known as the Council on Aging Advisory Board consisting of ~~eleven~~ nine residents of the Town of Wellfleet appointed by the ~~Board of Selectmen~~ Selectboard. Appointments shall be for a term of three years except that initial appointments shall be for shorter terms to ~~insure~~ ensure that the terms of one third of the Board members expire each year thereafter.

Section 13-3. Responsibilities

The Board shall, in consultation with the Director of Community Services

- a) Identify the over sixty year old population of the Town of Wellfleet that are eligible for services.
- b) Ascertain the needs of this segment of the population.
- c) Educate the community about these needs.
- d) Enlist the support and participation of all citizens in programs to meet these needs.
- e) Assist the Wellfleet Director of Community Services to design, develop and implement services to fill these needs and/or enhance existing services; and
- f) Support and advocate for Council on Aging programs and budget with the town administration and ~~Board of Selectmen~~ Selectboard.

(Request by the Council on Aging Advisory Board)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

SUMMARY: The rationale for the reduction in the number of members is the difficulty the existing COA Advisory Board has encountered in achieving a quorum for meetings. They were unable to make a quorum from May 2022 to December 2022. It is hoped that this reduction will make it more likely that a quorum can be achieved on a regular basis.

ARTICLE NO. 38 - GENERAL BY-LAW AMENDMENT – SPECIALIZED ENERGY CODE:

To see if the Town will vote to replace Chapter 124 (Building Construction), Article II of the Town of Wellfleet General Bylaws, with an Article entitled "Specialized Energy Code" for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of January 1, 2024 a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Chapter 124, Article II
SPECIALIZED ENERGY CODE

124-2 Definition

124-3 Purpose

124-4. Applicability

124-5. Stretch Code

124-2 Definitions:

International Energy Conservation Code (IECC) -The International Energy Conservation Code {IECC} is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code -Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the International Energy Conservation Code {IECC} to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.

Stretch Energy Code - Codified by the combination of 225 CMR 22 and 231, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC} seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

124-3 Purpose:

The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

124-4 Applicability:

This energy code applies to residential and commercial buildings.

124-5 Specialized Code:

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into the Town of Wellfleet General Bylaws, Chapter 124, Article II.

The Specialized Code is enforceable by the inspector of buildings or building commissioner.

(Requested by the Energy and Climate Action Committee)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: It is true that there are significant changes at play but it is important to remember that the vast majority of these already went into effect on 1/1/23 due to our Green Communities status. Plus, please recall that 85% of the towns and cities in the State are already Green Communities and the number continues to grow. Clearly, we are not outliers but right in the mainstream of the State. And of course, all of the current Green Communities are currently under the updated stretch code that went into effect in January. Thus, while this is all above the base code, nearly all of the State has made the decision to move forward with the more stringent codes.

In conclusion, the newly updated code and the proposed Specialized Opt-In Code will provide:

- Better energy efficiency, lower energy bills, higher indoor air quality, less risk of fire, higher comfort and better performance.
- May include additional incentives for Municipalities
- Lowered Life Cycle Costs for all building types
- Reduced energy use, fossil fuel use, and greenhouse gas emissions
- A quieter, more comfortable home

Lastly, as per the Town's 2020 passage of General By-Laws Chapter 19 - Climate Policy, a clear directive was given by an overwhelming majority of citizens:

'The Town of Wellfleet therefore adopts as its policy the objective of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the earliest technically and economically feasible time., but no later than 2050., and directs that all officers., departments., committees., and representatives of the Town take such measures within the scope of their respective responsibilities and authority as may be necessary and prudent to facilitate such policy and objective.'

