



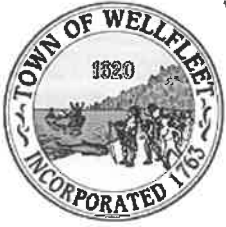
Wellfleet Selectboard

Note: Start Time of 7pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, October 26, 2021, at 7:00 p.m.** This meeting will be held via **Zoom Video Conference** in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker. Instructions for a Zoom video conference meeting which also allows phone dial-in are given below:

1. Join the meeting hosted in Zoom by using the following link:
<https://us02web.zoom.us/j/85689604806?pwd=blplVFFBZzViQ0xNWkZKMm9iMVdrdz09>
 2. Audio, video, chat, and screen sharing functions will be disabled during the public session. Request to participate by using the “raise hand” function. **Meeting ID: 856 8960 4806 | Passcode: 611877**
 - a. Raise hand in smartphone app – touch bottom of your screen and select “more” - hit “raise hand” button
 - b. Raise hand on computer – hit “participants” button on bottom of screen – hit “raise hand” button on bottom of participants panel
 - c. Please make sure you properly identify yourself before speaking, rename yourself by selecting the participants button and choosing “more” (or by holding down on your name on a smartphone app) and selecting “rename” - full, legal names only.
 - d. Please join the meeting on time.
 3. You may also listen to the meeting by calling in on a phone to +1 929 205 6099 and enter **Meeting ID: 856 8960 4860 | Passcode: 611877** Landline callers can participate by **dialing *9 to raise their hand.**
 4. You may submit questions and comments to the Town using the following email:
executive.assistant@wellfleet-ma.gov Comments made during the meeting via e-mail will be sent to Selectboard members AFTER the meeting.
 5. Meeting materials are attached to this agenda, available online at Wellfleet-ma.gov. It is recommended that phone participants access materials in advance of the meeting.
 6. **Please follow the following general instructions:**
 - a. Keep your phone muted at all times when not talking; no one is allowed to unmute themselves during the meeting.
 - i. Selectboard meetings are NOT interactive. If public comments are allowed that’s all, comments only, not questions.
 - ii. If the Chair is allowing comments during the meeting the number of comments will be limited and may be **no longer than one minute.**
 - b. Do not use speakerphone; do not use Bluetooth devices; mute all background noise.
 - c. Please do not speak until the Chair asks for public comments or questions and you have been recognized by the moderator and unmuted.
 - d. After the business section is complete no public comments are permitted. Future agenda items are from the Selectboard, no one else.
 7. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.
-

- I. ***Announcements, Open Session and Public 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 Approval without objection is required for the following items***
 - A. Sara Blanford ~ January 17, 2022, ~ MLK Walk, Town Hall green, parking lot – gathering for remarks and song. Silent walk down Main Street.
 - B. The Wicked Oyster ~ Ken Kozak ~ Requesting to close the restaurant 11/15/2021 – 4/2022
 - C. Interim Town Administrator Charles Sumner ~ 90 Day Contract
- III. ***COVID-19 Updates and Recommendations***
- IV. ***Finance Workplan ~ Mary McIsaac and Charlie Sumner***
- V. ***Licenses***
 - A. Trailside Dining ~ Requesting to stay open year round
- VI. ***Use of Town Property***
 - A. National Seashore ~ Brian Carlstrom
- VII. ***Contracts of Appointed Officials***
 - A. Fire Chief Richard J. Pauley, Jr. ~ Town Administrator
 - B. Police Chief Michael Hurley ~ Town Administrator
- VIII. ***Board/Committee Appointments and Updates***
 - A. Historical Commission Update ~ Merrill Mead-Fox
 - B. Town Administrator Search Committee Appointments
 - C. Cable Advisory Committee ~ Steven Kopits
- IX. ***Business***
 - A. Special Town Meeting Warrant ~ Town Administrator
 - B. FY 2023 Budget Policy ~ Chair Curley
 - C. FY 2023 Budget Management Goals ~ Chair Curley
 - D. FY 2023 Budget Submission and All Town Meeting Schedule ~ Chair Curley
 - E. Town Meeting ~ Chair Curley
- X. ***Selectboard Reports***
- XI. ***Town Administrator's Report***
- XII. ***Topics for Future Discussion***
- XIII. ***Correspondence and Vacancy Reports***
- XIV. ***Minutes***
 - A. September 28, 2021
- XV. ***Adjournment***



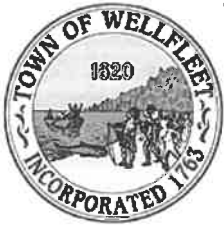
SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

I

ANNOUNCEMENTS, OPEN SESSION & PUBLIC COMMENTS

REQUESTED BY:	Public in attendance and board members
DESIRED ACTION:	No action required
PROPOSED MOTION: SUMMARY:	Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements and Public Comments
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea ____ Nay ____ Abstain ____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

II

CONSENT AGENDA

REQUESTED BY:	
DESIRED ACTION:	Approval without objection is required for the following items:
PROPOSED MOTION:	I move to approve the use of Town Hall Green and parking lot and a silent walk down Main Street to Sara Blanford for the 20th annual MLK Walk on January 17, 2022, beginning approximately at 12:45pm and to be over around 2pm and the waive the fee.
SUMMARY:	I move to approve the closing of the Wicked Oyster on Novmeber 15, 2021 and to be reopened April of 2022 I move to approve the Interim Town Administrator Charles Sumner's 90 day contract as printed in the packet and presented by the town administrator.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Board of Selectmen

Request for Placement on Agenda

Name: Sara Blandford
Address: 30 Nauhaught Bluffs Rd. Wellfleet
Company or Organization Representing: Artpeacemakers
Phone Number: 508-274-1861
Email Address: saraeblandford@gmail.com

Specific Request: 20th Annual MLK Walk - Jan 17, 2022.
Starting on Town Hall green/parking lot - gathering
for remarks / song. Silent march / walk down
Main St, around library building and ending at
Plez Hall. Exact time still to be determined.
Approx start time - gather 12:45, walk at 1pm.
Walk will be over by 1:30 ~ 2pm latest. WPD
detail for assistance with traffic has been requested.

To be Filed out by Dept. _____

Applicant Notified: _____ Date of Hearing: _____

Date Request Completed: _____



TEK Restaurant Group Inc.

d/b/a

the wicked oyster

50 main street
wellfleet, ma 02667

October 11, 2021

Dear Board Members,

We are requesting permission to close The Wicked Oyster from November 15th until April of 2022 or whenever it may be prudent to open next spring/early summer.

We recognize that this is, once again, a longer period of time than would normally be granted for a "year-round" liquor license but the concerns we had for last winter remain just as relevant this year...especially in light of the recent spike in Covid cases.

We feel VERY fortunate to have made it through another summer season without any health incidents. This is in large part thanks to our Outdoor seating and wide-open windows inside! Now, it is becoming increasingly difficult to accommodate people comfortably (and affordably!) outside. We do not want to test fate by staying open this "Off Season" only to jeopardize our health and finances.

We will, as always, use the time to improve our property and our systems!

Thank you in advance for your understanding and consideration

If you have any questions or concerns, please feel free to contact me at (508) 221-4197.

Sincerely,

Ken Kozak
Owner

Phone 508-349-3455 • Fax 508-349-3468
thewickedoyster@comcast.net/www.thewickedo.com

**EMPLOYMENT AGREEMENT
BETWEEN
TOWN OF WELFLEET
AND
INTERIM TOWN ADMINISTRATOR**

THIS AGREEMENT, made pursuant to Chapter 41, Section 108N of the General Laws and entered into this 7th day of November 2021, by and between the Town of Wellfleet of Barnstable County, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town," acting by and through its Select Board, hereinafter called "Board" and Charles Sumner, hereinafter called "Interim Town Administrator" as follows:

WITNESSETH:

WHEREAS, there is a vacancy in the position of Town Administrator of the Town of Wellfleet;

WHEREAS, the Board, under Chapter 41, Section 108N of the General Laws, consistent with Chapter 5 Section 5-1-1 of the Charter, may contract with a Town Administrator for such services;

WHEREAS, the operational needs of Town government necessitate the employment of an Interim Town Administrator pending the successful search for a permanent Town Administrator;

WHEREAS, it is the desire of the Board to establish the terms and conditions of employment for said Interim Town Administrator in a written contract; and

WHEREAS, Charles Sumner agrees to accept temporary employment as Interim Town Administrator of said Town on the terms and conditions outlined below;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section I, Functions and Duties of the Town Administrator.

The Town hereby offers to employ Charles Sumner as Interim Town Administrator of said Town, and the Interim Town Administrator accepts said offer of employment. The Interim Town Administrator shall be the Chief Administrative Officer of the Town. The Interim Town Administrator shall perform the duties as set forth by the Charter of the Town of Wellfleet, the Town's By-Laws, any other applicable general or special law of the Commonwealth, the attached job description, and such other duties as the Board shall from time to time legally assign to him.

Section II, Term.

This Agreement shall become effective November 7th, 2021, and shall remain in effect for ninety days thereafter, may be further extended by mutual agreement of the parties, or unless sooner terminated in the sole discretion of the Select Board.

Section III, Status.

The parties agree and the Interim Town Administrator acknowledges, that he is an exempt employee for purposes of the Fair Labor Standards Act.

The parties further agree, and the Interim Town Administrator acknowledges that despite the initial ninety day term of this Agreement, the Select Board may choose to terminate this Agreement and the Interim Town Administrator's employment at any time, upon a majority vote of the Select Board taken in accordance with the requirements of the Open Meeting Law, G.L. c. 30A, §§18-25. The Interim Town Administrator shall be due any compensation owed as of the date of such termination but shall not otherwise be entitled to any additional amounts or severance payment(s).

Should the Interim Town Administrator voluntarily terminate his position with the Town before the expiration of the term of this Agreement, the Interim Town Administrator shall give the Town two (2) weeks' written notice in advance, unless the parties agree otherwise in writing.

Section IV, Compensation/Hours of Work.

A. The Town agrees to pay the Interim Town Administrator for services rendered under this Agreement, the gross weekly salary \$2,880.00, subject to applicable withholdings and deductions payable in installments at the same time as other employees of the Town are paid. This salary is based upon an average of 32 hours per week of work at a rate of \$90/hour.

B. The Interim Town Administrator's core hours of work will be Monday – Thursday, depending upon operational needs. Moreover, it is understood that in some weeks, the Interim Town Administrator may work more than 32 hours per week in response to the needs and requirements of the job, and to that end, the Interim Town Administrator will be allowed to make adjustments to his weekly schedule as he shall deem appropriate during said normal office hours, provided the taking of such time does not interfere with the proper discharge of his duties. The Interim Town Administrator is expected to track his hours of work.

C. During the term of his employment, the Interim Town Administrator is expected to work primarily onsite at the Wellfleet Town Hall. Any regular schedule that includes remote work on a recurring basis must be approved in advance by the Select Board. Adjustments to this schedule necessary in response to the current COVID-19 related State of Emergency must be reviewed and approved by the Select Board. The Chair of the

Select Board may approve said adjustment(s) on an emergency basis, pending approval by the Board.

D. The Interim Town Administrator is expected to attend all Select Board and Town Meetings unless excused by the Select Board.

E. The parties agree that the Interim Town Administrator will commence his duties with the Town on or before November 7, 2021.

F. The parties agree that the Interim Town Administrator shall not receive any benefits, including any paid accrued leave. The Interim Town Administrator waives participation in any of the Town-offered health, dental, disability, or life insurance plans for which he may otherwise be eligible.

G. The Town shall provide the Interim Town Administrator with a laptop computer to facilitate the performance of his duties. The Interim Town Administrator shall return this laptop, together with any other town-issued property, promptly upon termination of employment.

Section V, Expenses.

The Interim Town Administrator shall be reimbursed for any reasonable expenses incurred in the performance of his duties, or as an official representative of the Town, including attendance by him at civic or social events.

Section VI, Indemnification.

A. To the extent permitted by law, the Town shall defend, hold harmless and indemnify the Interim Town Administrator from any and all civil demands, claims, suits, actions and legal proceedings brought against him in his capacity as Interim Town Administrator, provided that the incident arose while the Interim Town Administrator was acting within the scope of his employment and in good faith.

The Town may obtain such insurance to cover its obligations hereunder as it deems appropriate.

B. The Interim Town Administrator agrees to promptly notify the Town of any such claim and to cooperate fully with Counsel designated by the Town to handle such claim. This section shall not obligate the Town to provide a defense, save harmless or indemnify the Interim Town Administrator if he personally knows of such claim and fails to provide the Town with prompt and timely notice of a claim for which he seeks coverage under this section.

C. The Interim Town Administrator agrees that the Town, acting through the Select Board, has the sole authority to determine the proper defense of any claim that is brought under this section, and he further agrees that the Town has the exclusive authority to make decisions regarding settlement of any claim brought under this section. Finally, the Interim Town Administrator agrees that the Town's obligation to defend, save harmless or indemnify him under this section does not apply to claims settled or defended without the Board's knowledge, consent and/or agreement.

D. Where indemnification is not otherwise required under Subsection A, above, the Town shall not indemnify the Interim Town Administrator in connection with any claim, complaint, demand or other legal action brought by him against the Town or any Town official or employee.

This section shall survive the natural expiration of this Agreement.

Section VII, Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

1. TOWN: Chair of Select Board
Wellfleet Town Hall
300 Main Street
Wellfleet, MA 02667

TOWN ADMINISTRATOR:

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section VIII, General Provisions.

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall prevail over any conflicting personnel provisions of the Town By-Laws or Rules and Regulations.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Interim Town Administrator.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion

thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Town of Wellfleet, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Select Board and duly attested by its Town Clerk, and the Interim Town Administrator has signed and executed this Agreement, both in duplicate.

TOWN OF WELLFLEET SELECTBOARD

TOWN ADMINISTRATOR

Ryan Curley, Chair

Charles Sumner

Michael DeVasto, Vice Chair

Janet Reinhart

Helen Miranda Wilson

John Wolf

DATE: _____

DATE: _____

Attest to Signature:

Approved as to Legal Form:

Town Clerk

Town Counsel

DATE: _____

DATE: _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

III

COVID-19 UPDATES AND RECOMMENDATIONS

REQUESTED BY:	Chair Curley and Health Agent Hillary Lemos
DESIRED ACTION:	To update the Board and public on any new Covid-19 information
PROPOSED MOTION:	No votes needed
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IV

FINANCIAL MANAGEMENT PLAN

REQUESTED BY:	Charlie Sumner and Mary McIsaac
DESIRED ACTION:	To review and discuss the most recent financial plan
PROPOSED MOTION:	No action required
SUMMARY:	Mary, Charlie and Lisa have been continuously working on a management plan for the town of Wellfleet and give updates every other Selectboard meeting.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

WELLFLEET

Town of Wellfleet
300 Main Street, Wellfleet, MA 02667
508-349-0303
Mary.McIsaac@wellfleet-ma.gov
Wellfleet-ma.gov

Charles Sumner

Interim Town Administrator
300 Main Street
Wellfleet, MA 02667

Charlie,


In accordance with the workplan that was developed by our team and approved, our efforts encompass the forensic review of the accounts to reconcile to a year-end balance as of June 30, 2021. These reconciliations include, but are not limited to, a review of the BMSI documents that are currently available, Vadar transactional data and supporting documents, bank statements and departmental records. Two fiscal years at a minimum are being reviewed to confirm the June 30, 2021, balances. Lisa is tasked with the current operations, including but not limited to a comprehensive review of the Vadar setup and processing, the verification of reporting methods, and accuracy of accounts.

As a result of Lisa and I commencing our efforts in earnest we have expanded our scope to include one-on-one guidance to town officials and employees as our work progresses and to prepare the year-end reports required by the DOR for setting the tax rate and certifying Free Cash, preparing Schedule A and working with the auditors on the FY2021 financial audit.

This report is a summary of our efforts as of October 20, 2021. We are happy to discuss the report in greater depth at your convenience.

Regards,

Mary McIsaac & Lisa Souve



TOWN OF WELLFLEET

Summary Report October 20, 2021

Lisa and I have continued in our efforts to prioritize the accounting, reporting and documentation required to set the FY22 Tax Rate, certify Free Cash as of June 30, 2021, and prepare for the FY21 audit of the Town's records. At the same time we continue to make ourselves available to town staff to assist them with their day-to-day efforts.

Workplan Update:


- While the team attends to the pressing deadlines for approval of the Tax Rate, certification of Free Cash and other matters, we continue to gather documentation and meet with the Departments identified as stakeholders on the workplan. As time permits, we are moving forward with our plan as described. The updated workplan is attached for your reference.

Team Efforts:

- The frequency of Finance Team meetings has been updated to weekly on Tuesdays to keep team members on track for reporting deadlines. The team effort to problem-solve and educate the team members continues.
- During this period Lisa has stepped in to cover absences and ensure that payroll and bills are paid on time and accurately. Lisa has also issued year-to-date reports to the various departments for their review. As a result errors and omissions have been captured and corrected timely.
- Lisa and I have concentrated our efforts on the internal audit of records to provide accurate reports of revenues, expenditures, and fund balances for the Department of Revenue (DOR) and the auditors. As of this reporting date we have a confirmed DOR meeting on November 2nd, followed by the Classification Hearing and setting the tax rate. We have confirmed the Town's auditors as arriving on December 13th to commence the annual audit.
- Charlie, Lisa, and I are meeting regularly with members of the Finance Committee to ensure that all parties have the necessary tools to navigate the FY23 budget process.

Miscellaneous informational items:

- Cash Reconciliations- We have continued with our comprehensive analysis of Treasurer's Cash. The focus of our time has been to segregate restricted and special funds to verify the FY20 & FY21 activity, the year-end Cash balance, the balance sheet of the fund supported



by internally audited assets, liabilities, and fund balance(s). At the same time we are verifying the accuracy of approximately 500 unposted entries in Vadar in FY20 to determine whether posting is necessary. The FY21 inventory of unposted entries has been dwindled down to 4 pages of entries. At the conclusion of these special and restricted fund audits we can support the reporting to the DOR, other regulatory agencies, and the internal and external readers of the Town's financial statements.

- Payroll withholdings- The comprehensive audit of payroll withholdings is substantially completed for FY20 & FY21. The Town currently has 44 accounts where they record the payroll activity of employees. Our efforts include the verification of beginning balances, the accuracy of reporting payroll deductions and agency or vendor payments of these reconciled withholdings. These accounts may be impacted by the unposted entries referred to in the Cash Reconciliation update.
- Other Agency Funds- Other agency funds are under audit for FY20 & FY21. These funds include but are not limited to the Ambulance Fund, Beach, Shellfish, SEMASS, Police and Fire Details, Firearms Permits, and Meals, Gas, and Sales Taxes. Several of the above-referenced funds are routinely utilized to support future budgets. We are developing where necessary a "Best Practice" procedure for employees to ensure that all receipts and disbursements from these funds are accurately reported and reconciled on a regular basis.
- General Fund & Year-End Reports- In concert with the Reconciliation of Cash we are performing an internal audit of all General Fund receivables and liabilities for FY20 & FY21. The reconciliation effort between accounting and the department has been lacking for receivables and the liabilities of the General Fund therefore we are required to examine the activity which includes all related unposted entries referred to in the Cash Reconciliation update. We are developing "Best Practices" for regular reporting and reconciliation to ensure that all variances are corrected as soon as possible.

"Town-Wide" - Findings & Recommendations

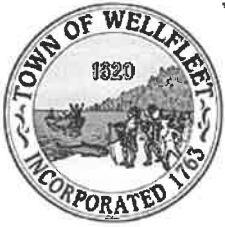
* All items include Charlie Sumner, Lisa Soule and Mary McIsaac as stakeholders.