ARTICLE NO. 39 - ZONING BY-LAW AMENDMENT - INCLUSIONARY:

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Planning Board: Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

ARTICLE NO. 40 - ZONING BY-LAW AMENDMENT – FOOD ESTABLISHMENTS:

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Planning Board: Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

ARTICLE NO. 41 - ZONING BY-LAW AMENDMENT – DEFINITION OF TREES:

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Planning Board: Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

**ARTICLE NO. 42 - ZONING BY-LAW AMENDMENT – CUTTING TIMBER
WITHIN THE NATIONAL SEASHORE PARK:**

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Planning Board: Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

**ARTICLE NO. 43 - ZONING BY-LAW AMENDMENT – LANDSCAPE AND
TREE PRESERVATION**

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.
Planning Board: Yes – 0, No – 0, Abstain – 0.
Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

ARTICLE NO. 44 - ZONING BY-LAW AMENDMENT – LOCALLY NOTABLE TREES:

To see if the Town will amend the Wellfleet Zoning By-Laws by amending xxx.

XXX

(Requested by the Selectboard)

Two-thirds Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Planning Board: Yes – 0, No – 0, Abstain – 0.

Bylaw Committee: Yes – 0, No – 0, Abstain – 0.

SUMMARY: XXX

ARTICLE NO. 45 - **NON-BINDING RESOLUTION – TOWN OF WELLFLEET SCHOLARSHIP PROGRAM:**

To see if the Town will vote to adopt the following resolution:

WHEREAS, to address the very high cost of college and the fact that many Wellfleet families have a very difficult time paying for a 4-year degree program for their children;

WHEREAS, we find this an inequity that should be addressed.

NOW, THEREFORE, the Town Meeting votes to establish a Town of Wellfleet Scholarship Program with the following requirements:

- 1) To be eligible a student must be a Nauset High School graduate whose parent(s) live in Wellfleet;
- 2) Applicants must demonstrate a financial need by submitting a completed FAFSA form and provide data for all 529 plans that the applicant is eligible for;
- 3) Applicants must be either applying to or enrolled in a 4-year bachelor's degree program;

- 4) Applicants may renew their scholarship annually if they maintain good grades;
- 5) Applicants must be attending an accredited, not-for-profit college;
- 6) All scholarship payments will be made directly to the colleges;
- 7) The scholarship program will be administered by the Cape Cod Foundation and the Cape Cod Association, which last year provided more than \$54,000 in scholarships to eight (8) Wellfleet families, and more than \$1 million in scholarships to Cape Cod families.

And to raise and appropriate \$100,000 for this scholarship program or take any other action related thereto.
(Citizens Petition)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes – 0, No – 0, Abstain – 0.

Recommend Yes – 0, No – 0, Abstain – 0.

Finance Committee: Yes - 0, No - 0, Abstain - 0.

SUMMARY: XXX

SECTION VI: STANDARD ANNUAL ARTICLES

Voted on together as part of a consent agenda

ARTICLE NO. 46 - SURPLUS PROPERTY DISPOSAL:

To see if the Town will vote to authorize the Town Administrator or his/her designee to dispose of personal property by trade-in or sale, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

SUMMARY: This is an annual request that provides the Town Administrator to sell, trade-in or dispose of surplus property on behalf of the Town.

ARTICLE NO. 47 - COLLECTION OF TAXES:

To see if the Town will vote in accordance with G.L. c. 41, sec. 38 to authorize the Town Collector to use all means for collecting taxes, which the Treasurer may use when appointed Collector, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required.

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.
Recommend Yes - 0, No - 0, Abstain - 0.

ARTICLE NO. 48 - MASSDEP LIABILITY INDEMINIFICATION:

To see if the Town will vote to assume liability in the manner provided by G.L. c.91, s.29 and 29A, as most recently amended, for damage that may be incurred for work to be performed by the Department of Environmental Protection of Massachusetts for improvements, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach, excluding the Herring River and Herring River Dike, in accordance with G.L. c. 91, s. 11, and to authorize the Selectboard to execute and deliver a bond on indemnity therefore to the Commonwealth, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required.

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.
Recommend Yes - 0, No - 0, Abstain - 0.