MATERIAL WEAKNESS	Auditor's Recommendations	Stakeholders*	Internal Action Plan Status	Target Date for Completion
CASH RECONCILIATIONS	Complete a comprehensive evaluation of the cash management process with the goal of completing full reconciliations of cash on a monthly basis. Enhance and update the cash reconciliation policy and formally document any cash reconciliation procedures as well as ensure compliance with any such policy or procedures.	Town Treasurer Town Departments, as needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
OTHER COMMENTS	Perform a review of the vendor listing.	Assistant Town Accountant	Internal Action Plan Status	Target Date for Completion
MAINTAINING PROPER VENDOR RECORDS AND DATABASE	Ensure that a vendor database is accurate and complete. Obtain current W-9 forms for each vendor on file.		Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	Task Completed
SUPPORTING DOCUMENTATION FOR THE TOWN'S PAYROLL PROCESS	Establish and document formal internal control policies over the Town's payroll function. Establish the use of standardized forms to track payrates earned, hours worked, paid time-off and accrual balances. Adopt a standard payroll period. Conduct a full review of current bargaining unit contracts. Implement procedures to ensure compliance with such policies.	Assistant Town Administrator Payroll Coordinator (Asst. T/Asst) Town Treasurer Town Departments, as needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
AUTOMATION OF COMPENSATED ABSENCES.	Record and monitor compensated absences liability through the payroll system. Implement an automated system to monitor compensated absences.	Payroll Coordinator (Asst. T/Asst) Town Departments, as needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
RECORDING INTERFUND TRANSFERS AND THE CONTRIBUTION TO THE OPEB TRUST FUND	Implement procedures to reconcile any transfers as budgeted at Town Meeting to transfers recorded to the general ledger.	Town Treasurer	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
COMINGLING THE STABILIZATION FUNDS AND OPEB TRUST FUND WITH OTHER FUNDS	Utilize funds in the general ledger to appropriately track and record the balances and activity in these funds separately from other expendable trust funds.....	Town Treasurer	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	Task Completed
ACCOUNTING FOR THE PEG CABLE ACCESS FUND	Record PEG cable access operations in compliance with DOR guidelines.	Fund Management personnel	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
MAINTAINING A BUDGET RECONCILIATION AND ACCOUNTING FOR THE GENERAL FUND BUDGET	Implement a process to verify budgetary compliance. Reconcile Town meeting votes to the amounts on the ReCap to the amounts in the General Ledger (VADAR).	Assistant Town Accountant, as needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
SUPPORT FOR RECEIVABLES	Establish a policy to reconcile all receivables monthly with supporting documentation and ensure that all variances are resolved timely. BETTERMENTS- Establish an internal control policy and procedures for the recording and reconciliation of betterments monthly.	Tax Collector Town Departments, as Needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
RESERVE FOR ABATEMENTS/OVERLAY	The Town Accountant and the Town Assessor reconcile abatement activity and balances on a monthly basis.	Town Assessor	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s) Phase IV: Complete all policy/procedure drafts; Review with mgmt.	In Process
GENERAL LEDGER REPORTING AND MAINTENANCE	Review each project within the accounting structure across each of the Town's funds. Verify each project's current balance.	Assistant Town Accountant, as needed	Phase I: Gathering of Documents; Interview stakeholders Phase II: Examine data and identify errors and omissions Phase III: Document Corrective Action(s)	In Process

Establish policies and procedures for all project activity.

Phase IV-Complete all policy/procedure drafts; Review with mgmt.

<p>ENCUMBRANCES AND THE USE OF PURCHASE ORDERS</p>	<p>Implement a process to utilize purchase orders to strengthen controls over the expenditure and year-end encumbrance processes.</p>	<p>Assistant Town Accountant, as needed Town Departments</p>	<p>Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV-Complete all policy/procedure drafts; Review with mgmt.</p>
<p>CAPITAL ASSET ACCOUNT MAINTENANCE</p>	<p>Perform a full review of the capital asset inventory. Implement procedures to ensure proper management of the software system to verify that capital asset additions, disposals, and depreciation are properly tracked and recorded in the Town's financial statements.</p>	<p>Identify the Custodian/Recordkeeper of Fixed Asset Inventory</p>	<p>Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV-Complete all policy/procedure drafts; Review with mgmt.</p>
<p>INADEQUATE CONTROLS OVER THE GENERAL LEDGER AND FINANCIAL STATEMENTS</p>	<p>Management review of individuals, and the roles and responsibilities of the accounting and finance departments.</p>	<p>All Finance Officials and their staff</p>	<p>Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV-Complete all policy/procedure drafts; Review with mgmt.</p>



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

V

LICENSES

REQUESTED BY:	Trailside Dining
DESIRED ACTION:	Requesting to stay open year-round
PROPOSED MOTION: SUMMARY:	To be Determined
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Rebekah Eldridge

From: Trailside Dining <trail-sidedining@gmail.com>
Sent: Monday, October 11, 2021 2:33 PM
To: Rebekah Eldridge
Subject: Re: ATTN: Steve

Hi Rebekah,

For the remainder of this year, we will continue introducing the Outer Cape communities to Trailside as a premier event space for a variety of celebrations.

Trailside will also be contacting charitable organizations as an option for their fundraising efforts. Thank you for your consideration.

Jeff Baker
General Manager

On Fri, Oct 1, 2021, 3:56 PM Trailside Dining <trail-sidedining@gmail.com> wrote:

Hi Rebekah,

Will do...thank you.

Steve DiGiovanni

On Thu, Sep 30, 2021, 9:23 AM Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov> wrote:

Hi Steve,

We met yesterday at town hall. So all you need to do is send me a small paragraph or so as to why you would like to stay open longer and I will put it in the selectboard packet for the October 12th meeting. Then you need to participate in the meeting just in case the board has questions for you and then you'll be good to go. 😊

Let me know if you have any questions

Rebekah

Rebekah L . Eldridge



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VI

USE OF TOWN PROPERTY

REQUESTED BY:	Brian Carlstrom ~ National Seashore
DESIRED ACTION:	To discuss new sign replacements
PROPOSED MOTION:	To be determined
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea ____ Nay ____ Abstain ____

Rebekah Eldridge

From: Carlstrom, Brian <Brian_Carlstrom@nps.gov>
Sent: Wednesday, October 13, 2021 1:34 PM
To: Charles Sumner; Rebekah Eldridge
Cc: Daren Davis; Taylor, Nicole; Rebecca Slick; Jay Norton; Vinny Tirone; Victor Staley
Subject: RE: [EXTERNAL] Sign installation/replacement by NPS on Town property
Attachments: N-SL-W01.pdf; N-SL-W02.pdf; N-SL-W10.pdf; SKM_C25821100512190.pdf

Hi Charlie,

With Victor Staley's input and the recommendation of Barbara Carboni I respectfully request the Cape Cod National Seashore sign replacements and improvements be added to the next available Selectboard meeting as and agenda items. We hope to provide clarity on sign replacements and improvements within the Town of Wellfleet. This email the attachments depicting the sign placement and the Wellfleet Zoning bylaw should be included in the meeting materials for informational purposes.

The Cape Cod National Seashore is implementing a comprehensive sign improvement and replacement project throughout the Seashore. The sign improvement plans for Wellfleet include a total of 12 signs on town property. Most of them are replacement signs and many are replacements for the no parking/regulatory signs along the road to Atwood Higgins. The attachments show where the signs will be placed (yellow lettering labels are the ones on town property, white lettering labels are on park property.)

N-SL-W01: depicts 2 directional signs for Atwood Higgins and Great Island

N-SL-W02: depicts 8 signs (Atwood Higgins House sign similar to Seashore Headquarters and Salt Pond Visitor Center, Atwood Higgins directional sign, and no parking/area closed/no pets signs)

N-SL-W10: depicts 2 signs (Great Islands Trail sign similar to Seashore Headquarters and Salt Pond Visitor Center and one Great Island directional sign)

The signs locations have been extensively reviewed by professional staff at the Seashore and are being coordinated by Nicole Taylor, Safety and Occupational Health Specialist. They will not obscure visual sighting or roadway intersections.

Thank you for your consideration of this request and let me know additional information is needed. As always I am available to provide additional information and answer questions.

Kind Regards,

Brian Carlstrom

From: Victor Staley <Victor.Staley@wellfleet-ma.gov>

Sent: Tuesday, October 5, 2021 12:38 PM

To: Carlstrom, Brian <Brian_Carlstrom@nps.gov>

Cc: Daren Davis <Daren.Davis@wellfleet-ma.gov>; Taylor, Nicole <Nicole_Taylor@nps.gov>; Charles Sumner <Charles.Sumner@wellfleet-ma.gov>; Rebecca Slick <Rebecca.Slick@wellfleet-ma.gov>; Jay Norton <Jay.Norton@wellfleet-ma.gov>; Vinny Tirone <Vinny.Tirone@wellfleet-ma.gov>

Subject: FW: [EXTERNAL] Sign installation/replacement by NPS on Town property

Hello Brian Carlstrom,

I attached the sign plans for Wellfleet. There is a total of 12 signs. Most of them are replacement signs and many are replacements for the no parking/regulatory signs along the road to Atwood Higgins. Each pdf shows where the signs will be placed (green signs are the ones on town property, blue are on park property.)

N-SL-W01: depicts 2 directional signs for Atwood Higgins and Great Island

N-SL-W02: depicts 8 signs (Atwood Higgins House sign like the one we have at HQ & SPVC, Atwood Higgins directional sign, and no parking/area closed/no pets signs)

N-SL-W10: depicts 2 signs (Great Islands Trail sign like the one we have at HQ & SPVC and one Great Island directional sign)

Harpers Ferry doesn't need anything formal from the town to begin the contract, just an email stating that the town approves of the sign plan and will allow CACO to install the signs on their property.

Eastham and Truro have already signed off. There are no town signs in Ptown or Orleans. Eastham's DPW & Natural Resources Superintendent sent an email saying it was fine. Truro's DPW's Director checked in with the town planner and Land Use Council and gave us the go ahead. The Truro Town Planner cited Section 10 of their sign code and stated the following:

Section 10 of the Sign Code, "Exceptions," provides in part:

"A. Signs erected by the Municipal, County, State or Federal Government as may be deemed necessary for their respective functions are exempt from the provisions of this By-Law."

Under this section, the Seashore does not need permits for the signs. But, I think as a formality, the signs should be submitted to the Building Commissioner, who issues sign permits under Section 8 of the Bylaw, for him to find that the Seashore is exempt from the By-Law as federal government under Section 10.A. Also, where on Town property, as a formality/courtesy, it should be a Select Board agenda item for explanation only, no action required.

Barbara Carboni

Town Planner and Land Use Counsel

(508) 214 0928

Let me know if you need anything else!

Thanks!

Nicole Brooks Taylor

Safety & Occupational Health Specialist

NPS Interior Region 1/Cape Cod National Seashore

99 Marconi Site Road

Wellfleet, MA 02667

Ph: (508) 957-0741

Fax: (508) 349-9052

Department of Public Works
220 West Main Street
Wellfleet, MA 02667
508-349-0315 Fax: 508-349-7085
jay.norton@wellfleet-ma.gov



From: Taylor, Nicole <Nicole_Taylor@nps.gov>
Sent: Friday, September 10, 2021 12:51 PM
To: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Subject: Re: [EXTERNAL] Sign installation/replacement by NPS on Town property

Hi Jay,
Just checking in - have you heard back from Charlie or Becky?

Thanks!

Nicole Brooks Taylor
Safety & Occupational Health Specialist
NPS Interior Region 1/Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667
Ph: (508) 957-0741
Fax: (508) 349-9052

From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Tuesday, August 31, 2021 10:28 AM
To: Charles Sumner <Charles.Sumner@wellfleet-ma.gov>; Rebecca Slick <Rebecca.Slick@wellfleet-ma.gov>
Subject: [EXTERNAL] Sign installation/replacement by NPS on Town property

This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.

Hi Charlie and Becky

From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Tuesday, August 31, 2021 9:02 AM
To: Taylor, Nicole <Nicole_Taylor@nps.gov>
Subject: RE: [EXTERNAL] Meeting

They are in between building commissioners at the moment, I'm not sure where they stand in the hiring process but I believe there is an interim inspector. I would recommend just calling the office and speak to Dari or Jeanne. The number is 508-349-0309

From: Taylor, Nicole <Nicole_Taylor@nps.gov>
Sent: Tuesday, August 31, 2021 8:59 AM
To: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Subject: Re: [EXTERNAL] Meeting

Thanks, Jay - no worries - I totally get it! Do you have a contact there?

Thanks!

Nicole Brooks Taylor
Safety & Occupational Health Specialist
NPS Interior Region 1/Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667
Ph: (508) 957-0741
Fax: (508) 349-9052

From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Tuesday, August 31, 2021 8:56 AM
To: Taylor, Nicole <Nicole_Taylor@nps.gov>
Subject: RE: [EXTERNAL] Meeting

Hi Nicole! Sorry for not getting back sooner – its been nuts around here.

From a DPW perspective, I reviewed the plans and don't have any problems with the signs as long as dig safe is called in at each location. Although not my purview, I did have a last minute thought – did you consult with the building/zoning department about the signs? I believe there are regulations under section VII of the zoning by law that need to be followed. Before you schedule the production of the signs I would make sure to double check with them.

Jay R. Norton
Acting DPW Director
Department of Public Works
220 West Main Street
Wellfleet, MA 02667
508-349-0315 Fax: 508-349-7085
jay.norton@wellfleet-ma.gov

Wellfleet

N-SL-W01

New Sign Plan Overview

New Sign Program
October 12, 2015

P14PX00877

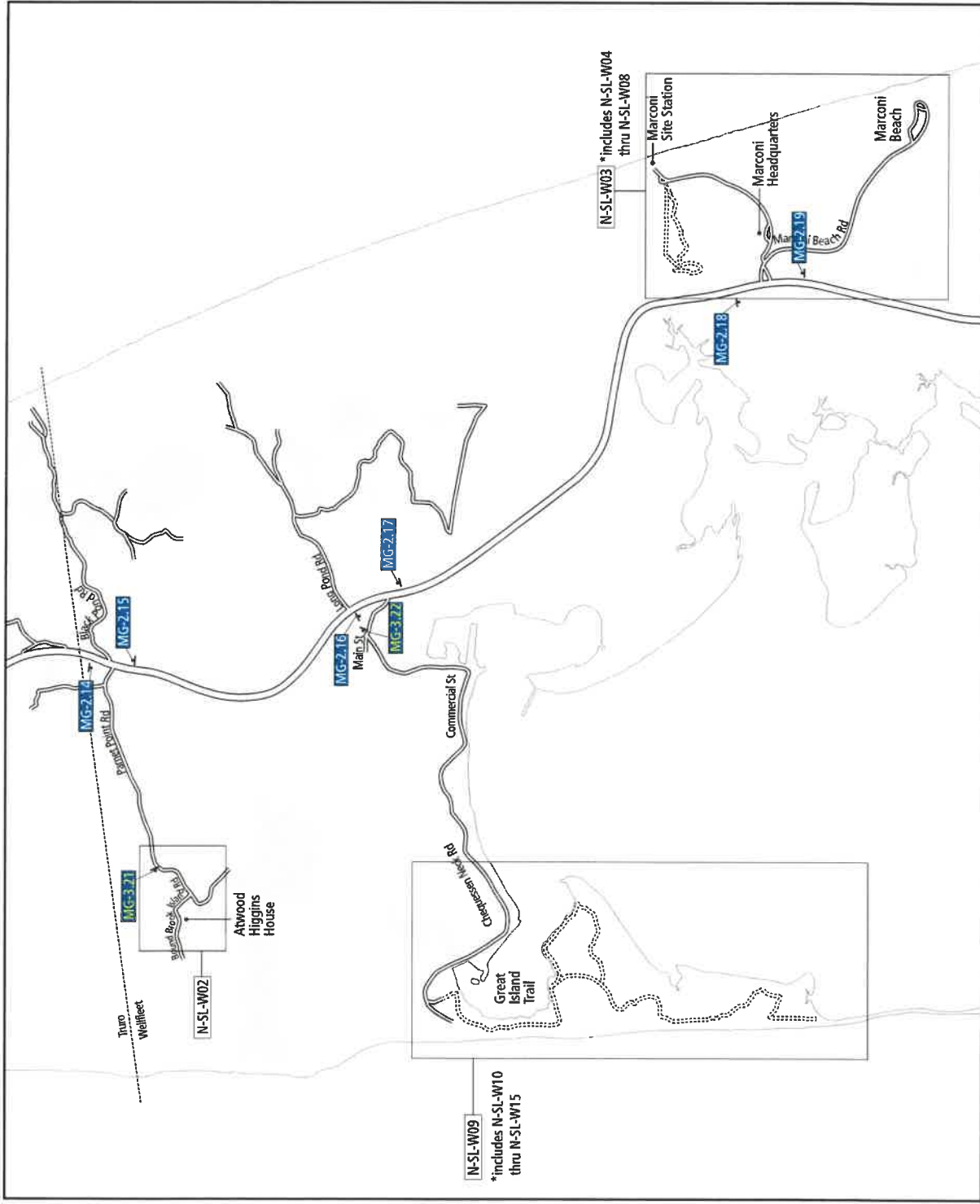


Office of NPS Identity
Harpers Ferry Center
Interpretive Design Center
Harpers Ferry, WV 25425
304-535-4069

PARK	Cape Cod National Seashore
PROJECT NUMBER	P14PX00877
PLAN AREA	Wellfleet
DRAWING SCALE	NOT TO SCALE
ENLARGE FOR FULL SCALE	N/A
SIGN CATEGORY	New Sign Location Plan
DESCRIPTION	
STRUCTURE:	QTY:
PANEL:	QTY:
DRAWING DATE	06/12/2015
REVISION DATE	1. 08/07/2015 2. 09/09/2015 3. 10/12/2015 4.

DRAWING NUMBER

N-SL-W01



VIS-1.01 Sign Location Number
(Sign Category-Sign Type-Location)

— Sign Location

N-SL-W01 - Wellfleet

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W01

DRAWING SCALE

3/4" = 1' - 0"

ENLARGE FOR FULL SCALE

1600%

SIGN CATEGORY

Motorist Guidance

DESCRIPTION

STRUCTURE: QTY: 1

(2) 4x6 Wood Posts



PANEL: QTY: 1

Artwork File: MG-3.21.ai
.125 Aluminum with Retro-Reflective Vinyl, 3/8" Radius Corners and Painted NPS Brown Back
DRAWING DATE

06/12/2015

REVISION DATE

- 08/07/2015
- 09/09/2015
- 10/12/2015
-

DRAWING NUMBER

MG-3.21



National Park Service
U.S. Department of the Interior

1-MG-3.21

FULL SIZE: 4'-7" x 2'-0"

CAP HEIGHT: 3"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W01

DRAWING SCALE

3/4" = 1' - 0"

ENLARGE FOR FULL SCALE

1600%

SIGN CATEGORY

Motorist Guidance

DESCRIPTION

STRUCTURE: QTY: 1

(2) 4x6 Wood Posts



PANEL: QTY: 1

Artwork File: MG-3.22.ai
.125 Aluminum with Retro-Reflective Vinyl, 3/8" Radius Corners and Painted NPS Brown Back
DRAWING DATE

06/12/2015

REVISION DATE

1. 08/07/2015
2. 09/09/2015
3. 10/12/2015
- 4.

DRAWING NUMBER

MG-3.22



National Park Service
U.S. Department of the Interior

1-MG-3.22

FULL SIZE: 3'-10" x 2'-0"

CAP HEIGHT: 3"

Wellfleet

N-SL-W02

New Sign Plan Overview

New Sign Program
October 12, 2015

P14PX00877

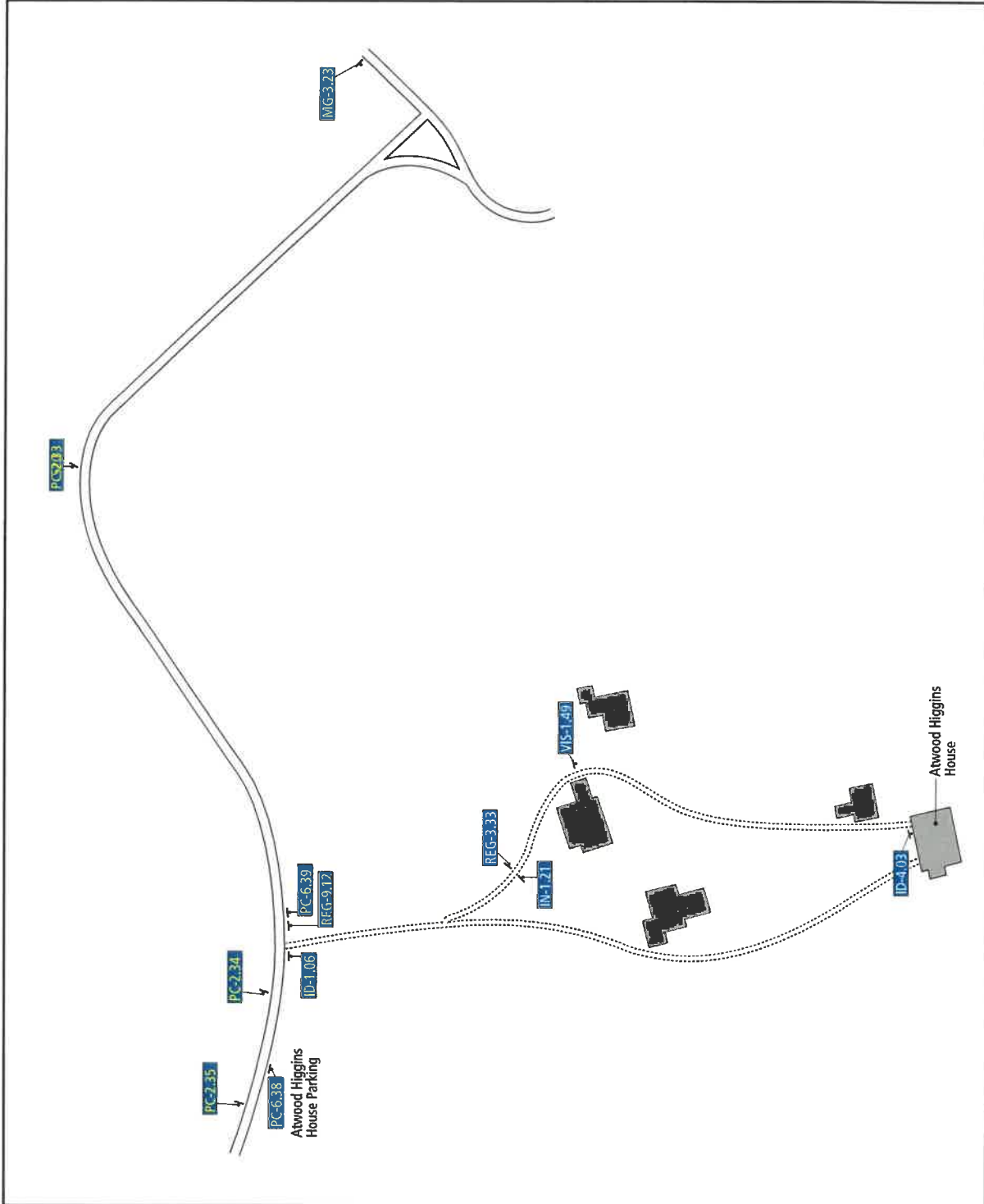


Office of NPS Identity
Harpers Ferry Center
Interpretive Design Center
Harpers Ferry, WV 25425
304-535-4069

PARK	Cape Cod National Seashore
PROJECT NUMBER	P14PX00877
PLAN AREA	Atwood Higgins
DRAWING SCALE	NOT TO SCALE
	ENLARGE FOR FULL SCALE
	N/A
SIGN CATEGORY	New Sign Location Plan
DESCRIPTION	
STRUCTURE:	QTY:
PANEL:	QTY:
DRAWING DATE	06/12/2015
REVISION DATE	1. 08/07/2015 2. 09/09/2015 3. 10/12/2015 4.