ARTICLE NO. 49 - NAUSET SCHOOLS ASSESSMENT FORMULA:

To see if the Town will vote to accept the provisions of G.L. c. 71, s.16B, which would reallocate the sum of the member Town's contribution to the Nauset Regional School District in accordance with the Nauset Regional Agreement, rather than the Education Reform Formula, so called, or to do or act on anything thereon.

(Nauset Regional School Committee)

Majority Vote Required.

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.
Recommend Yes - 0, No - 0, Abstain - 0.

SUMMARY: This article will apportion the Nauset School District's assessment for FY24 to the four (4) member towns based on their proportionate enrollment within the school district. This is the method provided within the inter-municipal agreement approved by the four towns establishing the Nauset Regional School District and has been applied in each of the last seventeen years by Town Meeting vote.

SECTION VII: STANDARD CLOSING ARTICLES

ARTICLE NO. 50 - REPORTS OF BOARDS AND COMMITTEES:

To hear reports of the Selectboard, Town Officers, and all other Committees and to act thereon, or do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

ARTICLE NO. 51 - OTHER BUSINESS:

To act on any other business that may legally come before the meeting.

(Requested by the Selectboard)

Majority Vote Required

Recommendations:

Selectboard:

Insert Yes - 0, No - 0, Abstain - 0.

Recommend Yes - 0, No - 0, Abstain - 0.

SPECIAL TOWN ELECTION WARRANT

____ day MAY __, 2023

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in Town Affairs, to meet at the **WELLFLEET ADULT COMMUNITY CENTER, 715 OLD KING’S HIGHWAY in Wellfleet on Tuesday the 21st day of June, 2022, between twelve o’clock noon and seven o’clock p.m.**, then and there to vote for the election of the following Town officer: Selectboard Vote for One, Two years (of a three year term) and to vote on the following questions:

Question 1: Shall the Town of Wellfleet be allowed to assess an additional \$_____.00 in real and personal property taxes for the purpose of funding _____ for the fiscal year beginning July 1st, two thousand and twenty-three?

Majority Vote Required

Question 2: Shall the Town of Wellfleet be allowed to assess an additional \$_____.00 in real and personal property taxes for the purpose of funding _____ for the fiscal year beginning July 1st, two thousand and twenty-three?

Majority Vote Required

Question 3: Shall the Town of Wellfleet be allowed to assess an additional \$_____ in real and personal property taxes for the purpose of funding _____ for the fiscal year beginning July 1st, two thousand and twenty-three?

Majority Vote Required

Question 4: Shall the Town of Wellfleet be allowed to assess an additional \$_____ in real and personal property taxes for the purpose of funding two new Firefighter/EMT/Paramedic positions for the fiscal year beginning July 1st, two thousand and twenty-three?

Majority Vote Required

2023 SPECIAL TOWN ELECTION WARRANT

And you are hereby directed to serve these warrants by posting attested copies thereof, one in the Post Office in Wellfleet and one in the Post Office in South Wellfleet, fourteen (14) days at least before the date of said meetings.

Hereof fail not and make do return of these warrants with your doings thereon, to the Town Clerk, at the time and place of said meetings.

Given under our hands this ____ day of 2023.

Wellfleet Selectboard

Ryan Derek Curley, Chair

Michael F. DeVasto, Vice Chair

Barbara Carboni, Member

Kathleen Bacon, Member

John A. Wolf, Clerk

Constable's Return of Service

I have served the foregoing warrant by posting attested copies thereof in the Post Office in Wellfleet and the Post Office in South Wellfleet in the Town on _____, which is at least seven (14) days before the date of said meeting, as within directed.

Date: _____

Constable: _____

APPENDIX A
(BUDGET DETAIL)

I. GENERAL GOVERNMENT

II. FINANCE

III. PUBLIC SAFETY

Public Safety			Actual	Actual	Budget	Dept. Head	Town Admin.	Selectboard	
			FY2021	FY2022	FY2023	FY2024	FY2024	FY2024	Increase
210	Police								
		Salaries	1,456,918.73	1,594,433.15	1,886,549.00	1,955,801.00			
		Expenses	131,557.04	206,533.02	209,400.00	225,700.00			
		Total	1,588,475.77	1,800,966.17	2,095,949.00	2,181,501.00			4.08%
215	Communications Dispatch								
		Salaries	373,414.49	384,307.00	426,934.00	436,481.00			
		Expenses	27,114.63	35,349.58	46,500.00	48,788.00			
		Total	400,529.12	419,656.58	473,434.00	485,269.00			2.50%
220	Fire								
		Salaries	1,594,145.65	1,975,346.97	2,262,347.00	2,252,830.00			
		Expenses	212,685.35	274,318.84	322,503.00	388,647.00			
		Total	1,806,831.00	2,249,665.81	2,584,850.00	2,641,477.00			2.19%
241	Building								
		Salaries	212,313.91	231,375.04	231,347.00	232,447.00			
		Expenses	4,975.40	7,701.23	10,557.00	10,800.00			
		Total	217,289.31	239,076.27	241,904.00	243,247.00			0.56%
291	Emergency Management								
		Expenses	4,473.46	1,658.76	5,000.00	5,000.00			
		Total	4,473.46	1,658.76	5,000.00	5,000.00			0.00%
293	Traffic/Parking								
		Salaries	2,250.00	2,550.56	2,250.00	2,370.00			
		Expenses	2,270.00	2,931.65	5,250.00	6,300.00			
		Total	4,520.00	5,482.21	7,500.00	8,670.00			15.600%
	Public Safety (210-293)								
		Total	4,022,118.66	4,716,505.80	5,408,637.00	5,565,164.00			2.89%

IV. PUBLIC WORKS

V. PUBLIC SERVICE

VI. PUBLIC SCHOOLS

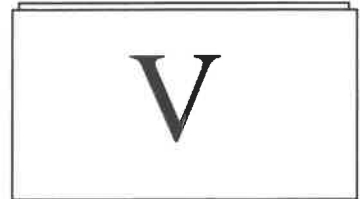
260 MARINA ENTERPRISE FUND

450 WATER ENTERPRISE FUND



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023



SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

VI

TOPICS FOR FUTURE DISCUSSION

- **The Selectboard will discuss a list of current items that are outstanding**



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

VII

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes
PROPOSED MOTION:	I move to approve the meeting minutes of February 21, 2023 and February 23, 2023 as printed in draft
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Selectboard
Hybrid Meeting ~ Zoom/715 Old King's Highway
Tuesday February 21, 2023; 7pm
Meeting Minutes

Members Present: Ryan Curley, Chair; Barbara Carboni, Kathleen Bacon, John Wolf

Members Absent: Michael DeVasto, Vice Chair

Others Present: Richard Waldo, Town Administrator; Rebekah Eldridge, Executive Assistant; Suzanne Grout-Thomas, Becky Rosenberg; Mac Hay; Culley Shultz, Eric Bremicker

Chair Curley Called the meeting to order at 7:01pm

I. *Announcements, Open Session and Public Comments*

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

Chair Curley Announced that tonight's meeting would be only the public hearings as posted. He explained the regular meeting would take place Thursday February 23, 2023.

II. *Public Hearings*

A. Application received January 31, 2023, from Culley Schultz and Eric Bremicker for a One-day Special Event Liquor License on September 8, 2023, at the Baker's Filed Pavilion for a rehearsal dinner.

Chair Curley Moved; Board Member Wolf Seconded and it was voted to approve the one-day alcohol license to Culley Schultz and Eric Bremicker on September 8, 2023 from 5pm to 8pm.

Roll Call Vote: 5-0

B. To amend the Wellfleet Beach Sticker and Recreation Fees. ~ Suzanne Thomas & Becky Rosenberg.

Thomas and Rosenberg came to the table to discuss with the board their updated and amended beach and recreation fees.