DRAWING NUMBER

N-SL-W02



VIS-1.01 Sign Location Number
(Sign Category-Sign Type-Location)

Sign Location

N-SL-W02 - Atwood Higgins House

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

1 1/2" = 1' - 0"

ENLARGE FOR FULL SCALE

800%

SIGN CATEGORY

Identity

DESCRIPTION

STRUCTURE: QTY: 1

UP_36x18_GS_DE_SB

PANEL:

QTY: 1

Artwork File: ID-1.06.ai

VIS 36/18 - Exterior Grade Graphic Panel,

Per NPS Standard

DRAWING DATE

06/12/2015

REVISION DATE

1. 08/07/2015

2. 09/09/2015

3. 10/12/2015

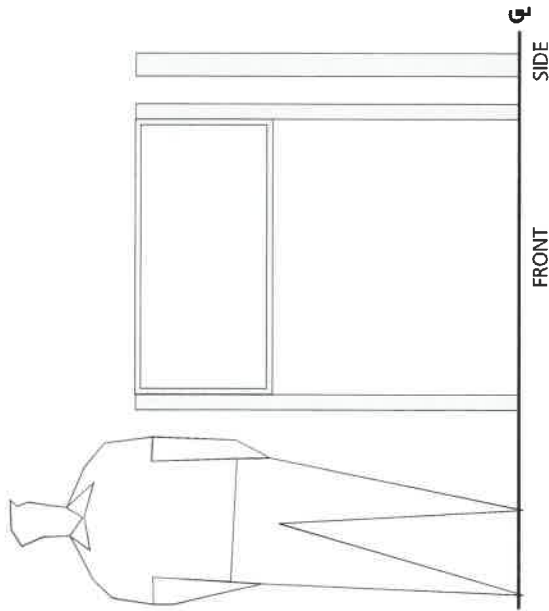
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DRAWING NUMBER

ID-1.06

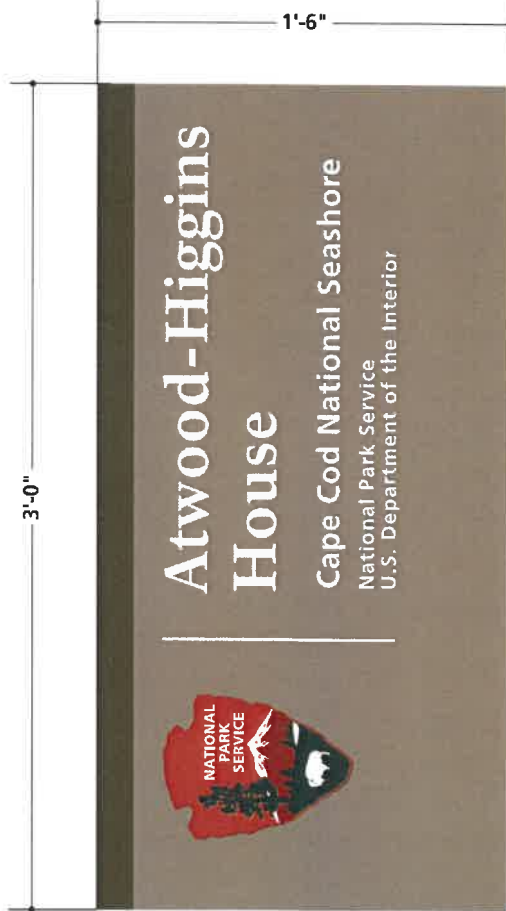


National Park Service
U.S. Department of the Interior



1-ID-1.06

SCALE: 1/2" = 1'



2-ID-1.06

FULL SIZE: 3'-0" x 1'-6"

CAP HEIGHT: 1 7/8"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3/4" = 1' - 0"

ENLARGE FOR FULL SCALE

1600%

SIGN CATEGORY

Motorist Guidance

DESCRIPTION

STRUCTURE: QTY: 1

(2) 4x6 Wood Posts



PANEL: QTY: 1

Artwork File: MG-3.23.ai
.125 Aluminum with Retro-Reflective
Vinyl, 3/8" Radius Corners and Painted
NPS Brown Back
DRAWING DATE

06/12/2015

REVISION DATE

- 08/07/2015
- 09/09/2015
- 10/12/2015
-

DRAWING NUMBER

MG-3.23



National Park Service
U.S. Department of the
Interior

1-MG-3.23

FULL SIZE: 4'-6" x 2'-0"

CAP HEIGHT: 3"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Parking Control

DESCRIPTION

STRUCTURE: QTY: 1

(1) 2x2 Galvanized Steel Post

PANEL:

QTY: 1

Artwork File: PC-2.ai
VIS 9/18 - Aluminum Panel with Painted
NPS Brown Back, 3/8" Radius Corners
and Mounting Holes. Per NPS Standard.
DRAWING DATE

06/12/2015

REVISION DATE

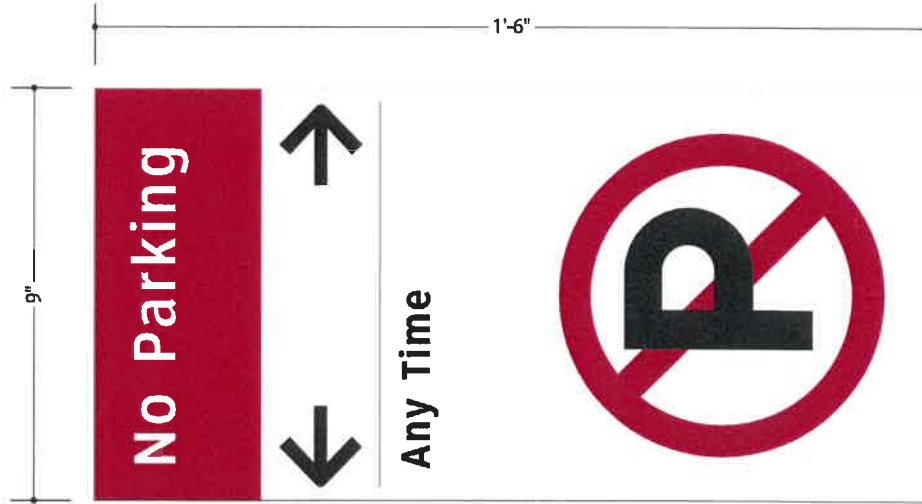
- 1. 08/07/2015**
- 2. 09/09/2015**
- 3. 10/12/2015**
- 4.**

DRAWING NUMBER

PC-2.33



**National Park Service
U.S. Department of the
Interior**



1-PC-2.33

FULL SIZE: 9" x 1'-6"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Parking Control

DESCRIPTION

STRUCTURE: QTY: 1

(1) 2x2 Galvanized Steel Post

PANEL:

QTY: 1

Artwork File: PC-2.ai
VIS 9/18 - Aluminum Panel with Painted
NPS Brown Back, 3/8" Radius Corners
and Mounting Holes. Per NPS Standard.
DRAWING DATE

06/12/2015

REVISION DATE

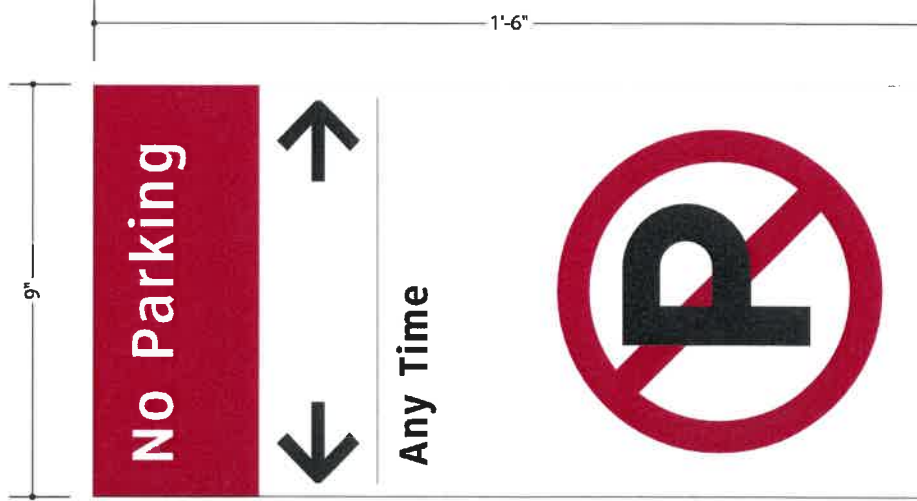
- 08/07/2015
- 09/09/2015
- 10/12/2015
-

DRAWING NUMBER

PC-2.34



National Park Service
U.S. Department of the
Interior



1-PC-2.34

FULL SIZE: 9" x 1'-6"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Parking Control

DESCRIPTION

STRUCTURE: QTY: 1

(1) 2x2 Galvanized Steel Post

PANEL:

QTY: 1

Artwork File: PC-2.ai
VIS 9/18 - Aluminum Panel with Painted
NPS Brown Back, 3/8" Radius Corners
and Mounting Holes. Per NPS Standard.
DRAWING DATE

06/12/2015

REVISION DATE

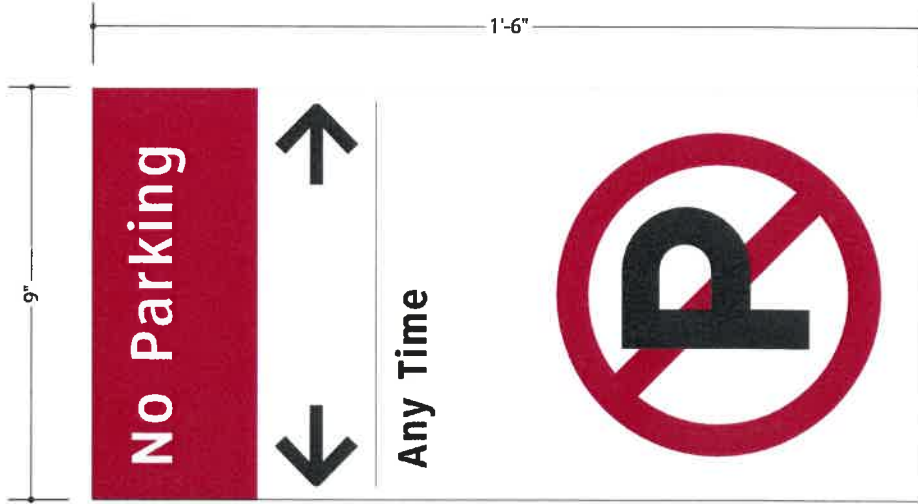
- 08/07/2015
- 09/09/2015
- 10/12/2015
-

DRAWING NUMBER

PC-2.35



National Park Service
U.S. Department of the
Interior



1-PC-2.35

FULL SIZE: 9" x 1'-6"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Parking Control

DESCRIPTION

STRUCTURE: QTY: 1

(1) 2x2 Galvanized Steel Post

PANEL:

QTY: 1

Artwork File: PC-6.ai

VIS 9/18 - Aluminum Panel with Painted
NPS Brown Back, 3/8" Radius Corners
and Mounting Holes. Per NPS Standard.
DRAWING DATE

06/12/2015

REVISION DATE

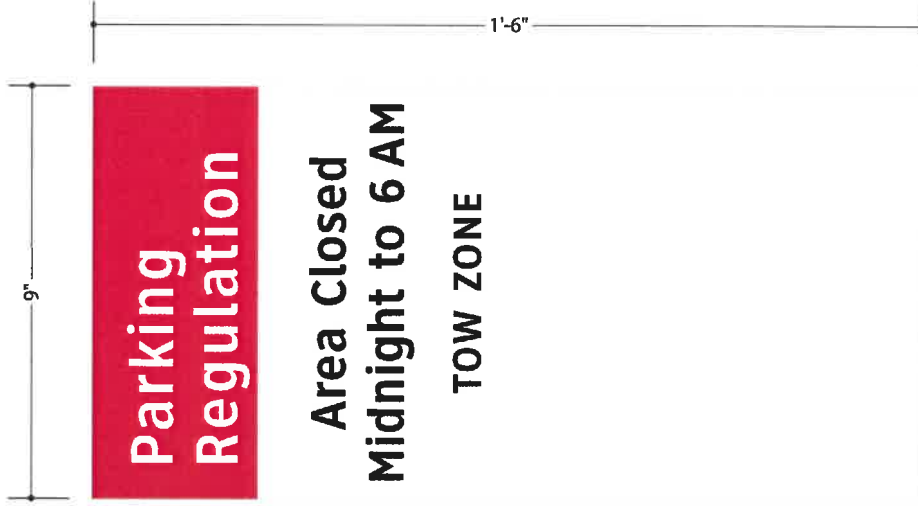
1. 08/07/2015
2. 09/09/2015
3. 10/12/2015
- 4.

DRAWING NUMBER

PC-6.38



National Park Service
U.S. Department of the
Interior



1-PC-6.38

FULL SIZE: 9" x 1'-6"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Parking Control

DESCRIPTION

STRUCTURE: QTY: 1

(1) 2x2 Galvanized Steel Post

PANEL:

Artwork File: PC-6.ai

QTY: 1

VIS 9/18 - Aluminum Panel with Painted

NPS Brown Back, 3/8" Radius Corners

and Mounting Holes. Per NPS Standard.

DRAWING DATE

06/12/2015

REVISION DATE

1. 08/07/2015

2. 09/09/2015

3. 10/12/2015

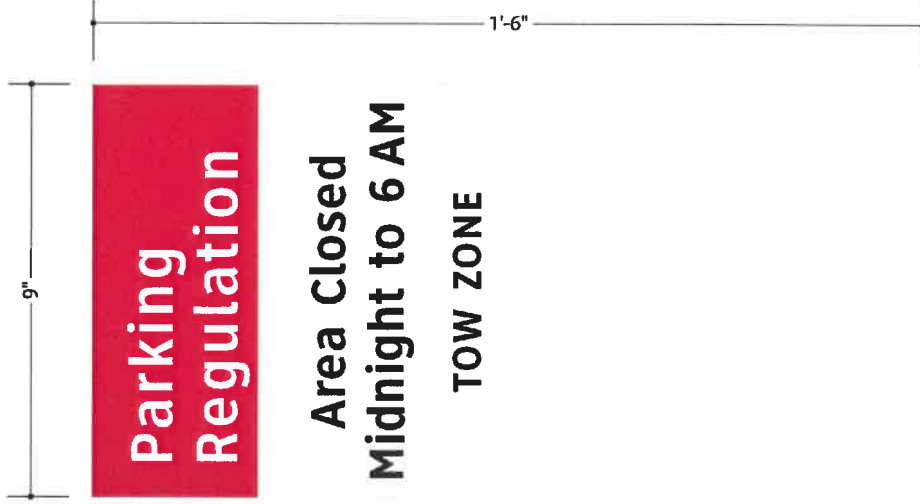
4.

DRAWING NUMBER

PC-6.39



National Park Service
U.S. Department of the
Interior



1-PC-6.39

FULL SIZE: 9" x 1'-6"

1'-0"

Notice

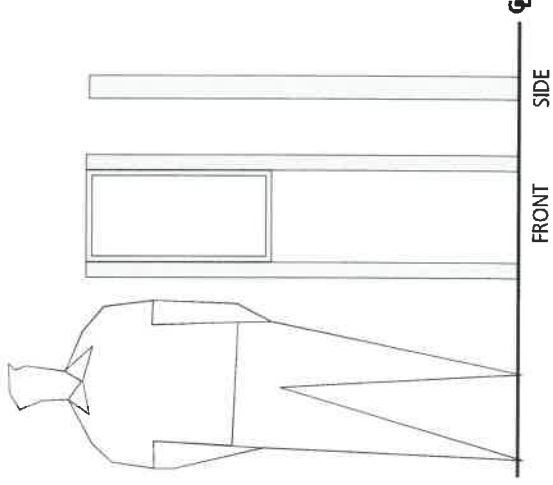


**No Pets
Allowed**

Cape Cod National Seashore
National Park Service
U.S. Department of the Interior



2'-0"



PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-5L-W02

DRAWING SCALE

3" = 1' - 0"

ENLARGE FOR FULL SCALE

400%

SIGN CATEGORY

Regulatory

DESCRIPTION

STRUCTURE: QTY: 1

UP_12x24_GS_DE_SB

PANEL:

Artwork File: REG-9.ai

VIS 12/24 - Exterior Grade Graphic

Panel, Per NPS Standard.

QTY: 1

DRAWING DATE

06/12/2015

REVISION DATE

1. 08/07/2015

2. 09/09/2015

3. 10/12/2015

4.

DRAWING NUMBER

REG-9.12



**National Park Service
U.S. Department of the
Interior**

2-REG-9.12

SCALE: 1/2" = 1'

1-REG-9.12

FULL SIZE: 1'-0" x 2'-0"

Wellfleet

N-SL-W10

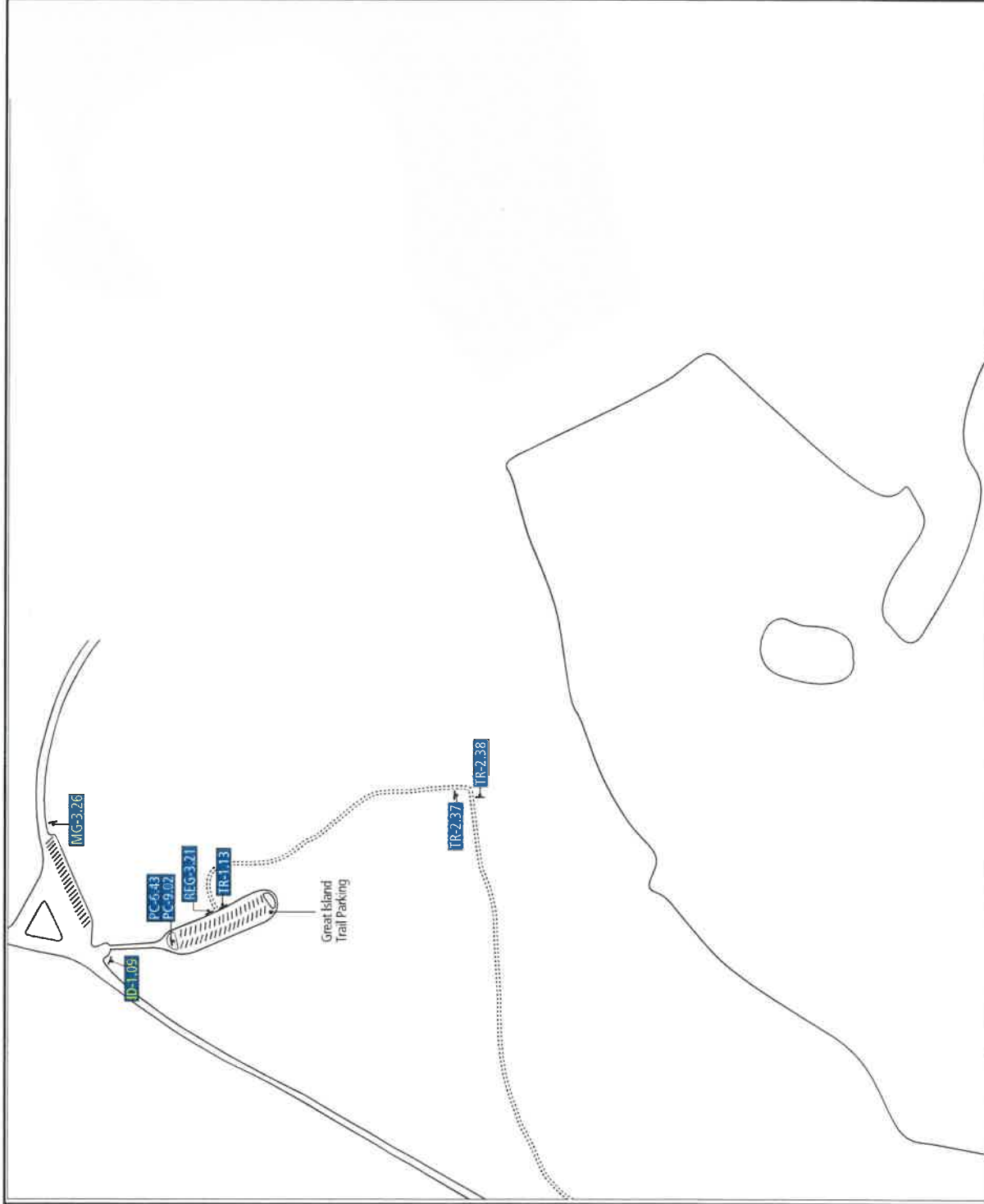
New Sign Plan Overview

New Sign Program
October 12, 2015

P14PX00877



Office of NPS Identity
Harpers Ferry Center
Interpretive Design Center
Harpers Ferry, WV 25425
304-535-4069



VIS-1.01 Sign Location Number
 (Sign Category-Sign Type-Location)

 Sign Location

N-SL-W10 - Great Island Trail

PARK
 Cape Cod National Seashore

PROJECT NUMBER
 P14PX00877

PLAN AREA
 Great Island Trail

DRAWING SCALE
 NOT TO SCALE

ENLARGE FOR FULL SCALE
 N/A

SIGN CATEGORY
 New Sign Location Plan

DESCRIPTION


STRUCTURE: QTY:

PANEL: QTY:

DRAWING DATE
 06/12/2015

REVISION DATE
 1. 08/07/2015
 2. 09/09/2015
 3. 10/12/2015
 4.