Rosenberg began with the recreation fees. She gave a brief overview of the fees that were submitted. She explained that the recreation fees haven't been increased in over five years and the increase would help foster respect for the programs. She read a letter to the board informing them of all the fees and the proposed increases. Chair Curley questioned the swimming lessons be free for residents. That was discussed. Bacon spoke to Rosenberg about how highly the programs have been spoken about.

Thomas spoke to the board about the increase in beach sticker prices. She explained the visitor stickers are increased by \$5 every year and every 5 years the resident beach stickers are increased. Thomas explained that for visitor stickers Wellfleet is in the top 3rd for the 15 towns across the cape. Wellfleet is in the lowest 3rd for the towns cross the cape.

They discussed the beach stickers and costs at great length.

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to approve the proposed Wellfleet Recreational fees through FY2027 with the amended price in FY2026.

Roll Call Vote: 4-0

Board Member Bacon Moved; Board Member Wolf Seconded; and it was voted to approve the increase in beach parking fees from \$30 to \$35.

Roll Call Vote: 4-0

Board Member Carboni moved, Chair Curley Seconded, and it was voted to approve the proposed beach permit fees with the exception of the 6-month seasonal permit.

Roll Call Vote: 4-0

Chair Curley moved; Board Member Carboni seconded; and it was voted to continue the Beach Sticker Fee Hearing to February 23, 2023, at 7pm.

Roll Call Vote: 4-0

- C. Mac's Shack located at 91 Commercial Street Wellfleet: for alteration of their ABCC license at Mac's Shack; to permanently extend the allowable alcohol service area to include the outside waiting and seating sections.

Hay Explained his plan to extend the seating area. The board agreed to outdoor seating. It was questioned how many people the restaurant seat, Hay stated it was 90 people. Bacon asked if the bartenders were safe serve certified and food handlers were serve-safe certified, Hay stated that all staff was.

Chair Curley Moved, Board Member Wolf Seconded; and it was voted to approve the application for Mac's Shack located at 91 Commercial street Wellfleet to permanently extend their allowable alcohol service area to include their outside waiting and seating area as defined in the application submitted to the Selectboard

Roll Call Vote: 4-0

III. *Adjournment*

Chair Curley Moved; Board member Bacon Seconded; and it was vote to adjourn.

Roll Call Vote: 4-0

Meeting adjourned 7:45pm

Wellfleet Selectboard
Hybrid Meeting ~ Zoom/715 Old King's Highway
Thursday February 23, 2023; 7PM
Meeting Minutes

Members Present: Ryan Curley, Chair; Michael DeVasto, Vice Chair (virtually); Barbara Carboni, Kathleen Bacon, John Wolf

Other Present: Richard Waldo, Town Administrator; Rebekah Eldridge, Executive Assistant; Michael Hurley, Police Chief; Suzanne Grout-Thomas, Community Services; Heather Doyle, John Gauthier, Julie Simpson, Daniel Silverman, Town Moderator; Mike Schiller, Jack's Boat Rentals; Dia Jones, MS Event planner

Chair Curley Called the meeting to order at 7:01pm

I. *Announcements, Open Session and Public Comments*

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

There were no comments or announcements.

II. *Consent Agenda*

A. Approve the annual plant fundraiser use of town hall driveway between town hall and Abyoyo ~ Wellfleet Gardner's ~ May 27, 2023, 6am-1pm

B. Approve the appointment of Wayne Clough to the Council on Aging Advisory Board for a term of 3-years.

C. Cable, Internet, and Cellular Service Advisory Committee Charge

D. DPW Emergency Generator Project ~ Awarded by FEMA ~ Approve the execution of contract by the town administrator.

Chair Curley Moved; Board Member Wolf seconded, and it was voted to adopt the consent agenda as presented.