DRAWING NUMBER
N-SL-W10


 National Park Service
 U.S. Department of the Interior

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-SL-W10

DRAWING SCALE

1 1/2" = 1' - 0"

ENLARGE FOR FULL SCALE

800%

SIGN CATEGORY

Identity

DESCRIPTION

STRUCTURE: QTY: 1

UP_36x18_GS_DE_SB

PANEL:

QTY: 1

Artwork File: ID-1.09.ai

VIS 36/18 - Exterior Grade Graphic Panel,

Per NPS Standard

DRAWING DATE

06/12/2015

REVISION DATE

1. 08/07/2015

2. 09/09/2015

3. 10/12/2015

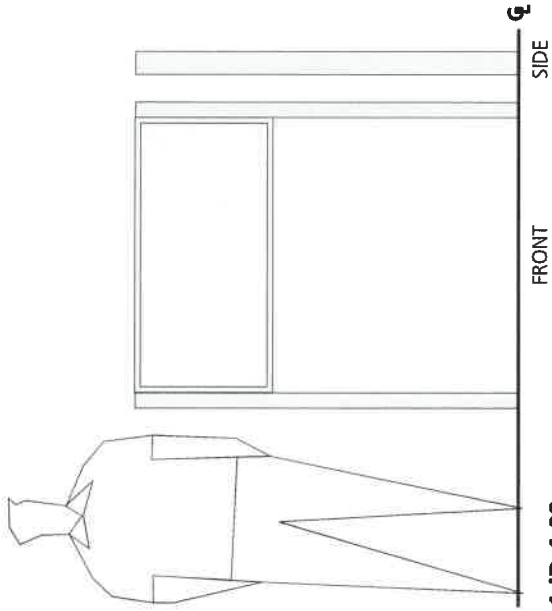
4.

DRAWING NUMBER

ID-1.09



National Park Service
U.S. Department of the Interior



1-ID-1.09

SCALE: 1/2"= 1'



2-ID-1.09

FULL SIZE: 3'-0" x 1'-6"

CAP HEIGHT: 1 7/8"

PARK

Cape Cod National Seashore

PROJECT NUMBER

P14PX00877

PLAN AREA

N-5L-W10

DRAWING SCALE

3/4" = 1' - 0"

ENLARGE FOR FULL SCALE

1600%

SIGN CATEGORY

Motorist Guidance

DESCRIPTION

STRUCTURE: QTY: 1

(2) 4x6 Wood Posts



PANEL:

QTY: 1

Artwork File: MG-3.26.ai
.125 Aluminum with Retro-Reflective Vinyl, 3/8" Radius Corners and Painted NPS Brown Back
DRAWING DATE

06/12/2015

REVISION DATE

- 08/07/2015
- 09/09/2015
- 10/12/2015
-

DRAWING NUMBER

MG-3.26

1-MG-3.26

FULL SIZE: 3'-10" x 2'-0"

CAP HEIGHT: 3"



National Park Service
U.S. Department of the Interior

Wellfleet Zoning Bylaw

7.3. ADMINISTRATION AND EXEMPTIONS

7.3.1. This Bylaw shall be administered by the Building Inspector. Except as required by law and as otherwise set forth below, no Sign shall be erected without a permit issued by the Building Inspector.

7.3.2. Signs erected by the Municipal, County, State or Federal government as may be deemed necessary for their respective functions are exempted from the provisions of the Sign Bylaw.

7.3.3. Signs required by Municipal, County, State or Federal regulation or law are exempted from the provisions of this Sign Bylaw.

7.3.4. One flag per business to a maximum size of 15 square feet is exempted from the provisions of this Sign Bylaw.

7.3.5. All Signs must be located on the premises of the use, business, occupation, event or activity for which the sign conveys a message to the public, or intends to advertise, direct, invite, announce, or draw attention to, directly or indirectly.

7.3.6. All Temporary Signs shall be removed promptly upon conclusion of the events or activities announced thereon.

7.3.7. A non-conforming Sign in existence at the time of adoption of this bylaw shall be allowed to remain until one or more of the following conditions occurs: the Sign is substantially relocated, replaced, reconstructed.

7.3.8. When the provisions of this Bylaw, or the drawing and specifications approved thereunder, or the terms of a permit issued thereunder, are not complied with, a stop work or removal order shall be served on the property owner and/or his representative, tenant, or person in possession of the property by the Building Inspector, and a copy thereof shall be posted at the site of the violation. Such stop work or removal order shall not be removed except by written notice from the Building Inspector's office after satisfactory evidence has been supplied that the violation has been corrected. Failure to comply with such stop work or removal order shall constitute a violation of this Bylaw. Any person violating any provision of the Bylaw shall be fined as provided in Section 8.3 from the time that the stop work or removal order is first served, for each offense.

7.3.9. Persons aggrieved by this Bylaw, or actions of the Building Inspector relative to it, may appeal to the Wellfleet Zoning Board of Appeals pursuant to Section 8.4.1.

7.4. LOCATION OF SIGNS

7.4.1. All Signs must be located on the premises in such a way as not to obstruct the view of traffic or create other safety hazards. Signs must be located with at least a 2 foot setback from the property line.

7.4.2. Signs that project over a public right of way shall be allowed only in the Central District and only on buildings which cannot meet setback requirements. Such signs shall not project more than 3 feet from the face of the building, and must have a minimum clearance of 9 feet above the public right of way. No



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VII

CONTRACTS OF APPOINTED OFFICIALS

~ A ~

REQUESTED BY:	Town Administrator ~ Charlie Sumner
DESIRED ACTION:	To review and approve the Fire Chief's Contract
PROPOSED MOTION:	I move to approve Fire Chief Richard J. Pauley, Jr.'s Contract as printed in the packet and presented by the town administrator
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**EMPLOYMENT AGREEMENT
BETWEEN
TOWN OF WELLFLEET, MASSACHUSETTS
AND
FIRE CHIEF**

THIS AGREEMENT, pursuant to Chapter 41, Section 1080 of the Massachusetts General Laws, made October 26, 2021, by and between the Town of Wellfleet, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town", acting by and through its Board of Selectmen, hereinafter called the "Board" and Richard J. Pauley, Jr., hereinafter called the "Fire Chief", as follows:

WITNESSETH:

WHEREAS, the Town desires to employ the services of said Richard J. Pauley, Jr., as Fire Chief of the Town of Wellfleet;

WHEREAS, the Board, under G.L. c. 41 § 1080 may contract with the Fire Chief for such services;

WHEREAS, it is the desire of the Board to contract for the salary and benefits of said Fire Chief;

WHEREAS, it is the desire of the Board to retain the services of the Fire Chief, and to provide inducement for him to remain in such employment; and

WHEREAS, Richard J. Pauley, Jr. agrees to accept such employment as Fire Chief of said Town, NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Functions and Duties of the Fire Chief

The Fire Chief shall continue to perform the duties specified in the Town Charter and such other duties as the Board, through the Town Administrator, shall from time to time legally assign him. The Fire Chief shall have control of the Fire/Rescue Department and all the powers given to a Chief under the provisions of M.G.L. Chapter 48, Section 42 as adopted by the Wellfleet Town Charter.

Section 2. Term

This Agreement shall become effective October 26, 2021, and shall be in full force and effect until June 30, 2025. All financial benefits provided for in this contract, including, but not limited to, salary, are subject to annual appropriation by Town Meeting. Nothing in this Agreement shall prevent, limit, or interfere with the right of the Fire Chief to resign at any time during the term of the Agreement. If the Fire Chief intends to resign during the term of this Agreement, the Chief shall give the Town no less than ninety (90) days advance written notice unless the parties otherwise agree. At the Town's option, he may be required to use any accrued vacation or other accrued paid leave (besides sick leave) during the ninety (90) day notice period or be paid in a lump sum.

Section 3. Termination

A. The Board may remove the Chief in accordance with M.G.L. Chapter 48, Section 42. However, it is agreed that the Chief can be disciplined or discharged only for cause, upon proper notice, and only after a hearing at which the Chief shall have the right to be represented by counsel. The Chief shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing.

B. At any such hearing, the reasons for the removal shall first be read aloud. The Chief shall then have the right to respond, either personally or through counsel. The Board of Selectmen and the Chief shall have the right to call witnesses and to subpoena any and all Town records.

C. Final removal of the Chief shall be affected by the affirmative vote of at least three members of the Board of Selectmen. The Chief shall have the right to have the Board's decision reviewed in accordance with G.L.c.249 § 4.

D. In the event the Board terminates the Chief without cause, or if the Chief resigns after a formal suggestion by the Board that his services are not wanted, he will be paid six (6) months' salary and benefits.

Section 4. Salary & Compensation

A. Subject to annual appropriation by Town Meeting, the Town agrees to pay the Fire Chief for services rendered under this Agreement, an annual salary of \$148,000. for FY 2022 (retroactive to July 1, 2021), \$153,000. for FY 2023 and \$157,000. for FY 2024 payable in installments at the same time as other employees of the Town are paid.

B. The Town shall provide a vehicle for use by the Chief and pay for all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Chief in connection with the performance of his duties as Chief. Said vehicle may be utilized by the Chief for personal reasons (within reason) since the Chief is considered "on call" in the event of an emergency

Section 5. Hours of Work

A. The Fire Chief will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except if he is taking time off.

B. The regular work week for the Fire Chief shall be 40 hours consisting of 8 hours per day Monday through Friday. It is expected that the Fire Chief will be required to work over and above 40 hours per week to perform his duties. The Fire Chief shall not be entitled to compensatory time off. However, it is recognized that he must devote time outside the normal office hours to the business of the Town, in the fulfillment of his duties. The Town Administrator may, upon written request by the Fire Chief, grant time off for documented additional hours worked outside of the regular work week.

Section 6. Health, Dental and Life Insurance, Vacation, Personal Days, Longevity, Holidays, Sick Leave, Bereavement Leave, Jury Duty, Death and Disability Insurance and IIRF

A. The Fire Chief shall be entitled to enroll in the Town's health, life, disability, and dental insurance programs, with the Town contributing toward the cost of said programs at the current contribution rate (65% for health insurance). He shall also be able to participate in the deferred compensation program.

B. The Fire Chief shall be entitled to 25 (twenty-five) vacation days per year, effective July 1st and each July 1st thereafter for the term of this agreement. The Fire Chief may carry over up to five vacation days per year.

C. The Fire Chief shall be entitled to two (2) personal leave days each year of the contract to attend to matters that cannot be transacted at any other time. The personal days will be awarded each July 1st. Unused personal days may not be carried over.

D. The Fire Chief shall be entitled to one-and-one-quarter (1.25) days of sick leave per month. The Fire Chief will be eligible for and have access to the Town's Sick Leave Bank by contributing one-quarter (1/4) day of sick leave to the Bank each month. Unused sick days may be accumulated to a maximum of 100 days.

E. The Fire Chief shall receive all official Town holidays.

F. The Fire Chief will be entitled to bereavement leave without loss of pay for the death in his immediate family for a period of five (5) days. For the purpose of this section, immediate family shall include a spouse or domestic partner, child, stepchild, parents, step-parents, parents-in-law, grandparents, grandchildren, brother, sister, step-brother, step-sister, brother-in-law, and sister-in-law.

G. In the event the Fire Chief serves as a juror in a federal court or in the Courts of the Commonwealth, he shall receive from the Town full pay, exclusive of any travel or other allowance or pay for serving in the jury.

H. The Town recognizes its obligations under Massachusetts General Laws Chapter 32, Sections 100 and 100A, and chapter 41, Sections 100 and 111F, if the Fire Chief is killed or injured while in the performance of his duties. If the Fire Chief is permanently disabled, or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or ill health, due to causes not sustained in the performance of his duties and not covered under said Massachusetts General Laws, Chapter 41, Sections 100 and 111 F, for a period of ninety (90) successive days beyond any accrued vacation and sick leave time as provided for in this section of the contract, the Town shall have the option to terminate this contract and said termination will be deemed to be for cause, without any prejudice to any disability benefits to which the Fire Chief may be entitled. In addition to the benefits granted herein, the parties acknowledge each other's respective rights provided by the law, under the Family Medical Leave Act of 1993 and other applicable Federal and State statutes. Should there be a conflict within this section and the Family Medical Leave Act of 1993, the provisions of the Federal law shall prevail. If the Fire Chief dies during the term of his employment, the Town shall pay to the Fire Chief's surviving spouse, or to a designated beneficiary or to his estate, all the compensation which would otherwise be payable to the Fire Chief up to the date of his death, including, but not limited to, payment for any already accrued but unused vacation or sick leave. If the Fire Chief is killed or otherwise dies while working in the line of duty, the Town will assist the Fire Chief's survivor(s) in applying for benefits and assistance under the Public Safety Officers' Benefit Program of the United States Department of Justice.

Section 7. Professional Development

The Town agrees to pay up to \$1,000 per year for the registration, travel and subsistence expenses of the Fire Chief for short courses, institutes and seminars that are necessary for his professional development and for the good of the Town. The Board may request a report of professional development expenses if it believes that such expenses may be unreasonable.

Section 8. Dues and Subscriptions

The Town agrees to pay for the professional dues and subscriptions of the Fire Chief necessary for his membership in the following professional organizations: *International Association of Fire Chiefs*, *Fire Chiefs Association of Massachusetts*, and the *Barnstable County Fire Chiefs Association*. Membership in any other professional organizations deemed necessary and desirable for his continued professional participation, growth, and advancement and for the good of the Town will be subject to the approval of the Board of Selectmen or the Town Administrator.

Section 9. Indemnification

A. To the extent allowed under G.L. c. 258 the Board agrees that it shall defend, hold harmless and indemnify the Fire Chief from any and all demands, claims, suits and legal proceedings brought against the Fire Chief in his official capacity as Fire Chief provided the incident arose while the Fire Chief was acting within the scope of his employment. Except that in no case will individual Board

members be considered personally liable for indemnifying the Fire Chief against demands, claims, suits, actions, and legal proceedings.

B. The Board shall not, however, be required to pay costs of any proceedings in the case of any allegations brought by the Board under removal provisions of the Charter.

Section 10. Expenses

A. With the prior approval of the Town Administrator the Fire Chief shall be reimbursed for any expenses incurred in the performance of his duties, or as an official representative of the Town, including attendance by him at civic and social events.

B. Effective each July 1, the Fire Chief shall be granted a uniform allowance in the amount of \$750. The Town will pay invoices for uniform items required by the Fire Chief up to this amount.

Section 11. Other Terms and Conditions of Employment

A. All provisions of law of the Commonwealth of Massachusetts relating to retirement and health insurance shall apply to the Fire Chief as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Fire Chief, except as otherwise provided in this agreement.

B. As a condition of employment, the Fire Chief agrees that he will not seek or hold elective office in the Town of Wellfleet during the term of this contract. In the event that the Fire Chief is elected to office, such action will be reason for immediate termination of the Fire Chiefs employment with the Town of Wellfleet. The agreement shall prevail over any conflicting personnel provisions of the Town By-laws or Rules and Regulations.

Section 12. Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- | | |
|----------------|---|
| 1. Town: | Chair of the Board of Selectmen
300 Main Street
Wellfleet, MA 02667 |
| 2. Fire Chief: | Richard J. Pauley, Jr.
270 Gross Hill Road
Wellfleet, MA 02667 |

Alternately, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 13. General Provisions

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Fire Chief.

C. If any provision or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

D. For the purposes of the Fair Labor Standards Act, the Fire Chief shall be an "exempt employee".

IN WITNESS WHEREOF, the Town of Wellfleet, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Board of Selectmen and Town Administrator and duly attested by its Town Clerk, and the Fire Chief has signed and executed this Agreement, both in duplicate.

TOWN OF WELLFLEET, SELECTBOARD

Ryan Curley, Chair

Richard J. Pauley, Jr.
Fire Chief

Janet Reinhart

Helen Miranda Wilson

Michael DeVasto

John Wolf

APPROVED AS TO FORM

Town Counsel



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VII

CONTRACTS OF APPOINTED OFFICIALS ~ B ~

REQUESTED BY:	Town Administrator ~ Charlie Sumner
DESIRED ACTION:	To review and approve the Police Chief's Contract
PROPOSED MOTION:	I move to approve police Chief Michael Hurley's Contract as printed in the packet and presented by the town administrator
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**CONTRACT BETWEEN THE TOWN OF WELLFLEET
and
POLICE CHIEF MICHAEL HURLEY**

This agreement made pursuant to the provisions of G.L. c. 41, § 108O between the Town of Wellfleet (hereinafter the "Town"), through its Selectboard and Michael Hurley of the Wellfleet Police Department (hereinafter the "Chief") to serve as the Chief of Police.

The Chief shall manage the Wellfleet Police Department under the policy direction of the Selectboard and under the direct supervision of the Town Administrator. This direction shall include the approval by the Board and Town Administrator of an overall Police Department Missions Statement, as has previously been prepared by the Chief in furtherance of execution of this contract and also through the approval of special goals statements as may from time to time be requested and prepared.

WHEREAS, the Town desires to employ the services of Michael Hurley as Police Chief of the Town of Wellfleet;

WHEREAS, the Selectboard, under G.L. c. 41, § 108O may contract with the Police Chief for such services;

WHEREAS, it is the desire of the Selectboard to retain the services of said Police Chief and contract for his salary and benefits;

WHEREAS, Michael Hurley agrees to accept such employment as Police Chief of said Town;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section I - Department Organization and Control

In accordance with the Town Charter, the administrative control of the Police Department shall remain at all times with the Chief of Police under the provisions of M.G.L. Chapter 41, Section 97A, as may from time to time be amended. Specifically, as head of the Police Department, the Chief shall have control of all officers and members and of all constables and other officers when engaged in the police service of the Town or when assigned by him to any special duty. He shall make such rules and regulations for the conduct and control of the Department as he deems advisable.

The Town agrees not to bargain away any management rights of the Chief in any collective bargaining agreement or assign any duties and responsibilities of the Chiefs to any other person unless the Chief shall have been notified in advance and concurred in the decision.

The Chief shall provide to the Selectboard and Town Administrator all information concerning the department as is customary in Cities and Towns of the Commonwealth of Massachusetts. This shall not, at the discretion of the Chief, include investigatory or particular incident or case

information, except where a Selectboard or Town Administrator decision or action may be in order. It shall include all information concerning personnel qualifications and department regulations, systems, and procedures.

The Chief, as Chief Administrative Officer of the Police Department, shall manage, direct and assure training of the Wellfleet Police Department personnel in a manner to assure that services to the public are provided in a highly professional manner and conducted so as to preclude unusual municipal 's liability exposure.

Section II - Communications Between Board of Selectmen and Chief of Police

Special meetings on specific subjects or for general review will be held with the ~~Board of Selectmen~~ Selectboard from time to time at the initiative of the Board or of the Chief.

Section III, Salary

Subject to annual appropriation, Effective July 1, 2022, the Town agrees to pay the Chief an annual base salary of \$160,000. Effective July 1, 2023, the annual base salary will increase to \$165,000 appropriately prorated. Effective July 1, 2024, the annual base salary will increase to \$170,000 appropriately prorated. These salaries include all Quinn Bill and educational incentive payments. These salaries also include the Chief's responsibilities as the Town's Emergency Manager Director.