Roll Call Vote: 5-0

III. *Public Hearing*

Continuation of Beach Fees (2-21-23)

Thomas presented to the board her amendments to the beach and sticker fees. Long term seasonal, Doyle spoke against the fee hike to \$150. She stated she feels it is unfair to raise the rate. Thomas stated she wouldn't be averse to going to \$75 to begin. Bacon stated she felt it wouldn't be fair to just amend the prices for Maurice's residents and not the two other mobile home parks. Gauthier spoke to the board stating he felt this wasn't a fair price hike and that he felt the residents of Maurice's were being singled out. Bacon stated that the town has purchased the campground for 6.5 million dollars and that is on the taxpayers. This fee raise was not to target or single out Maurice's but to help the town pay their bills. The Board discussed these changes at great length.

Board Member Bacon, Chair Curley Seconded, and it was voted to increase a seasonal beach sticker from 4-6 months to \$75.00 for FY2024.

Roll Call Vote: 3-0

(DeVasto and Wolf voted no)

IV. *Use of Town Property*

- A. Long Pond and Powers Landing drop off areas, 9am-5pm; Monday through Sunday May 15, 2023, through September 30, 2023, ~ Jack's Boat Rentals, Mike Schiller, owner.**

Schiller spoke to the board stated that they had a good first season as new owners. He explained what he was looking to do again this summer. Thomas had no issues with this application and supports this second season. Bacon questioned his application for use of reduced fee.

Board Member DeVasto Moved; Board Member Carboni Seconded; and it was NOT VOTED to approve the use of town property for the drop off at Long Pond and Powers Landing through Sunday May 15, 2023, through September 30, 2023 from 9am to 5pm for a fee of \$500

Roll Call Vote: 2-3-0 (MOTION FAILED)

Chair Curley Moved, Board Member DeVasto Seconded; and it was voted to approve the use of Long Pond and Powers Landing Monday through Sunday 9am to 5pm from Sunday May 15, 2023, through September 30, 2023, for a fee of \$600.

Roll Call Vote: 5-0

- B. National MS Society ~ Cape Cod Getaway Event ~ June 25, 2023, 9:30am through 4:00pm. ~ Dia Jones, event Manager**

Jones spoke to the board, explaining what the event was about and what it entailed. Chair Curley stated he would ask her to explore in the future the route so it improves the safety for the riders.

Board Member Bacon moved, Board Member DeVasto Seconded, and it was voted to approve the National MS Society, Cape Cod Getaway charity event on Sunday June 25, 2023, between the hours of 9:30am through 4:00pm, for a fee of \$500.00.

V. *Board/Committee Appointments and Updates*

- A. Nomination of Lili Ann Green Cape Cod National Seashore Advisory Commission, Voting member**

Green spoke to the board, stating she submitted an application to be a voting member of the National Seashore Advisory Commission. Bacon spoke in favor of her application.

Board Member Bacon Moved; Board Member Wolf Seconded; and it was voted to approve the nomination of Lili-Ann Green to the Cape Cod National Seashore Advisory Commission as a voting Member.

Roll Call Vote: 5-0

VI. Business

A. Bid awarding for Maurice's campground ~ Town Administrator

Chair Curley Recused himself from this process. Board Member Carboni stepped in as chair. She asked the Waldo to speak to this process. Waldo stated that per the town meeting vote the town committed to purchase Maurice's Campground. He gave some background, stating they eventually sent out an RFP to lease the campground to someone to run the property as a campground for the next 3-6 years. He explained there was a review committee that went over the proposals. He explained the team consisted of himself, Rebecca Roughley, Jay Norton, Harry Terkanian; Farrukh Najmi, and Elaine Mellroy. He stated they made a recommendation as a review committee and after many meetings he stated that they came to a decision and would like to offer the award. He explained who the three bidders were and spoke to each of them. He announced the notice of award to Julie Simpson, who has much knowledge of the campground. Bacon stated that she had some concerns regarding procurement issues with the other bidders. She then stated she feels the Simpson will do a great job with this campground. **Board Member Carboni, Board Member DeVasto seconded, and it was voted to approve the notice of award for Maurice's Campground to Julie Simpson of Wellfleet and the town administrator to move forward with the execution of the lease agreement.**

Roll Call Vote: 4-0-1

B. Town meeting date, time, location ~ Town Moderator, Silverman

Silverman spoke to the board explaining that the Charter calls for the town meeting to be held on the 4th Monday of April. He explained that the board can change the date if they felt it needed to be moved. He explained some scenarios also stating that due to the charter the town election cannot be moved. Waldo stated that his concern is not having free cash certified but he feels the town will have it certified by the town meeting date of April 24, 2023. He gave some background on free cash. Chair Curley stated that the constables must post the warrant not more than 14 days before town meeting. The board discussed the date of the town meeting. They discussed having a place holder date. They discussed holding the town meeting on a Saturday rather than a nighttime meeting. The town clerk is unable to be at the April 29, 2023 meeting but the Assistant Town Clerk could be there in her place.

Chief Hurley spoke to the board stating that the problem with pushing town meeting off is the free cash being held up causes concern for department heads and their capital projects. There was a concern from Bacon stating having two elections can be difficult getting voters to the ballots.

Board Member Bacon Moved; Board Member Carboni Seconded; and it was voted to approve the Wellfleet Annual Town Meeting be held on Saturday April 29, 2023, at 10am to be held at the Wellfleet Elementary School.

Roll Call Vote: 5-0

C. Opening of Annual Town Meeting Warrant ~ Town Administrator

Waldo spoke to the board stating that he knew there were mistakes and then explained what his thoughts were with this warrant. He ran quickly through the warrant as it was printed in draft. Explaining articles. Chair Curley asked Gordon

to speak to her warrant article which allows all children to have free breakfast and lunch. She spoke to the board stating that there is a bill waiting to be passed to allow universal free breakfast and lunch.

Chair Curley Moved; Board Member Bacon Seconded, and it was voted to insert and recommend the school committees warrant article for free lunch for Wellfleet Students.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert Article 1 the FY 2024 operating budget into the town meeting warrant.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded, and it was voted to insert article 2 prior year invoices.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to insert article 3, Budgetary Transfers.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to insert article 4 FY2024 Capital budgets into the town meeting warrant

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert article 5 Marina Enterprise Fund,

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Seconded and it was voted to insert Article 6; Water Enterprise Fund

Roll Call Vote: 5-0

Chair Curley Moved, Board Member Seconded; and it was voted to insert Collective Bargaining

Chair Curley Moved, Board Member Carboni Seconded; and it was voted to inset Article 13, non-union contracts.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert and recommend Article 15 other post-employment benefits association.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert and recommend article 16 transfer to the stabilization funds.

Roll Call Vote: 5-0

Waldo spoke to the housing specialist that is in the warrant as a new position. He stated that the CPC Coordinator Secretary Mary Rogers will be retiring in June and there needs to be a designated staff member to help with all the preservation projects. Bacon stated her support of this position. She questioned if this position will be full time benefits, Waldo stated that this will have to be a town election vote. Carboni stated her support for this as well. They discussed salary. Waldo stated it would be about \$90,000 with \$25,000 in benefits.

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to insert and recommend Article 17, a housing specialist position.

Roll Call Vote: 5-0

Waldo moved on to another position he is looking to fulfill which is a water and wastewater superintendent. He gave a brief description of the job position. This also will be an override vote. Chair Curley stated he couldn't support a water/wastewater position. He feels the water department can't sustain itself and the town shouldn't be responsible. There was much discussion about this position and where the various board members stood.

NO ACTION was taken on the water and wastewater superintendent.

Chief Pauley spoke to the board about a new Fire Department Position. He stated that Lower Cape Ambulance is going out of business, and he is seeking two more firefighter positions.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to Insert and recommend article 19 fire department new staff.

Roll Call Vote: 5-0

Chair Ryan Moved; Board Member Bacon Seconded; and it was voted to insert Article 20 preschool voucher program.