Section IV - Benefits

- a. The Chief shall be entitled to enroll in the Town's health, life, disability and dental insurance programs, with the Town contributing toward the cost of said programs at the current contribution rate (65% for health insurance). He shall also be able to participate in the deferred compensation program.
- b. The Chief shall be entitled to two (2) vacation days per month. In the case of death of the Chief, accrued, unused vacation shall be paid to a surviving spouse or designated beneficiary or to the estate.
- c. The Chief shall be entitled to two (2) personal leave days each year of the contract to attend to matters that cannot be transacted at any other time. The personal days will be awarded each July 1st of the contract.
- d. The Chief shall be entitled to one-and-one-quarter (1.25) days of sick leave per month. The Chief will be eligible for and have access to the Town's Sick Leave Bank by contributing one-quarter (1/4) day of sick leave to the Bank each month. The Chief upon separation of employment for retirement, disability, death, or resignation, shall be entitled to cash payment at the (then) rate of pay for 25% of his unused accumulated sick days. In the case of death, the payment due shall be made to a surviving spouse, or to a designated beneficiary or to the estate.
- e. The Chief shall receive all official Town holidays.
- f. The Chief will be entitled to bereavement leave without loss of pay for the death in his immediate family for a period of five (5) days. For the purpose of this section,

immediate family shall include a spouse or domestic partner, child, step-child, parents, step-parents, parents-in-law, grandparents, grandchildren, brother, sister, step-brother, step-sister, brother-in-law, and sister-in-law.

g. In the event the Chief serves as a juror in a federal court or in the Courts of the Commonwealth, he shall receive from the Town full pay, exclusive of any travel or other allowance or pay for serving in the jury.

h. The Chief shall receive a \$1,500 longevity stipend paid on his anniversary.

i. The Chief shall receive a \$1,000 annual uniform allowance.

j. The Town shall provide a take-home, unmarked police vehicle, for use by the Chief in the performance of his duties as the Police Chief and his professional growth and development. Reasonable personal use of the vehicle is authorized.

k. All financial benefits are subject to annual appropriation.

l. (New Language) The Chief may elect in lieu of time off to be paid for up to two weeks of vacation time, if appropriations exist within the budget. Requests must be submitted prior to March 1st or if unforeseen circumstances arise the Chief may request with the approval from the Town Administrator outside of the March 1 deadline.

Section V - Term of Contract

Subject to annual appropriation, this agreement shall run from July 1, 2022 through June 30, 2025. Either party wishing to negotiate a new contract will inform the other party in writing and, until a satisfactory condition is reached in the matter of such changes, the original provisions of this contract shall remain in full force and effect.

Section VI, Amendment Permitted

This agreement may be amended at any time by mutual consent of the parties.

Section VII, Indemnification

- A. To the extent allowed under G.L. c. 258, the Town shall defend, save harmless and indemnify the Chief of Police against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of his duties as Chief of Police, provided that the Chief of Police has acted in good faith, without gross negligence or misconduct and within the authority of his position as Chief of Police, even if said claim has been made following his termination from employment. The Chief of Police shall be indemnified in accordance with the provisions of Section 13 of Chapter 258 of the General Laws. The Chief of Police agrees to promptly notify the Town of any such claim and to cooperate fully with Counsel designated by the Town to handle such claim. The Town may obtain such insurance to cover its obligations hereunder as it deems appropriate.
- B. To the extent allowed under G.L. c. 258, the Town shall reimburse the Chief of Police for reasonable attorney fees and costs incurred by the Chief of Police in connection with such claims or suits involving the Chief of Police in his professional capacity. The Board shall not, however, be required to pay costs or attorney fees of any proceedings in the case of any allegations brought by the Board under the removal provisions of this contract or Massachusetts General Laws.
- C. This section shall survive the termination of this Agreement.

Section VIII – Hours of Work

- A. The Chief shall devote that amount of time and energy reasonably necessary to faithfully perform the duties of the Chief of Police under this Contract.
- B. It is recognized that the Chief must devote a great deal of time outside normal office hours to conduct the business of the Town. The Chief, therefore, shall be allowed to alter his schedule as the Chief deems appropriate during said normal office hours, and at such times that will least adversely impact Department operations.

Section X – Resignation & Termination

- A. The Chief shall not be discharged, suspended, or demoted without just cause. The Chief, as a tenured employee, shall have his choice of Arbitration or Civil Service procedure.
- B. Voluntary Resignation: In the event the Chief intends to resign voluntarily before the natural expiration of any term of employment, then the Chief shall give the Town thirty (30) days written notice in advance, unless the parties otherwise agree in writing. Provided such notice is given, the Chief will be entitled to receive pay for any unused leave time.
- C. Involuntary Resignation: In the event the Chief resigns following a formal suggestion by the Town that he resign before the expiration of the then applicable term of employment, the Town agrees to pay the Chief a lump sum severance payment equal to one month of severance for each full year of service as Chief, but severance shall be not less than two months and not more than six (6) months' salary and benefits.
- D. A decision by the Town not to renew this Agreement upon its natural expiration shall not constitute termination and such a decision, therefore, is not subject to the provisions of this Section.

Section XI, Severability of Provisions

If any clause or provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of this contract shall not be affected thereby.

Section XII, Reduction in Benefits or Service:

The Town agrees that it shall not reduce the salary, compensation or other benefits of the Chief's position, except to the extent that such reduction is applied to all members of the Police Department.

Agreed upon this 26th day of October

Michael P. Hurley, Police Chief

WELLFLEET SELECT BOARD:

Ryan Curley

Janet Reinhart

Helen Miranda Wilson

John Wolf

Michael DeVasto



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VIII

BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ A ~

REQUESTED BY:	Merrill Mead-Fox
DESIRED ACTION:	To give the Selectboard an update regarding the historical commission
PROPOSED MOTION:	No motions or votes required
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VIII

BOARDS/COMMITTEE APPOINTMENTS AND UPDATES

~ B ~

REQUESTED BY:	Charlie Sumner ~ Town Administrator
DESIRED ACTION:	To review, discuss and possibly appoint search committee members for the upcoming Town Administrator Search
PROPOSED MOTION:	A motion is to be determined at the time of the meeting
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



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

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

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name KATHLEEN E. BALON Date SEPTEMBER 14th 2021

Mailing Address BOX 2056 WELLFLEET, MA 02667

Phone (Home) 1-508-349-6173 ← (cell) SAME

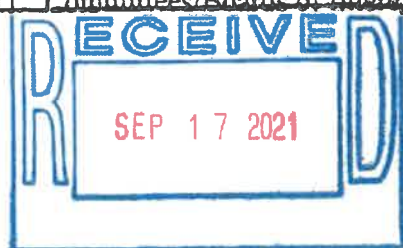
E-mail KATHLEENBALON16@G.MAIL.COM

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

FORMER BOARD MEMBER WELLFLEET COMMUNITY FORUM
FORMER SELECT BOARD MEMBER

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

Committees/Boards of Interest: 1) T.A. Search committee
2) _____
3) _____





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

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FILL OUT THE FORM BELOW and mail it to:

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

Name Steven GAZZANO Date 9/4/2021

Mailing Address 15 Mayflower Dr
Wellfleet, MA 02667

Phone (Home) _____ (cell) 508-284-6248

E-mail GAZZANO100@YAHOO.COM

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Served as Co-Chair for Wellfleet Water Board: Responsible for hiring permanent & seasonal staff while serving as a Supervising Ranger (Law Enforcement) District Ranger for 20+ yrs in San Francisco & Central. Also worked in Human Resources and managed Request/Intake Programs for 35 individuals. Traveled the country in reviewing candidates for NAs jobs. Mediated across the Federal Govt. and worked with dysfunctional work groups in conjunction with an organization/psychologist in major Nat'l Parks. While serving on the Town Water Board convinced board members to with USDA approval to replace curbing & new sidewalks for the down town central district.

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

MA in Dispute Resolution Univ of MA, Boston. Served on the Town's Personnel Board, Water Board, & Hearing Official for parking citations.



- Committees/Boards of Interest: 1) Town Administrator Search Committee
2) _____
3) _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail or bring it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Kathleen (Kathy) Granlund Date Oct 8 2021

Mailing Address P.O. Box 11
South Wellfleet MA 02663

Phone (Home) _____ (cell) 508-241-6370

E-mail Kgran20220@aol.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: "Current member of Wellfleet Finance Comm."

"Current member Lower Cape Community Development Partnership Micro Loan Com" Business Banking officer, formerly Bank Branch mgr former business owner, former Ptown Business Guild, current wellfleet chamber Scholarship fund Former PTA & Cub Scouts.

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

BA in Accounting, Several formal training in Prof Settings, "Building for the future" -> 1 week HR training & Development 2 different Commercial lending Certification, Notary Public, Certified Residential Mortgage Lender...

Committees/Boards of Interest: 1) TA Search Committee

2) _____

3) _____





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

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

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Charles E. "Skip" Annett Date 10/4/2021

Mailing Address 55 Homestead Lane
Wellfleet MA 02667

Phone (Home) 508-714-0124 (cell)

E-mail skipannett@att.net

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Large scale Multi national Manufacturing Management
U.S. Coast Guard License Citizen Police Academy Program
Naval Aviator with combat experience
Chairman of Southbridge United Way Campaign
Member and Chairman Newtown Zoning Board of Appeals

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

B.S., MBA, Physical Distribution + Materials Management
Employed Disabled individuals in large material assembly operations
15 years selective service system Board Member
Connecticut Land Use Education Partnership
Completed Negotiations training course

Committees/Boards of Interest: 1) Town Administrator Search Committee
2) ~~_____~~
3) ~~_____~~



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:

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

Name Phil Kramer Date Oct 18, 2021

Mailing Address 60 Pheasant Run, Wellfleet

Phone (Home) _____ (cell) 781-249-3330

E-mail philkramer@comcast.net

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

I'm a recently retired Marketing executive who has worked in Ad agencies
for most of my career. I have interviewed, hired and managed
hundreds/thousands of people over the years and hope that would
contribute to finding and hiring a successful Administrator.

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

Committees/Boards of Interest: 1) Town Administrator Selection

2) _____

3) _____



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

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FILL OUT THE FORM BELOW and mail it to:

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

Name JOHN (FRED) MAGEE Date 10/10/2021

Mailing Address P.O. Box 1465 WELLFLEET, MA 02667

Phone (Home) 508 349 2636 (cell) 203 912 5480

E-mail jfredmagee@gmail.com

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

I'm currently CHAIR OF THE TOWN FINANCE COMMITTEE - I HAVE A LONG WORK HISTORY (20+ YEARS) DOING STRATEGY & ORGANIZATIONAL DEVELOPMENT FOR LARGE CORPORATIONS & GOVERNMENT AGENCIES

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

A MEMBER OF THE FINANCE COMMITTEE (EITHER MYSELF OR OUR VICE-CHAIR KATHY GDANLUND) SHOULD BE ON THE STEERING/SEARCH COMMITTEE FOR THE NEXT T.A. TO ENSURE THAT THE PROCESS VETS HIS/HER ABILITY TO MANAGE TOWN FINANCE.

Committees/Boards of Interest: 1) STEERING COMMITTEE - TOWN ADMINISTRATOR
2) _____
3) _____



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

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

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Arthur Parker Date 09-27-2021

Mailing Address POB 1005 Wellfleet, MA 02667-1005

Phone (Home) _____ (cell) 508-207-7219

E-mail a.parker13@comcast.net

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

I have worked in five communities between 1976 and 2013 with eleven plus years as police chief in three different communities recruited to change each department's culture and implement contemporary policing practices. As part of each town's management team, I enjoyed a great close working relationship with town managers (2) and administrators (3) and recognize the skills and attributes that made those leaders and their towns successful, professional and respected.

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

Masters in Business w/Concentration in Public Administration. I am the principal of Billingsgate Associates LLC, a police consulting and private investigation firm working with over 50 municipalities, their town counsel and city solicitors in various areas including employee misconduct investigations, recruitment and other human resource needs. I have also served numerous times as an assessor in assessment centers for municipalities evaluating candidates for critical town positions including police chief.

Committees/Boards of Interest:1) Town Administrator Search Committee
2) _____
3) _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:

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

Name Steven Kopits Date 30 Sept. 2021
Mailing Address: 20 Pierces Tavern Road, Wellfleet, Mass. 02667
Cell Phone: 609 937 0223
Email: steven.kopits@gmail.com

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

*With respect to the **Wellfleet Town Administrator Screening Committee***

As a consultant at a number of firms including KPMG, Deloitte & Touche and a UK-based market research firm; and as a member of several supervisory boards or boards of directors at public and private companies, I have solicited and screened resumes, interviewed candidates, and made hiring decisions. My hiring tends to be diverse. As Director of the above-mentioned market research firm, my hires included British and Chinese nationals, now married; Hungarian, Indian and Brazilian nationals; and Latino and Indian US citizens, among others, with roughly even gender balance. I am proud to know and have worked with all these individuals and consider them good friends.

As a member or chair of supervisory boards and boards of directors, I participated in or supervised the hiring and termination of senior executives, notably CEOs and CFOs.

*With respect to the **Wellfleet Town Finance Committee***

As a consultant, my background is in market research and analysis; strategy development and capital budgeting; liquidity management, forecasting, budgeting and strategic planning; process engineering; accounting policy; technology assessment and training. I also have experience in transactions advisory, including development and negotiation of term sheets and structuring of debt and equity finance across a range of industries from real estate to high tech.

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

- *MBA, Finance and Accounting, Loyola College*
- *Masters Program in International Economics and Public Policy, Columbia University*
- *B.A. in History, Haverford College*

→ Committees/Boards of Interest: 1) *Wellfleet Town Administrator Screening Committee*
2) *Wellfleet Town Finance Committee*
3) *Bike & Walkway Committee*



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name BRUCE A. BIERHANS Date 10/4/21

Mailing Address 280 BLUE HERON RD
WELLFLEET 02667

Phone (Home) 508-349-1936 (cell) 617-951-1172

E-mail bruce@bierlaw.com

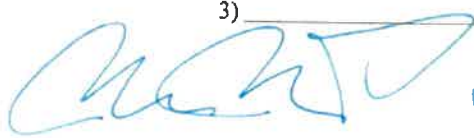
Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: MA Senate Aide 1976-1982; 40 years total lawyer;

Former Wellfleet Town Moderator; Past President, Outer Cape Health Services;
Past President, WHAT; Past President, Payomet Reef. Arts Center; Founder + Board
Member, Wellfleet Preservation Hall; President, WOMR; President Cape
Wellfleet Collaborative; Chairman Advisory Board, Pave A White; Past President,
Arts Foundation of Cape Cod.

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

Martindale Hubbell AV Rated Preeminent 26 consecutive years;
Regional Governor Cape Cod + Islands, Massachusetts Academy of Trial Attorneys

Committees/Boards of Interest: 1) TA Search Committee
2) _____
3) _____

 10/4/21



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

VIII

BOARDS/COMMITTEE APPOINTMENTS AND UPDATES

~ C ~

REQUESTED BY:	Steve Kopits
DESIRED ACTION:	To be appointed to the Cable Advisory Committee
PROPOSED MOTION: SUMMARY:	I move to approve Steve Kopits to the Cable Advisory Committee with a term of 3 years ending June 30, 2024. The appointee shall be sworn in by the Town Clerk before acting as a member of the committee and shall comply with the town charter and all state and local requirements while serving the town.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Steven Kopits Date 30 Sept. 2021
Mailing Address: 20 Pierces Tavern Road, Wellfleet, Mass. 02667
Cell Phone: 609 937 0223
Email: steven.kopits@gmail.com

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

With respect to the Wellfleet Town Cable Advisory Committee

My background is as a strategic management consultant and finance professional. My expertise is in market and financial analysis, forecasting, budgeting, and due diligence, among others.

I have worked on telecomms as a consultant in the past, including for a terrestrial broadcaster and mobile telecomms company. I have worked on a number of infrastructure related projects, including setting the water and sewer rate strategy for the city of Budapest, Hungary.

I am comfortable conducting contractual due diligence, which I did, for example, for a portfolio of eight power plants across the US, and I am able to translate contracts into financial analysis, terms and risk and associated decision-support.

If I can help on the Cable Committee, I would be pleased to do so.

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

- *MBA, Finance and Accounting, Loyola College*
- *Masters Program in International Economics and Public Policy, Columbia University*
- *B.A. in History, Haverford College*

- Committees/Boards of Interest: 1) Wellfleet Town Finance Committee
 2) Wellfleet Town Cable Advisory Committee
 3) Wellfleet Town Administrator Screening Committee
-

Town of Wellfleet Boards and Committees

Bike & Walkway Committee	3 year term
Board of Assessors	3 year term
Board of Health	3 year term
Board of Water Commissioners	3 year term
Building and Needs Assessment	3 year term
* Bylaw Committee	3 year term
Cable Advisory Committee	1 year term
Cape Cod Commission	3 year term
*Cape Cod Regional Technical High School	(ATM)
*Charter Review Committee	(ATM)
Commission on Disabilities	3 year term
Community Preservation Committee	3 year term
Comprehensive Wastewater Management	3 year term
Conservation Commission	3 year term
Council on Aging	3 year term
Cultural Council	3 year term
Energy Committee	3 year term
* Finance Committee	3 year term (ATM)
Health Care Campus Committee	Indefinite
Historical Commission	3 year term
Housing Authority	5 year term (ATM)
Local Housing Partnership	1 year term
Marina Advisory Committee	2 year term
Natural Resources Advisory Committee	3 year term
Open Space Committee	1 year term
Personnel Board	3 year term
Planning Board	5 year term
Recreation Committee	3 year term
Recycling Committee	3 year term
Shellfish Advisory Board	3 year term
* Social and Human Services Committee	3 year term
Zoning Board of Appeals	3 year term

VACANCIES IN BOLD

* *Appointed by Moderator*



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

~ A ~

REQUESTED BY:	Town Administrator ~ Charlie Sumner
DESIRED ACTION:	To discuss, place, and recommend special town meeting warrant articles
PROPOSED MOTION: Summary:	I move to place and recommend article into the Wellfleet Special town meeting warrant
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

~ A/1 ~

REQUESTED BY:	Town Administrator ~ Charlie Sumner
DESIRED ACTION:	To discuss and close the 2021 Special Town Meeting Warrant
PROPOSED MOTION:	I move to close the 2021 Wellfleet Special Town Meeting Warrant with the exception of citizen initiatives if any which must be received by October 30, 2021. Citizen initiatives that meet the charter requirements shall be placed after Article 11 in the order in which they are received.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



ANNUAL TOWN MEETING

Saturday December 4, 2021

10:00AM

Nauset Regional High School Auditorium

100 Cable Road, Eastham MA

Edit Date: October 21, 2021

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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 limit 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 in order 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. Nonvoters 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 may only speak twice to any motion or amendment unless authorized by the Moderator. The provisions of this clause shall not apply to a) the person making the motion under an Article, and b) those persons required to be in attendance under the provisions of Charter Section 2-7-5. (Charter: Sect. 2-7-8).

All motions, including all 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)

Zoning Bylaws	2/3 majority (some exceptions)
To incur debt	2/3 majority
To transfer or sell Town land	2/3 majority
To approve 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

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

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

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. It is debatable to the same extent as the motion it seeks to reconsider, and it requires a majority vote. (Charter: Sect. 2-7-9).

FINANCE COMMITTEE STATEMENT

A Statement to the Voters from the Wellfleet Finance Committee

To the voters and citizens of the Town of Wellfleet:

The Finance Committee (FinCom) is an advisory board to the Selectboard, the 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 the financial impact of large projects like harbor dredging, water/wastewater management and affordable housing.

In 2020, the FinCom has also become more focused on understanding the potential financial consequences to the town of the COVID-19, based on whether the pandemic lasts for a year or two or becomes a longer-term phenomenon that affects the financial profile of the town.

The Finance Committee is a volunteer committee of Wellfleet residents. The committee meets monthly (or more often as necessary) throughout the year to review budgets and issues that have financial implications for the town.

The FinCom makes its budget recommendations (pro and con) by casting votes at open meetings. Its opinions are made available in the Warrant at Town Meeting alongside those of the Selectboard and other appropriate boards.

On the occasions where its financial recommendations differ from those of the Selectboard, the FinCom is always prepared to explain its reasoning in response to questions from the voters.

We continue to work with the Selectboard and the Town Administrator to keep budgets transparent and understandable for the citizens of Wellfleet. Members of the public are encouraged to attend our meetings.

Respectfully submitted,

Fred Magee, Chair

Kathy Granlund, Linda Pellegrino, Stephen Polowczyk, Jenn Rhodes, Sarah Robin, Jeff Tash, Robert Wallace, Ira Wood, Moe Barocas

ANNUAL TOWN MEETING WARRANT

Saturday December 4, 2021

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 Nauset Regional High School Gymnasium, 100 Cable Road in Eastham on the 4th day of December 2021, at ten o'clock in the morning, then and there to vote upon the following Articles:

SECTION I: BUDGET ARTICLES

ARTICLE NO. 1 - FY 2022 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 2022 appropriations such sums of money necessary to supplement the operating of the various Town Departments as follows:

	From:	Line Item No.	To:	Line Item No.	Amount
a.	Nauset Regional School District Expenses	301	Property & Liability Insurance Expenses	945	\$70,000.00
b.	Nauset Regional School District Expenses	301	DPW Facilities Expenses	417	\$38,974.00
c.	Nauset Regional School District Expenses	301	Assessors Expenses	141	\$10,000.00
d.	Nauset Regional School District Expenses	301	Rights of Public Access Committee		\$2,500.00
e.	Nauset Regional School District Expenses	301	DPW Highway Expense	422	\$29,943.00
f.	Community Services Salaries	660	Community Services Expenses (Police Details)	660	\$8,056.00
	Grand-Total				\$159,473

or to do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

For the month of July, we needed to deploy porta potties at Town Hall because the septic system pumps failed. This forced us to close the outside bathrooms for public use. It's a heavily used facility in the summer, so we needed to provide the service until the pumps were fixed.

Selectboard:

Finance Committee:

SUMMARY: This article requests transfers and additional funding for the FY 2022 operating budget ending June 30, 2022. Additional requests may be added at Town Meeting.

ARTICLE NO. 2 - FY 2022 Capital Budget: To see if the Town will vote to transfer from available funds such sums of money necessary to fund the Fiscal Year 2022 Town Capital Budget, as follows:

Department	Request	Amount	Funding
------------	---------	--------	---------

				Source
a.	Fire & Rescue Department	Ambulance Replacement	\$340,000.00	Ambulance Fund & Borrowing
b.	Department of Public Works	Culvert Replacement	\$75,000.00	Free Cash
c.	Police Department	Cruiser Replacement	\$60,000.00	Free Cash
d.	Town Clerk	Digitizing Records	\$11,000.00	Article No. 3 of the 2019 Annual Town Meeting
	Grand-total		\$486,000.00	

or to do or act on anything thereon.

(Requested by the Selectboard)

Two-thirds Vote Required

Selectboard:

Finance Committee:

SUMMARY: This article is the Town’s proposed capital spending for FY 2022 and includes debt service (principal and interest) for existing long-term debt.

c. As you remember, the four-year cruiser replacement plan was disrupted in the FY21 budget when the pandemic began. That year two vehicles were up for replacement, and one was removed from the budget and the second was voted down at town meeting. This resulted in the department again requesting two vehicles in the FY22 Capital Plan as the fleet was aging. During the 2021 Town Meeting in June the voters approved two vehicles for the FY22 budget. On July 2 we placed an order with our vendor for two police vehicles and in past practice the vehicles would be delivered built and ready for deployment in two months. This past week we received notice from the vendor that due to “supply chain disruptions”, delivery times were extending out beyond 30 weeks. At best, these vehicles will not be deployed on the road until the spring of 2022. Currently, the newest vehicle in our fleet is already at 69,253 miles with the oldest at 131,252 miles. In closing, the top priority for the department on capital requests is to get back on the cruiser replacement plan. This has resulted in the need to request another vehicle at the December Special Town Meeting.

ARTICLE NO. 3 - 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:

	Vendor	Funding Source	Amount
a.	Massachusetts Department of Unemployment Assistance	Nauset Regional Schools District Expenses	\$15,295.00
b.	Terminix Commercial		\$153.00
c.	Dell EMC		\$4,163.00

d.	Cape Fishermen's Supply		\$145.00
e.	Visiting Nurse Association of Cape Cod		\$760.00
f.	The Learning Garden Preschool		\$1,990.00
	Grand-total		\$22,506.00

or to do or act on anything thereon.

(Requested by the Selectboard)

4/5 Majority Vote Required

Selectboard:

Finance Committee:

SUMMARY:

ARTICLE NO. 4 - Other Post-Employment Benefits ("OPEB") Appropriation; To see if the Town will vote to transfer available funds a sum of money 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

Selectboard:

Finance Committee:

SUMMARY:

ARTICLE NO. 5 - Transfer to Stabilization Fund: To see if the Town will vote to transfer from available funds a sum of money for the purpose of contributing to the Stabilization Fund or to do or act on anything thereon.

(Requested by the Selectboard)

Majority vote required

Selectboard:

Finance Committee:

SUMMARY:

SECTION II: ADDITIONAL FINANCIAL ARTICLES
--

ARTICLE NO. 6 - Wellfleet Harbor Flora and Fauna Survey: To see if the Town will vote to transfer from available funds the sum of \$60,000.00, or any other sum, for the purpose of broadly initiating a field survey of the fauna and flora in Wellfleet Harbor, especially shellfish and finfish, as a basis for future actions to preserve and enhance this environment, or to do or act on anything thereon.

(Request of the Natural Resources Advisory Board)

Majority vote required

Selectboard:

Finance Committee:

SUMMARY: This article seeks funds to complete a broad overview of the state of Wellfleet harbor as recommended in the Harbor Management Plan (March 2021). It replicates a study by the Division of Marine Fisheries, which is nearly 50 years old. Current funding is for a harbor wide study or shellfish and finfish. NRAB views this work as a critical step in establishing a baseline for future management, as well as identifying and preserving the health of the harbor in view of climate change and other environmental impacts.

ARTICLE NO. 7 - Multi-Hazard Mitigation Plan Update: To see if the Town will vote to transfer from available funds the sum of \$18,000, or any other sum, for the purpose to pay costs associated with plan development, formatting, and consistency review with MEMA/FEMA for the 2022 Multi-Hazard Mitigation Plan, or to do or act on anything thereon.

(Requested by the Selectboard)

Majority vote required

Selectboard:

Finance Committee:

SUMMARY:

ARTICLE NO. 8 – Harbor Pilings Replacement Project: To see if the Town will vote to reallocate a sum of money provided under Article No. 12 of the May 22, 2019, Annual Town Meeting for the Wellfleet Harbor Dredging project to be utilized to pay all costs associated with replacement of harbor pilings at the Wellfleet Marina property or to do or act on anything thereon.

Majority vote required

Selectboard:

Finance Committee:

CLS Special Note:

Article 12 of the May 22, 2019 ATM: Ms. Carlson moved and it was seconded that the sum of \$7,500,000 is appropriated for the purpose of paying the costs of dredging of the Wellfleet Harbor and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, be and hereby is authorized to borrow said amount under and pursuant to G. L. c. 44, §7 (9) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts necessary to pay debt service on any bonds or notes issued pursuant to this vote from the limits of G. L. c. 59, §21C (Proposition 2½). Further, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount

SECTION III: DISPOSITION OF TOWN PROPERTY ARTICLES

ARTICLE NO. 9 - Disposition of Town Land/ Transfer of Map #30, Parcel #186 and Map #42, Parcel #137 to Conservation Commission: To see if the Town will vote to transfer care, custody, management and control two properties shown on Assessor's Map 30, Parcel 186, Map 42, Parcel 137 to the Conservation Commission for purposes of open space conservation or to do or act on anything thereon.

(Request by the Open Space Committee)

2/3 Majority Vote Required

Selectboard:

Finance Committee:

Open Space Committee:

Conservation Commission:

SUMMARY: Map 30-Parcel 186 is a 2.06-acre wetlands marsh property in Blackfish Creek abutting conservation lands owned by the Wellfleet Conservation Trust and Mass Audubon Society. Map 42 – Parcel 137 is 3.26 acres of wetlands marsh in the Fresh Brook Estuary and abuts the Town owned Bayberry Hill Conservation Land and Trail property off Lt. Island Road.

SECTION V: UNCLASSIFIED ARTICLES

ARTICLE NO. 10 - Special Detail Account for the Fire Department: To see if the Town will vote to authorize the Town Accountant to establish a special detail account for the Fire Department, and to transfer a sum of money from available funds for this purpose, said account to be administered by the Fire Chief through the Town Accountant and Town Treasurer, or to do or act on anything thereon.

(Requested by the Fire Chief)

Selectboard:

Finance Committee:

SECTION VI: BYLAWS, INITIATIVE PETITIONS

ARTICLE NO. 11 - ADOPTION OF ENABLING LEGISLATION TO ESTABLISH SPEED LIMITS: To see if the town will vote to accept the provisions of Chapter 90, Section 17C of the General Laws, (Ter. Ed), which allows the Selectboard to establish a speed limit of 25 miles per hour in any thickly settled or business district in the Town that is not a state highway or do or act on anything thereon.

(Requested by the Selectboard)

Majority vote required

Selectboard:

Finance Committee:

SUMMARY:

SECTION VII: STANDARD CLOSING ARTICLES

ARTICLE NO. 12 – Reports of Boards and Committees: To hear reports of the Selectmen, Town Officers, and all other Committees and to act thereon, or do or act on anything thereon.

(Requested by the Selectboard)

Majority Vote Required

Selectboard:

Finance Committee:

ARTICLE NO. 13 - Other Business: To act on any other business that may legally come before the meeting.

(Requested by the Selectboard)

Majority Vote Required

Selectboard:

Finance Committee:

SUMMARY:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

~ B ~

REQUESTED BY:	Chair ~ Ryan Curley
DESIRED ACTION:	To approve the FY 2023 Budget Policy
PROPOSED MOTION:	I move to approve the FY 2023 Budget Policy as printed in the Selectboard Packet
Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2023**

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

BUDGET COMPLIANCE:

The Budget will be estimated in accordance with all applicable laws and best practices.

BUDGET CHANGES:

The Budget should include financial results for the previous year and the current year to date. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant. The Town Administer is charged with providing the five previous fiscal years and a projected five year budget effective as of the **FY 2024 Budget**.

ENTERPRISE FUNDS:

The Town of Wellfleet shall propose budget for the **Marina Enterprise Fund** that are self-supporting without a property tax transfer. **The Water Enterprise Fund** shall start transitioning to a self supporting fee structure. Enterprise Funds shall assume the indirect costs relating to their operations.

CAPITAL BUDGET:

The Capital Budget includes the replacement of worn out or obsolete equipment and prompt maintenance of facilities are important steps to avoid larger future expenditures which can result from delayed replacement or maintenance. The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will include all capital projects and items with an overall expenditure of at least \$10,000 and a life expectancy of four years or greater. The Capital Budget shall consist of capital requests to be funded from available funds including the tax levy; capital requests to be funded by borrowing shall be set forth in separate articles.

Replacement of vehicles will be reviewed in accordance with the Selectboard's **Vehicle Rollover Policy**. The Selectboard has adopted a revised **fuel-efficient vehicle policy** which shall be considered as part of the proposed budget. Certain capital budget items may be funded by borrowing.

CAPITAL IMPROVEMENT PLAN:¹

The Town of Wellfleet shall propose a five-year Capital Improvement Plan that will encompass any fixed capital project or item with an overall expenditure of at least \$10,000 and a life expectancy of four years or greater. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional O&M costs associated with the capital project or item, including any additional personnel may be required. The Town Administrator shall be charged with developing a **ten-year Capital Improvement Plan starting in FY 2024**.

¹ See Town Charter section 7-5.
Budget Policy FY 2023

The Town Administrator will review and present the recommended FY 2023 Capital Improvement Plan with Department Heads during the fall budget planning process. **The Finance Committee Report** on the FY 2023 Capital Improvement Plan shall deliver recommendations to the Selectboard by November 30th.

BUDGET DEVELOPMENT:

Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by December 1st, 2021. The Town Administrator shall submit the proposed budget to the Selectboard and the Finance Committee on December 20, 2021. Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2022 costs. Required salary adjustments may be proposed in a separate article or articles.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET APPROVALS:

The Selectboard shall approve its proposed budget by the end of January. The Selectboard's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by the end of February. The Selectboard and Finance Committee will hold a budget review for the Police and Fire Departments in January and will seek to hold additional joint reviews if practicable. The Selectboard and Finance Committee shall seek to re-establish joint meetings to review the majority of the proposed budget in future years. The Town Administrator and the Selectboard Chair shall be charged with the responsibility of informing the Finance Committee of Selectboard agenda items that may have a material financial impact on the Town of Wellfleet.

ADDITIONAL REQUESTED BUDGET AMOUNTS:

Additional requested budget amounts above the previous year's budget request must be justified in writing.. Justification and any supporting documents shall be submitted by department heads as part of their budget submission. Priority will be given for requests required to meet legal and administrative obligations of the Town of Wellfleet.

Requests for new or expanded programs or services or substantial increases in ongoing expenditures, programs and services shall be detailed on the FY 2023. Additional Budget Request form (attached) and included with the proposed budget.

NON-PROPERTY TAX REVENUE SOURCES:

The Town of Wellfleet shall continue supporting the user fees, reasonable sponsorships and other non-property tax revenues that may be utilized to help offset the property tax. Fees shall be devised to recoup the costs of a service to the fullest extent possible. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed appropriate. The Town Administrator shall keep an updated list of comparable fees charged by other towns within Barnstable County.

BUDGET TIMETABLE:

Due dates and deadlines are specified in the "Fiscal 2023 Budget and 2022 Annual Town Meeting and Annual Town Election Schedule" to be adopted by the Board. **TBD**

**DRAFT
TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2022**

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

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

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

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

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

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

CAPITAL IMPROVEMENT PLAN:¹ The Town of Wellfleet shall propose a five-year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including whether additional personnel may be required. (The FY 2021 Capital Improvement Plan has been previously approved and can be found on the town web site.

¹ See Town Charter section 7-5.
Budget Policy FY 2022

The Town Administrator will review and present the recommended FY 2022 Capital Improvement Plan with Department Heads during the fall budget planning process. The Finance Committee report on the FY 2022 Capital Improvement Plan shall be delivered by **TBD**.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 20, 2020. The Town Administrator shall submit the proposed budget to the Board of Selectmen and the Finance Committee on December 20, 2020.

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2021 costs. Required salary adjustments will be proposed in a separate article or articles. For the FY 2022 budget the Wellfleet police Union is the only collective bargaining up for renewal.

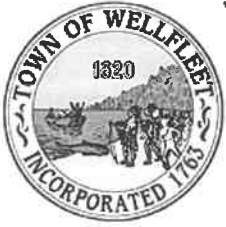
PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET APPROVALS: The Town Board of Selectmen and the Finance Committee shall hold budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in January and in February. Department heads will only need to be present at budget workshops if requested by the Board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

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

Requests for new or expanded programs or services or substantial increases in ongoing expenditures, programs and services shall be detailed on the FY 2022 Additional Budget Request form (attached) and included with the proposed budget.

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

BUDGET TIMETABLE: Due dates and deadlines are specified in the "Fiscal 2022 Budget and 2021 Annual Town Meeting and Annual Town Election Schedule" to be adopted by the Board.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

~ C ~

REQUESTED BY:	Chair ~ Ryan Curley
DESIRED ACTION:	To discuss the FY 2023 Budget Management Goals
PROPOSED MOTION:	I move to approve the FY 2023 Budget Management Goals as printed in the Selectboard Packet
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**WELLFLEET ADOPTS THE FOLLOWING FISCAL MANAGEMENT GOALS FOR
FISCAL YEAR 2023:**

1. Replenish the Stabilization Fund
2. Any one-time source of revenue or the first year shall be placed in the Stabilization Fund until such a time as it is replenished.
3. Build out Wellfleet's financial functions to ensure that the Town's budget is properly administered.
4. Institute financial forecasting.
5. To prepare for an operational override as underlying costs are increasing at a rate greater than the increase in the tax levy.
6. Transition reoccurring predictable costs from the Capital Improvement Plan back into the regular budgets and limit the issuance of new borrowing for such costs.
7. Revenue generated from Community Host Agreements shall solely be used to offset any harm or increased needs for services relating to the sale of marijuana products.
8. Set aside a certain percentage of rental taxes for housing
9. After the Stabilization Fund has been replenished any one-time sources of revenue or the first year of a new revenue stream shall be utilized for housing support.
10. Ensure that departments have quick and accurate access to their YTDs.
11. Continue to evaluate town fees to ensure that they are consistent with the need to recover costs.
12. Reduce the subsidization of the Water Enterprise Fund.

-
- Any new positions shall be valued at a cost that includes both salary and benefits.
 - Any pre-existing vacant positions shall be evaluated for continued need as appropriate for the position. Open positions that are redundant shall be reduced or eliminated.
 - The Town of Wellfleet shall investigate regional opportunities that could lead to realized savings.
 - All staff and volunteers shall pursue grant funding opportunities for capital items or one time expenses to offset costs that otherwise would be borne by taxpayers.
 - The Town Administrator shall regularly review the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.

- The town will continue to provide for an annual Other Post-Employment Benefits (“OPEB”) contribution.
- The Town has reached its policy goal of a Stabilization Fund balance equal to approximately 5.0% of the annual operating budget. The Town will continue to fund the Stabilization Fund to meet the 5% goal. Each year a transfer equal to 5% of the budget growth will be requested.
- To maintain the Finance Committee Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle.
- To maintain a free cash balance equal to approximately 4.5% of the operating budget.

THE BOARD OF SELECTMEN ADOPTS THE FOLLOWING FISCAL MANAGEMENT GOALS FOR FISCAL YEAR 2022:

- To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.
 1. To limit the overall increase in the budgets recommended for the Wellfleet Elementary School and the Nauset Regional School District to 2.5% or less while acknowledging the actual Town of Wellfleet assessment for the Nauset Regional School District and the Cape Cod Regional Technical High School may be above or below that amount due to variances in student enrollment numbers.
 2. To limit the increase in the unclassified accounts budget to 8% or less while acknowledging that the increase in health insurance and the retirement assessment is not controlled by the Town of Wellfleet.
 3. To limit the Fiscal 2022 operating budget for expenditures other than education and unclassified accounts to 2.5% or less.
- The Selectmen's Budget and Financial Management Policy specifies annual capital expenditures (exclusive of items financed by borrowing) of between three and seven percent of the operating budget. The Fiscal 2022 capital budget, based on the same set of operating budget assumptions, should therefore be between **\$ amount to be determined**.
- Not to authorize any new significant program without an identified financing source to pay for said program.
- Not to authorize any new full-time personnel beyond current authorized levels. However, if any such new personnel are needed the positions shall be valued at a cost that includes both salary and benefits.
- Any open positions shall be evaluated and if needed, replaced with part-time or full-time employees as appropriate for the position.
- The maximum utilization of funds from all revenue sources to fund programs.
- Whenever possible and reasonable staff will cultivate productivity improvements that could lead to realized savings.
- Whenever possible and reasonable staff will investigate regional opportunities that could lead to realized savings.
- All staff and volunteers shall pursue grant funding to offset the cost to taxpayers for operations and special projects.
- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.