Roll Call Vote: 5-0

No Action was taken on Opioid Special Purpose Fund

Chair Curley Moved; Board Member Bacon Moved; and it was voted to insert and recommend article 22 Public Educational and Government Access and Cable Related Fund

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; And it was voted to insert Article 23 Shellfish Revolving Fund

Roll Call Vote: 4-0-1

Chair Curley Moved; Board Member Bacon Seconded and it was voted to insert and recommend all CPC Articles in the warrant Articles 23-34.

Roll Call Vote: 5-0

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert and recommend Article 35 to Rescind Debt Authorizations

Roll Call Vote: 5-0

NO ACTION WAS TAKEN on Article 36, Lease of Town Property Beach Easterly of Town Pier

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert and recommend Article 37, General Bylaw Amendment Council on Aging Advisory Board.

Roll Call Vote: 5-0

NO ACTION WAS TAKEN on Article 38 General Bylaw Amendment Specialized Energy Code.

The board took no action on the Zoning Bylaw Amendments, due to town counsel.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to insert and recommend the standard warrant articles numbers 46-50.

Roll Call Vote: 5-0

D. Naming the 95 Lawrence housing project Road ~ Kathleen Bacon

Bacon explained her position on thinking that she believed they would have input in naming the project. She gave background information on the land and spoke

about a woman named Mary Kay who was an interictal part of Wellfleet in the 1930's. She would like to honor her by naming this housing project after her in her honor. They discussed this naming and stated that Lawrence Hill would be acceptable.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted that the Town of Wellfleet hereby names the housing development at 95 Lawrence road the Residence at Lawrence Hill and the road associated with the development Mary Kay Lane, subject to the approval of the fire chief.

Roll Call Vote: 5-0

Chief Pauley Approved the naming.

- E. Letter to DEP Subject: our watershed permit application

Chair Curley Informed the board that this was written with the help of the health Agent.

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to approve the letter written on behalf of the Town of Wellfleet to the Department of Environmental Protection regarding the watershed permit application.

Roll Call Vote: 5-0

- F. FY24 Proposed Staffing Position ~ Town Administrator

this was voted on with the warrant articles.

- G. FY24 Establishment of the position of Finance Director ~ Town Administrator

Waldo spoke to the board about this position.

He stated he wants to establish this position right now and be able to move forward.

Board Member Carboni Moved; Board Member Wolf Seconded; and it was voted to approve the creation of a finance director.

Roll Call Vote: 5-0

- H. Memo to the Planning Board from the Selectboard regarding dates for a public hearing for the zoning amendments

VII. ***Selectboard Reports***

Wolf submitted a written Marina Advisory Committee and Dredging Task force meeting.

Carboni spoke to her liaison role with the cultural council and their want to present to the selectboard. For the warrant

VIII. ***Town Administrator's Report***

Outer cape towns met to discuss the ambulance shortage for the outer cape.

He updated the board with the new assistant accountant.

IX. ***Topics for Future Discussion***

X. ***Vacancy Reports***

XI. ***Minutes***

- A. February 7, 2023

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve the meeting minutes of February 7, 2023 as drafted

Roll Call Vote: 5-0

DRAFT *** A full recording of tonight's meeting can be found on the town's website ***

XII. *Adjournment*

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to adjourn.

Roll Call Vote: 5-0

Meeting adjourned, 10:30pm

Public Documents

Application for use of town property, Wellfleet gardeners club

Cable, Internet, Satellite Committee Charge

DPW Emergency Generator Grant Documents

Beach Fees and amendments

Use of Town Property ~ Jack's Boat Rental

Use of Town Property ~ National MS Society

Application From Lili-Ann Green

Draft Town Meeting Warrant

Letter to the DEP from the Selectboard

Memo to the board regarding Financial Director

Town Administrator's Report

Vacancy Report

Meeting Minutes February 7, 2023



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: February 28, 2023

VIII

ADJOURNMENT

REQUESTED BY:	Selectboard Chair Ryan Curley
DESIRED ACTION:	To Adjourn
PROPOSED MOTION:	I move to Adjourn open session
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____