- The town will continue to provide for an annual Other Post-Employment Benefits (“OPEB”) contribution.
- The Town has reached its policy goal of a Stabilization Fund balance equal to approximately 5.0% of the annual operating budget. The Town will continue to fund the Stabilization Fund to meet the 5% goal. Each year a transfer equal to 5% of the budget growth will be requested.
- To maintain the Finance Committee Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle. The estimated appropriation required to meet this goal for **FY 2022 is \$to be determined.**
- To maintain a free cash balance equal to approximately 4.5% of the operating budget. The estimated free cash balance required to meet this goal for **FY 2022 is \$to be determined.**

FY 2022



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

~ D ~

REQUESTED BY:	Chair ~ Ryan Curley
DESIRED ACTION:	To discuss the budget and all town meeting schedule
PROPOSED MOTION:	I move to approve the FY 2023 budget and all town meeting schedule as drafted in the Selectboard packet
Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

FY 2022 Annual Budget, 2021 Annual Town Meeting and Town Election Schedule

OCTOBER			
DATE	ACTION	WHO	Status
	TA: Prepare draft for Selectboard of 1.) Budget & Annual Town Meeting Calendar; 2.) FY 2022 Budget Policy Statement;	TA	
October 18, 2021	Distribute Capital Improvement Plan to Finance Committee (Charter 7-5-2)	TA	
	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom	
October 26, 2021	BOS FY 2023 Policy Statement and Goals	BOS	
October 31, 2021	FINAL deadline date for BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2) (In future a joint meeting)	BOS/FinCom	
NOVEMBER			
DATE	ACTION	WHO	STATUS
November 6, 2021	Distribute budget materials to department heads	Accountant	
November 30, 2021	Request Annual Reports from officers, boards & committees	EA	
November 30, 2021	Finance Committee submits their report on the Capital Improvement Plan to the Selectboard and Town Administrator (Charter 7.5.2)	FinCom	
November 30, 2021	Finance Committee summary of the Capital Improvement Plan is published in local newspaper (Charter 7.5.3)	Staff	
DECEMBER			
DATE	ACTION	WHO	STATUS
December 1, 2021	DEADLINE for submission of Operating Budget to TA	Dept Heads	
December 3, 2021	Certify Free Cash	Accountant	
December 4, 2021	Special Town Meeting		
December 7, 2021	Selectboard Review of Capital Improvement Plan	BOS	
December 6-11, 2021	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom	
December 31, 2021	Submission of FY 2023 budget documents and budget message to BOS + FinCom. Include FY22 budget documents + message in BOS Packets	TA/ATA	
December 31, 2021	2020 ANNUAL REPORT SUBMISSIONS DUE	Depts/Bds/Committees	
JANUARY			
DATE	ACTION	WHO	STATUS
January 4, 2022	Develop 1st draft ATM Article Index	ATA/EA	
January 4, 2022	Update revenue estimates based on first 6 months of the current fiscal year	Accountant	
?	First day to obtain nomination papers for Town Election (last year 01/07/19)	Clerk	
<i>Confirm with School Committee</i>	BOS MEETING: Submit FY21 Regional School Budget Development Schedule to BOS with packets	TA	
January 5, 2022	Budget materials made available to public	EA	
January 12, 2022	BOS MEETING: Distribute budget packets of the Big 5 Budgets	TA/EA	
January 12, 2022	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2019	EA	
January 12, 2022	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA	
January 12, 2022	Five-year financial forecast for submission to BOS		
<i>Confirm with FinCom</i>	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads	
January 31, 2022	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committees	

FEBRUARY			
DATE	ACTION	WHO	STATUS
Confirm with School Committee	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee	
Confirm with School Committee	BOS MEETING: Review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting	BOS/FinCom Sch Reps	
Confirm with School Committee	TENTATIVE - Receive approved regional school budget	NRSD Bus. Mgr.	
February 10, 2022	Distribute placed Articles to Boards/Committees	EA	
February 23, 2022	BOS MEETING: Review draft of warrant, no action required	BOS	
Confirm with FinCom	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads	
Confirm with FinCom	FINCOM to submit final budget recommendations to TA	FinCom	
February 28, 2022	Deadline for petitioned articles (" <u>Prior to March 1</u> " - Charter 2-4-2)	Registered Voters	
MARCH			
DATE	ACTION	WHO	STATUS
March 1, 2022	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA	
March 1, 2022	Submit Annual Town Report TO PRINTER	EA	
March 5, 2022	Last day to obtain nomination papers for Town Election(MGL c. 53, s. 9A)	Clerk	
March 12, 2022	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	Boards and Ctes	
March 12, 2022	Deadline for certification to Town of NRSD and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees	
March 16, 2022	BOS MEETING: Final Article recommendations and vote on Warrant.	BOS	
March 2, 2022	Planning Board Public Hearing on Any Citizen Petition Zoning Changes	ATA	
March 18, 2022	Final Review of Warrant	TA/ATA/EA	
March 18, 2022	Constable to Sign Warrant (5 copies). Constable to post.	EA	
March 22, 2022	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS	
Week of March 21	FINCOM MEETING	FinCom	
March 26, 2022	Submit Warrant to printer	EA	
March 31, 2022	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk	
APRIL			
DATE	ACTION	WHO	STATUS
April 1, 2022	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk	
April 7, 2022	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk	
April 12, 2022	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer	
April 12, 2022	BOS MEETING	BOS	
April 14, 2022	Finalize Article Motions	TA/ATA/EA	
April 14, 2022	Moderator's conference call with Town Counsel to review and finalize Motions	Town Counsel	
April 19, 2022	Visual Aids for Articles and Motions for ATM (powerpoint it indoors)	EA	
April 26, 2022	FINCOM MEETING: Special meeting immediately preceding ATM	FinCom	
April 26, 2022	BOS MEETING: Special meeting immediately preceding ATM	BOS	
April 25, 2022	ATM ("4th Monday in April unless otherwise provided by bylaw or by action of the Selectboard " - Charter 2-6-1)	ALL	
April 26, 2022	RESERVED FOR SECOND DAY OF ATM	ALL	
MAY			

DATE	ACTION	WHO	STATUS
May 2, 2022	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk	



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

IX

BUSINESS

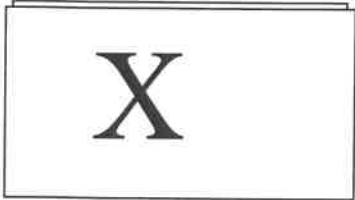
~ E ~

REQUESTED BY:	Chair ~ Ryan Curley
DESIRED ACTION:	To discuss any matters related to Special Town Meeting
PROPOSED MOTION: Summary:	A motion will be determined at the time of the meeting
ACTION TAKEN:	Moved By: _____ Secoded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021



SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

XI

TOWN ADMINISTRATORS & ASSISTANT TOWN ADMINISTRATOR REPORTS

- Please see selectboard packet

To: Selectboard
From: Charles L. Sumner, Interim Town Administrator &
Rebecca Slick, Assistant Town Administrator
Subject: Weekly Report
Date: October 20, 2021

The following is a summary of activities in the Town Administrator's Office for the period of October 13, 2021, through October 21, 2021.

1. Building Department:

I am disappointed to report that I received notice on Tuesday, October 19, 2021, that our very new Building Commissioner Vinny Tirone informed me that he would not be able to serve the Town of Wellfleet. The reasons for the resignation were cited as a call up for military service and the difficulty in obtaining housing on Cape Cod. The good news is that Victor Staley is serving as the Interim Building Commissioner and is making good progress in dealing with a backlog of permits.

2. Finance Committee:

a. Lisa Souve, Mary McIsaac and I do meet with a small team from the Finance Committee everyone week to brief them on our progress dealing with the Town's fiscal issues. These meetings have been productive and help to provide a more detailed summary of our work plan progress.

b. I also attended the Finance Committee's monthly meeting on Wednesday, October 20, 2021, to review the preliminary Capital Improvement Plan for FY2023.

3. Culvert Replacement for Hawe's Pond:

As part of the Route 6 and Main Street Improvement project, the State has proposed an alteration/discontinuance of a small portion of the State Highway layout under Main Street. The Town at some point had requested that MassDOT replace the tide gate with a model that can allow additional ocean water to pass upstream and improve the habitat of Hawes Pond. The alteration/discontinuance is being proposed because there is no need for MassDOT to maintain ownership of the culvert as the State has no vested interest in this waterbody and Main Street is a municipal roadway. The State is willing to pay the costs associated with the design and installation of the self-regulating tide gate with the condition that the Town will take ownership and assume future operations and maintenance responsibility of the culvert. Hillary Lemos, Jay Norton, and I had a meeting with Jill McLaughlin from Stantec to review this concept. We have asked for some additional information on this new system.

4. FEMA COVID Reimbursement:

Thanks to the efforts of Police Chief Hurley we have received notice from the Commonwealth of Massachusetts that our reimbursement request for the prior fiscal year in the amount of \$50,543 has been approved, and we should receive payment in the near future.

5. Media Operations Bid:

The bid document for the Media Operations Services contract were released on October 13, 2021 with a bid opening on November 1, 2021. This bid will include day to day operations of our government channel as well as some one-time costs to upgrade our meeting rooms to allow for hybrid meetings in the future.

6. High Toss Road:

The Order of Taking and plans for High Toss Road has been recorded with the Registry of Deeds by KP Law on October 14, 2021. We will be sending out a final Notice of Taking by Eminent Domain by certified mail to all abutters later this week. This last step will complete this process.

7. Conservation/Health Department Regionalization Discussions:

Hillary Lemos and I met with Alex Morse and David Gardner, the Town Manager and Assistant Town Manager, respectively, this past week to discuss the concept of regionalizing Health and Conservation Services for the Lower Cape. There are currently a few vacancies and employee turn-over highlighted that maybe a different approach might be in order. We will be reaching out to Truro as well on this broad concept. We will also be researching some potential grants in order to more fully explore these possibilities.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

XIII

CORRESPONDENCE AND VACANCY REPORTS

****Please see packet****

From	Subject	Received	Size
Today			
Omodei, The... FW: Conflict of Interest Law Significance of Town Population increase		Wed 10/20/202...	287 KB
Hi Mr. Curley, I have changed the sentence to say "Town of Wellfleet". Theresa			
Ryan Curley Re: FW: Draft Wellfleet Harbor Watershed Plan		Wed 10/20/202...	4 MB
As an attachment.			
Massachuset... Fwd: Massachusetts To Raise Offshore Wind Electric Rates Before They...		Wed 10/20/202...	46 KB
Subject: Massachusetts To Raise Offshore Wind Electric Rates Before They Are Built			
Wellfleet Cha... View and vote for the 2022 Guidebook Cover!		Wed 10/20/202...	76 KB
Now through October 28 at 5pm			
Yesterday			
Curt Felix FW: Draft Wellfleet Harbor Watershed Plan		Tue 10/19/2021...	26 KB
Please do not reply all or reply with anything that could be construed as deliberation per open meeting law. Attached is Scott			
Chris Allgeier WELLFLEET HARBOR DREDGING TASK FORCE - MINUTES OF MEETING...		Tue 10/19/2021...	58 KB
Omodei, The... Conflict of Interest Law Significance of Town Population increase		Tue 10/19/2021...	285 KB
Dear Mr. Curley, Please find a letter that has been mailed this day, October 19, 2021 from the State Ethics Commission, General			
MA Municipa... Join WLG November 5, Free Virtual Meeting		Tue 10/19/2021...	41 KB
< https://www.informz.net/admin31/images/spacer.gif >			
Charles Sum... FW: Letter concerning Route 6 projects in Wellfleet - MA DOT hearing		Tue 10/19/2021...	1 MB
Good afternoon, I simply wanted to share this communication from Superintendent Carlstrom at the CCNS. Charlie			
Wellfleet Cha... Listen & learn about CDP and POAH's Proposal for 95 Lawrence Road		Tue 10/19/2021...	73 KB
Wed, Nov 3 from 5:30-6:30			
MA Municipa... Please see Corrected Registration Link: Come see inspiring speakers at ...		Tue 10/19/2021...	69 KB
Register for MMA Annual Meeting 2021 today!			
MA Municipa... Come see inspiring speakers at MMA Annual Meeting		Tue 10/19/2021...	68 KB
Register for MMA Annual Meeting 2021 today!			
Monday			
Rebekah Eldr... Capital Improvement Plan		Mon 10/18/202...	15 MB
Hi everyone,			
David Ropiak Now is the Time to Find your Governance Solution		Mon 10/18/202...	44 KB
Michael Hurley Wellfleet PD Recruitment Video		Mon 10/18/202...	23 KB
Good morning, I wanted to pass along a recruitment video that Officer Matthew McGue put together and has been working on			
Rich Pauley Wellfleet Boat Rescue - October 17, 2021		Mon 10/18/202...	288 KB
Hello, Yesterday, October 17th, the Wellfleet Fire, Police and Harbormaster's Departments responded to a report of a capsized			
AED Professi... Know For Sure - Add an Extra Layer of Protection against COVID-19 wi...		Mon 10/18/202...	69 KB
Get results in 15 minutes or less with our rapid COVID-19 Tests! Know for sure you're negative before heading out to a gathering or			
Rebekah Eldr... Fwd: DASHBOARD REPORT AND SUPPORTING DOCUMENTATION--SE...		Mon 10/18/202...	26 MB
Get Outlook for iOS < https://aka.ms/o0ukef >			
Last Week			
Owen Fletcher Barnstable County Assembly of Delegates 10/20/21 Regular Meeting ...		Fri 10/15/2021 ...	483 KB
As attached in PDF and available on the web at https://www.barnstablecounty.org/event/assembly-of-delegates-regular-meeting/			
Sara Blandford Re: MLK Walk in January 2022		Fri 10/15/2021 ...	16 KB
I will run it over now, thank you! Sent from my iPhone			
Rebekah Eldr... RE: MLK Walk in January 2022		Fri 10/15/2021 ...	16 KB
Good Morning Sara,			
Sara Blandford MLK Walk in January 2022		Fri 10/15/2021 ...	15 KB
Hello Selectboard, I'm contacting you to ask for your guidance about next steps for our group Artpeacemakers in terms of getting a			
Wellfleet Cul... Extended Deadline for Grant Applications		Fri 10/15/2021 ...	41 KB
Wellfleet Cha... We're all ears!		Fri 10/15/2021 ...	70 KB
Ryan Curley Fwd: 95 Lawrence recommendation [Delay]		Thu 10/14/202...	17 KB
Hi all making you aware of this, 95 Lawrence Rd proposals are going to be delayed again. At our meeting on the 26th we will start the			
MA Municipa... Register: WEMO Leadership Conference October 15		Thu 10/14/202...	46 KB
Register for the WEMO Leadership Conference			
Claudia Cope Re: Pop up Clinic		Thu 10/14/202...	17 KB
So great to hear! Claudia			

From	Subject	Received	Size
Mary Beth R... Great job, Hillary! So happy to help! Thank you, Mary Beth Rodman Principal Wellfleet Elementary School	Re: Pop up Clinic	Thu 10/14/202...	16 KB
Hillary Lemos Just wanted to let you know, we tested 100 people today at the elementary school clinic. We should have results back in 24-48 hours.	Pop up Clinic	Wed 10/13/202...	14 KB
Curt Felix For informational purposes only, not to be construed as deliberation:	RE: Clean Water Last Meeting	Wed 10/13/202...	24 KB
AED Professi... The key to SCA survival is access to an AED within minutes. It takes all of us to be prepared.	Sudden Cardiac Awareness Month - AEDs improve survival chances by ...	Wed 10/13/202...	69 KB
Rebekah Eldr... The Chair has added an item to the open session. I have attached all the material to go with it and the updated agenda. Rebekah	new agenda and packet information	Wed 10/13/202...	192 KB
Helen Miran... Selectboard no reply please. Dear Curt, I apologize if my statement was incorrect. Ryan said you hadn't met since then, at a previous	Re: Clean Water Last Meeting	Wed 10/13/202...	19 KB
Rebekah Eldr... Good Morning,	Meeting Agenda	Wed 10/13/202...	268 KB
MA Municipa... < https://www.informz.net/admin31/images/spacer.gif >	New Mass. Municipal Directory available now!	Wed 10/13/202...	45 KB
Wellfleet Cha... I can send all prior correspondence with Scott as well or you can pick a time period.	Fall in 'Fleet Wellfleet Chamber Monthly Newsletter	Wed 10/13/202...	172 KB
Curt Felix I would recommend a joint meeting with BOS to continue the meeting and respond to questions that came up but were not	Correspondence	Tue 10/12/2021...	19 KB
Curt Felix I voted nay. Sent from my Verizon, Samsung Galaxy smartphone	FW: Follow up	Tue 10/12/2021...	27 KB
lifeexercises Helen has incorrectly stated twice in public that our last meeting was in June. Our last meeting was September 21 a long anticipated,	RE: bos vote	Tue 10/12/2021...	20 KB
Curt Felix The Wellfleet BOS voted to require that they be cc'd on all committee correspondence.	Clean Water Last Meeting	Tue 10/12/2021...	17 KB
Curt Felix MSA Board Seeking New Leaders	bos vote	Tue 10/12/2021...	16 KB
MA Municipa... Hello attached is a copy of the past agenda item requests from the end of August, (Rebekah was keeping a list). I've crossed out t...	Last Chance to Apply for the MSA 2022 Board of Directors	Tue 10/12/2021...	40 KB
Ryan Curley Hi all, I am alerting you to this. I am working with Geoff Day on having him present to the Selectboard in November.	Old Requests for Future Agenda Items	Tue 10/12/2021...	45 KB
Ryan Curley Hi all, Joe Aberdale just called me, he is the only one of the Marina Advisory Committee available tonight and was uncomfortable	Fwd: FW: Fresh Brook, Wellfleet	Tue 10/12/2021...	7 MB
Ryan Curley Wellfleet Cha... Hello all there wasn't a date that worked for everyone on the board for an executive session. I do have an item for scheduling on the	Marina Advisory Committee Updated	Tue 10/12/2021...	15 KB
Wellfleet Cha... Register for the WEMO Leadership Conference	Selectboard meeting tonight, October 12 at 7:00pm	Tue 10/12/2021...	80 KB
MA Municipa... Cape Cod Co... Hello- Please find attached my letter to the Board of Health regarding our latest mask decree. Once again, I seriously hope you will	Register: WEMO Leadership Conference October 15	Tue 10/12/2021...	46 KB
Cape Cod Co... We want you to be able to save a life. Talk to us - we want to help.	Cape Cod Climate Change Collaborative presents Net Zero 2021 Pow...	Tue 10/12/2021...	64 KB
Eric Martinson Hello Selectboard I have been a Wellfleet Taxpayer since 1983 and will become a full-time resident soon as I have just retired in July.	October 7 mask order	Mon 10/11/202...	162 KB
AED Professi... Nancy - thank you for the offer of a basket of oysters from the cove for volunteering, I am back in Wellfleet today and would like to	October is Sudden Cardiac Awareness Month. Are you Aware? Are you...	Mon 10/11/202...	72 KB
Peter Stone Hello all there wasn't a date that worked for everyone on the board for an executive session. I do have an item for scheduling on the	Oysterfest future	Mon 10/11/202...	59 KB
Christopher ... Hello all there wasn't a date that worked for everyone on the board for an executive session. I do have an item for scheduling on the	Re: VOLUNTEERS NEEDED!	Sun 10/10/202...	29 KB
Ryan Curley Hello all there wasn't a date that worked for everyone on the board for an executive session. I do have an item for scheduling on the	Session planning	Sun 10/10/202...	14 KB
Two Weeks Ago			
Jack Peak Hello Friends, Peak Time has been on a bit of a hiatus recently, but we are back now with an episode featuring the Outer Cape	New Peak Time Episode: Outer Cape Climate Committee	Sat 10/9/2021 ...	18 KB
Ryan Curley It's on the agenda. I took my best stab at a possible motion.	Re: Goals and Marina Plan outline	Sat 10/9/2021 ...	16 KB

!	📧	📧	📧	From	Subject	Received	Size	🚩
				Michael DeV...	Goals and Marina Plan outline	Sat 10/9/2021 ...	69 KB	
				Hi Ryan, Sorry for the late submission. Here are my goals and a suggested outline for the Marina Management Plan. If we can get				
				Ryan Curley	Fyi Fwd: CCIWPF revenue update	Fri 10/8/2021 4...	519 KB	
				----- Forwarded message -----				
				Ryan Curley	Nps Land Exchange status	Fri 10/8/2021 3...	14 KB	
				Hi all, evidently there is a some confusion on the NPS land exchange. I forwarded everyone the last communication from town				
				jaymca@aol...	APPROVED MINUTES OF WELLFLEET HISTORICAL COMMISSION MEET...	Fri 10/8/2021 1...	3 MB	
				Attached are the approved minutes of the Wellfleet Historical Commission meeting of September 1, 2021. Best Regards, Jim				
				Helen Miran...	HMW 2021 Selectboard goals.	Fri 10/8/2021 1...	17 KB	
				2021 Selectboard Goals/ Helen Miranda Wilson				
				Wellfleet Cha...	View and vote for the 2022 Chamber Guidebook cover!	Fri 10/8/2021 1...	76 KB	
				Now through October 28				
				Michael Hurley	RE: Mask Mandate	Fri 10/8/2021 1...	36 KB	
				We will get this information out on our social media platform and will have an officer at the testing clinic next Wednesday to assist				
				Hillary Lemos	RE: Mask Mandate	Fri 10/8/2021 8...	123 KB	
				Here you go and thank you for helping to spread the word. Below is the link that went out via civic ready. The only change is that				
				Jay Norton	FW: Questions for Stantec	Fri 10/8/2021 7...	39 KB	
				FYI Ja: R. Norton – DPW Director Department of Public Works Town of Wellfleet				
				Wellfleet Cha...	This Saturday don't miss THE BOMB: Anti-Nuke Songs of the Sixties a...	Fri 10/8/2021 7...	82 KB	
				Featuring Chandler Travis, Kami Lyle, and more– FREE!				
				Jude Ahern	Re: Agenda	Thu 10/7/2021 ...	30 KB	
				And I got sent this email THREE times! Is this your attempt, well after the fact, to act like you are telling people what's on an agenda?				
				Jude Ahern	Re: Agenda	Thu 10/7/2021 ...	29 KB	
				Looks like yet another iam packed, poorly planned meeting!				
				Wellfleet Cha...	Face Covering Order – Effective today, October 7, 2021 in Wellfleet	Thu 10/7/2021 ...	80 KB	
				Hillary Lemos	RE: Mask Order and PCR Testing Opportunity	Thu 10/7/2021 ...	69 KB	
				Attached please find the poster for the testing event. This clinic is open to anyone who may wish to get tested.				
				Hillary Lemos	Mask Order and PCR Testing Opportunity	Thu 10/7/2021 ...	59 KB	
				Good Afternoon: Attached please find the Order from the Board of Health requiring face coverings. The Order was reinstated this				
				AED Professi...	COVID TESTS IN STOCK - COVID-19 Rapid Self & Point of Care Tests	Thu 10/7/2021 ...	89 KB	
				No Shortage here. We have them, they're ready to go.				
				Pelinda Deeg...	Don't miss Housing 101 Workshop. Register now!	Thu 10/7/2021 ...	37 KB	
				Good Afternoon,				
				Rebecca Slick	Welcome Vinny Tirone - Our new Building Commissioner!	Thu 10/7/2021 ...	18 KB	
				Good morning, I'd like to welcome our new Building Commissioner Vinny Tirone to the Town of Wellfleet team! Please stop into the				
				Charles Sum...	FW: Design Public Hearing Comments: Wellfleet – Route 6 & Main Str...	Thu 10/7/2021 ...	341 KB	
				FYI, no replies please. Charlie				
				MA Municipa...	Register: WEMO Leadership Conference October 15	Thu 10/7/2021 ...	46 KB	
				Register for the WEMO Leadership Conference				
				Nancy Civetta	Shellfish Crier: COVID relief grant feedback requested and Shellfish Ad...	Thu 10/7/2021 ...	33 KB	
				Town Shellfish Crier Thursday, October 7, 2021				
				Victor Staley	FW: Victor Staley Town of Wellfleet	Thu 10/7/2021 ...	311 KB	
				Hello All, Attached please find a revised statement from the Certification Committee. Thank you. Victor Victor Staley Wellfleet				
				John Wolf	comments re: Rte.6/Main St.	Thu 10/7/2021 ...	15 KB	
				Greetings to all: Please be advised that I erroneously cc'd the board when I sent my comments to DPW head Jay Norton				
				Jude Ahern	lack of privacy with online system Town uses	Thu 10/7/2021 ...	3 MB	
				It's shocking to me that I get a list of all the Judiths in town when I'm trying to get anything. This Town does not guard our privacy,				
				Jude Ahern	Fwd: Nancy and Chapter 130	Thu 10/7/2021 ...	19 KB	
				Like I said, our Shellfish Constable has no authority, if she will not enforce the most basic provision, notifying the Public.				
				Jude Ahern	cars are not needed to obtain "recreational" shellfish licenses	Thu 10/7/2021 ...	2 MB	
				I am putting my check in the mail today for \$ 60 for my annual permit. I have been down this road before, having a car is not a				
				Mischel, Gre...	FW: Wellfleet DPH recording	Wed 10/6/2021...	88 KB	
				Helen, The Zoom video file with the closed captioning has been uploaded to the MassDOT website, see the links at the bottom of				
				Spencer, Kim...	Victor Staley Town of Wellfleet	Wed 10/6/2021...	334 KB	
				Good Afternoon Victor, Congratulations on your recent appointment to the position of Building Commissioner for the Town of				
				Mischel, Gre...	RE: Comments re. the proposed work on the intersection of Rte. 6 and ...	Wed 10/6/2021...	299 KB	
				Helen, The pdf file attached to your email (attached) contains what appear to be links to additional files, however, the links are				

From	Subject	Received	Size
Helen Miran...	Re: Ex Session Material Fwd: FW: Charles Sumner shared "CONTRACT -...	Wed 10/6/2021...	29 KB
Please, for this discussion, we also need the previous contract, as a basis for comparison. This was missing the last time we had Chief			
U.S. DOT Fed...	Build a Better Mousetrap 2021 Booklet is Ready for Download	Wed 10/6/2021...	25 KB
Ryan Curley	Re: Ex Session Planning, Omaha Rd & Outstanding Court Cases	Wed 10/6/2021...	17 KB
Helen those are for different issues.			
MA Municipa...	Apply Now for the MSA 2022 Board of Directors	Wed 10/6/2021...	40 KB
MSA Board Seekin New Leaders			
Helen Miran...	Re: Ex Session Planning, Omaha Rd & Outstanding Court Cases	Wed 10/6/2021...	10 KB
In the 3 homework files sent for this session, I see no documents relating to Omaha Road.			
Ryan Curley	Ex Session Planning, Omaha Rd & Outstanding Court Cases	Wed 10/6/2021...	15 KB
Hi all, can you respond to the linked doodle poll as to when you might available for an ex session?			
MA Municipa...	Looking forward to IN-PERSON Annual Meeting & Trade Show!	Wed 10/6/2021...	54 KB
Register Now for MMA Annual Meeting & Trade Show 2022			
Jay Norton	RE: Questions for Stantec	Wed 10/6/2021...	39 KB
Thank you Jill!			
Wellfleet Cha...	Don't Miss Your Chance to Get on the Wellfleet Map!	Wed 10/6/2021...	70 KB
mmeadfox	Agenda Placement Request	Tue 10/5/2021 ...	129 KB
Merrill Merrill Mead-Fox mmeadfox@gmail.com			
Hillary Lemos	Fwd: Core Health & Safety Measures at WES	Tue 10/5/2021 ...	46 KB
FYI Sent from my iPhone			
Wellfleet Cul...	REMINDER -- SEEKING PROPOSALS FROM LOCAL ARTS, HUMANITIES ...	Tue 10/5/2021 ...	53 KB
Wellfleet Cha...	Volunteer at the Wellfleet Cemetery Clean-Up!	Tue 10/5/2021 ...	69 KB
Saturday, October 16			
MA Municipa...	Register: WEMO Leadership Conference October 15	Tue 10/5/2021 ...	46 KB
Register for the WEMO Leadership Conference			
Lynn Sussman	Cahoon Hollow Beach Parking	Mon 10/4/2021...	15 KB
Dear Selectmen/Women, My husband and I were looking forward to visiting Cahoon Hollow on the first day of our trip to Wellfleet,			
ciotti_family...	August WHA minutes	Mon 10/4/2021...	16 KB
Jennifer, Hope you are well. Here are the August minutes which I believe are a bit behind my usual timing - better late that never.			
Nancy Civetta	FW: Shellfish Notice for Wellfleet	Mon 10/4/2021...	360 KB
This area will open when Chipman's Cove opens on the last Sunday, in October, which this year is Halloween, Oct. 31. Nancy Civetta			
Charles Sum...	FW: Project File No. 607397 & 609098 comments	Mon 10/4/2021...	36 KB
I sim[pl], wanted to ensure that the SB saw these comments. Charlie			
Wright, Simo...	Shellfish Notice for Wellfleet	Mon 10/4/2021...	361 KB
Good morning, Please see the attached notice. Thank ou. Simone Wright Shellfish Sanitation and Management Program			
Ryan Curley	Reminder FY 2022 Selectboard Goals	Sun 10/3/2021 ...	14 KB
Reminder FY 2022 Selectboard ogoals are due b: Thursda . Thx			
cookpd@co...	Main Street Safety and Wellfleet's Character	Sun 10/3/2021 ...	21 KB
To the Selectboard, You the Selectboard have great authorit on behalf of Wellfleet's citizens to influence desion features at the			
Three Weeks Ago			
Wellfleet His...	Wellfleet Historical Commission	Sat 10/2/2021 ...	3 MB
To the members of the Selectboard,			
MA Municipa...	Here's your October issue of The Beacon from the MMA	Fri 10/1/2021 6...	48 KB
<https://www.informz.net/admin31/images/spacer.gif>			
Michael Shan...	Project File No. 607397 & 609098 comments	Fri 10/1/2021 5...	67 KB
Carrie E. Lavallee, P.E Acting Chief Engineer Massachusetts DOT			
Helen Miran...	Comments re. the proposed work on the intersection of Rte. 6 and Mai...	Fri 10/1/2021 4...	290 KB
Dear Ms. Lavallee, Please find a pdf of the more recent comments regarding the DOT's proposed work in the area of the intersection			
Rebekah Eldr...	FW: Use of public space	Fri 10/1/2021 3...	20 KB
Just wanted to let you know.			
Owen Fletcher	Barnstable County Assembly of Delegates 10/06/21 Regular Meeting ...	Fri 10/1/2021 3...	379 KB
As attached in PDF and available on the web at https://www.barnstablecounty.org/event/assembly-of-delegates-regular-meeting/			
Helen Miran...	Fwd: This Month in the Division of Open Government: Meeting Access	Fri 10/1/2021 2...	66 KB
Begin forwarded message:			

!	D	✉	@	From	Subject	Received	Size	?
				Wellfleet Cha...	Guidebook Cover art due by Monday at 5pm!	Fri 10/1/2021 1...	84 KB	
				yupjake2014	RE: Covid and Oil Spill Only at night , what was our positivity percentage last week ? Sent from Samsung Galaxy smartphone.	Fri 10/1/2021 1...	21 KB	
				Capital Strat...	ARPA Presents Challenges to Overburdened Staff We offer a wide range of services to help manage ARPA funds and projects...	Fri 10/1/2021 1...	66 KB	
				Rebekah Eldr...	letter drafted by Lili Ann Green Good Morning,	Fri 10/1/2021 1...	36 KB	
				janet drohan	Re: Covid and Oil Spill Am available ...Janet drohan Sent from my iPad	Fri 10/1/2021 1...	23 KB	
				Hillary Lemos	Covid and Oil Spill On Oct 1, 2021, at 9:58 AM, Hillary Lemos <Hillary.Lemos@wellfleet-ma.g...	Fri 10/1/2021 9...	20 KB	
				Kmccue@m...	Registration opens for 43rd MMA Annual Meeting & Trade Show! MMA Annual Meeting & Trade Show 2022, will be held in person	Fri 10/1/2021 9...	52 KB	
				Nancy Civetta	Shellfish Crier: October 1 Changes and Chipman's Cove update Town Recreational Shellfish Crier September 30, 2021	Thu 9/30/2021 ...	31 KB	
				MA Municipa...	Opportunity from MA Caucus of Women Legislators	Thu 9/30/2021 ...	46 KB	
				lifeexercises	RE: FW: FFY2022 Municipal Road Safety (MRS) Grant Award Notification Wonderful! Sent from my Verizon, Samsung Galaxy smartphone	Thu 9/30/2021 ...	25 KB	
				OpenGov	Register for OpenGov Transform 2021 (virtual) - Gain Insights from G... Hear from innovative government leaders October 19-21 at OpenGov Transform	Thu 9/30/2021 ...	39 KB	
				Jonathan Fiel...	Question for John Wolf Hi there, John Wolf was recommended to us by the town electrician to help with replacing an intake/exhaust fan system in our	Thu 9/30/2021 ...	14 KB	
				Rebecca Slick	RE: FFY2022 Municipal Road Safety (MRS) Grant Award Notification Congrats!!! Rebecca Slick Assistant Town Administrator	Thu 9/30/2021 ...	26 KB	
				Michael Hurley	FW: FFY2022 Municipal Road Safety (MRS) Grant Award Notification Good Afternoon, Wanted to pass onto the board that the police department was awarded a traffic safety grant in the amount of	Thu 9/30/2021 ...	229 KB	
				Rebekah Eldr...	mosquitos Hi there, I just got off the phone with a very angry resident who stated he had guests come in to visit from California and the were	Thu 9/30/2021 ...	34 KB	
				MA Division ...	Directed Fishery for Atlantic Sea Herring in Area 1A to Remain Closed ... Directed Fishery for Atlantic Sea Herring in Area 1A to Remain Closed Durin Season 2	Thu 9/30/2021 ...	46 KB	
				MA Division ...	2021 Commercial Striped Bass Fishery to Close After October 1 2021 Commercial Striped Bass Fishery to Close After October 1	Thu 9/30/2021 ...	50 KB	
				Dick Elkin	Liaison with Natural Resources Advisory Board Hi, There was a presentation to the SelectBoard on Tuesday, September 28, by the Natural Resources Advisory Board. The	Thu 9/30/2021 ...	18 KB	
				Rebekah Eldr...	RE: WELLFLEET HARBOR DREDGING TASK FORCE - MINUTES OF MEETI... These are all posted.	Thu 9/30/2021 ...	19 KB	
				Chris Allgeier	WELLFLEET HARBOR DREDGING TASK FORCE - MINUTES OF MEETING... Attached are the September 13, 2021 Minutes of Meeting (approved on September 27, 2021). <end>	Thu 9/30/2021 ...	72 KB	
				Ryan Curley	Main St Questions Good morning all, The Main Street portion of the Main Street Rt 6 Project. If you have questions regarding Main St, please prepare	Thu 9/30/2021 ...	15 KB	
				Wellfleet Cha...	SPAT's Wellfleet Oyster Week is WOW! October 1-10, 2021 Event schedule and Auction	Thu 9/30/2021 ...	76 KB	
				Nancy Civetta	Shellfish Crier: Chipman's Outer Bar Opens Tomorrow and October 1 C... Town Shellfish Crier Tuesday, September 29, 2021	Wed 9/29/2021...	30 KB	
				Ryan Curley	Re: Assist Medical Call Sorry for the late replay but great work!	Wed 9/29/2021...	19 KB	
				Rebekah Eldr...	mylar Hi every one, Just wanted to let you know the mylars are now in your office in town hall. There is a special sharpie for your signatures.	Wed 9/29/2021...	34 KB	
				Steven Kopits	Wellfleet Town Administrator Screening Committee I would be pleased to volunteer to serve on the Administrator Screening Committee. I have experience in requesting resumes,	Wed 9/29/2021...	15 KB	
				Cape Cod Co...	Cape Cod Commission Reporter: September 2021	Wed 9/29/2021...	104 KB	
				Wellfleet Cha...	Buy One, Get One Free this weekend at Payomet! Featuring Kat Edmonson on Sat, Oct 2	Wed 9/29/2021...	81 KB	
				janet drohan	Re: Joint Wellfleet Wastewater Meeting Wednesday Sept 29th @ 5pm Thank you Ryan...Janet Sent from my iPad	Wed 9/29/2021...	15 KB	

From	Subject	Received	Size
Ryan Curley	Re: Joint Wellfleet Wastewater Meeting Wednesday Sept 29th @ 5pm	Tue 9/28/2021 ...	5 MB
Attached is the slide show for tomorrow's meeting.			
Ryan Curley	Fwd: Slide show for tomorrow's meeting	Tue 9/28/2021 ...	19 KB
----- Forwarded message -----			
John Wolf/B...	Re: Speed Limit Petition information	Tue 9/28/2021 ...	30 KB
According to the referenced materials in tonight's packet, the provisions of Massachusetts General Laws chapter 90 section 20 A 1/2			
Ryan Curley	FYI Fwd: Culching ?	Tue 9/28/2021 ...	9 MB
Please do not reply to this email.			
Ryan Curley	Fwd: FW: Speed Limit Petition information	Tue 9/28/2021 ...	2 MB
----- Forwarded message -----			
Executive As...	FW: 9/28 Wellfleet Selectboard Comment/Question	Tue 9/28/2021 ...	3 MB
From: Courtney Hemsarh <courtneyhemsarh@gmail.com>			
Executive As...	FW: 9/28 Wellfleet Selectboard Comment/Question	Tue 9/28/2021 ...	26 KB
From: Courtney Hemsarh <courtneyhemsarh@gmail.com>			
Executive As...	FW: Upcoming Selectboard Meeting	Tue 9/28/2021 ...	17 KB
This came in and I wanted you all to have a chance to read it before tonight's meeting.			
MA Municipa...	Register: WEMO Leadership Conference October 15	Tue 9/28/2021 ...	45 KB
Register for the WEMO Leadership Conference			
Ryan Curley	Fwd: FW: East Commercial St Traffic study	Tue 9/28/2021 ...	6 MB
----- Forwarded message -----			
Wellfleet Cha...	Selectboard meeting tonight, September 28 at 7:00pm	Tue 9/28/2021 ...	81 KB
Jeffrey Petru...	Fwd: Mass DOT - Wellfleet Proposed Improvements, Nos.607397 & 60...	Mon 9/27/2021...	23 KB
Hi - here are my comments on the proposed road improvement projects for Wellfleet. Thank you, Jeff Petrucci			
Ryan Curley	Joint Wellfleet Wastewater Meeting Wednesday Sept 29th @ 5pm	Mon 9/27/2021...	174 KB
Good evening all,			
Thomas Siggia	Re: Chipman's Cove - dredging and marketable oysters	Mon 9/27/2021...	15 KB
The meeting was September 27th Sent from my iPad			
Thomas Siggia	Chipman's Cove - dredging and marketable oysters	Mon 9/27/2021...	15 KB
To the Wellfleet Select Board At our SAB meeting on September 17 th, we discussed the dredging of our harbor and the effect on			
Massachuset...	Janet, Nominate Your Municipality for the MMA's 2022 Annual Meeti...	Mon 9/27/2021...	53 KB
Submit your community's entry today!			
Paul Vesel	Subsidized LED Streetlight Conversion	Mon 9/27/2021...	56 KB
Save Money While Upgrading Your Streetlights			
Diane Brunt	Fwd: Update on Supreme Court Case	Sun 9/26/2021 ...	50 KB
Sent from my iPhone			
Last Month			
Helen Miran...	9/22/21 DOT Hearing- Attendee list.	Sat 9/25/2021 ...	63 KB
Sb, no reply please. Dear Everyone, During the DOT Hearing, I entered the question (sent to "Everyone") in the Q&A tab, as to who			
david moriarty	Fwd: Headwind21 Barry Funfar	Sat 9/25/2021 ...	25 KB
Sent from my iPhone			
clamalot@ao...	Road Repair Audubon Way	Fri 9/24/2021 5...	26 KB
To: Members of the Conservation Committee, Shellfish Constable, Audubon, Access Committee, Parties of interest It is my intent to			
MA Division ...	Commercial Scup Possession Limit for 2021 Winter II Period Set at 21,000 Pounds	Fri 9/24/2021 4...	48 KB
Commercial Scup Possession Limit for 2021 Winter II Period Set at 21,000 Pounds			
Ryan Curley	Fwd: Agenda item for Tuesday, Sept. 28th Selectboard meeting.	Fri 9/24/2021 1...	279 KB
Please see the attached letter from Lilli Ann Green. It is on the agenda but the letter was not ready in time for the printed packet.			
MA Division ...	Massachusetts/New Hampshire and Western Maine Spawning Closure...	Fri 9/24/2021 9...	48 KB
Massachusetts/New Hampshire and Western Maine Spawning Closures for Atlantic Sea Herring in Effect			
Mischel, Gre...	FW: Wellfleet - Attendee list	Fri 9/24/2021 8...	62 KB
Helen, Per your request, attached please find the list of attendees of the September 22, 2021 Design public Hearing for the MassDOT			
Rebekah Eldr...	September 28th Packet	Thu 9/23/2021 ...	13 MB
Hi everyone,			
cookpd@co...	No Main Street Shoulders	Thu 9/23/2021 ...	19 KB
To the Selectboard, At the MassDOT hearing last night, it was clear Stantec is feeding us all an ambiguous line about Main Street			

To Board of Selectmen of Wellfleet,

I am asking each of you to drive along Main Street in Wellfleet. Before you reach the library there is a house on the right that belonged to a Mr. Rose who has since passed away. Apparently he had a car repair business at this location years ago. There has always been old, junked cars along the sides of the property. Why this was allowed I do not know. Anyway, since his passing, I understand that one of his sons now resides there. This son has been adding more "junk" to the property and it is now almost out to the street. The Wellfleet transfer station looks much better. If this should continue and you do nothing to have him clean it up, then have him fence in it or declare it a dump annex so that we can all discard our rusty parts there. I live in the neighborhood and am tired of looking at it and having rental families stop and ask what is happening at this location, and why does the town allow such an eyesore to exist. Do we not have any laws about maintaining property?

Also, the Pickard family has a boat storage business along Hamblin Farm Road. It too is an eyesore. They leave old, dirty cardboard all over the place and other boat litter. Their neighbors across the street should not have to put up with this. The Pickards do whatever they please in this town.

PLEASE, do something about these conditions. Wellfleet should not allow this to happen in our beautiful community.

Very truly yours
Dretchen Taylor



Select Board
Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Telephone (508) 487-7003
Facsimile (508) 487-9560

September 27, 2021

Town of Wellfleet
Select Board Chair Ryan Curley
Acting Town Administrator Charles Sumner
Fire Chief Rich Pauley
300 Main Street
Wellfleet, MA 02667


Dear Select Board Chair Curley, Acting Town Administrator Sumner, and Fire Chief Pauley,


On September 9th the unthinkable happened. A Cape Air flight with six passengers and a pilot, bound for Provincetown Municipal Airport, crashed into the woods near the airport and burst into flames. Due to the quick thinking of Provincetown Fire Chief Mike Trovato, a comprehensive emergency rescue plan was put into action with help from first responders from Brewster to Provincetown. As a result, everyone was rescued from the crash site. This coordinated effort saved the lives of all seven on the plane, who were transported to Cape Cod Hospital for care.

The action plan was not limited to the crash site. There were units from all across the Outer Cape who covered for those departments who were working at the crash site. This well executed effort made sure that each town had public safety protection. It is with great appreciation that we thank your first responders and law enforcement for the incredible job they did on September 9th. Lives were saved because of their dedication to public safety and each other.

With Appreciation,

Provincetown Select Board


David Abramson, Chairman


Robert Anthony

Louise Venden



John Golden, Vice Chair


Leslie Sandberg





October 2021

Dear Wellfleet Community Member,

We, the members of the Wellfleet Elementary School Playground Committee, are writing to request your support, *in the form of a letter*, for a new playground at Wellfleet Elementary School.

As you may or may not be aware, the children of Wellfleet have been without a playground at Wellfleet Elementary School for over a year. The old, familiar structure had weathered the effects of many Cape Cod seasons and withstood the love and play of countless children from our community and beyond. The resulting wear brought about safety concerns that forced the decision to remove it entirely, leaving the children of our school with an empty lot to play upon.

Although we planned for a new playground in 2020, two unanticipated and costly building needs had arisen, pushing the planned construction back to the summer of 2023. *The WES Playground Committee is hopeful that with support from people like you, we may be able to secure funding from the Community Preservation Committee and give our children a place to play much sooner than that!*

The Wellfleet Elementary Playground Committee seeks a vendor that can design and build a quality playground that is accessible for all children ages 5-12 and encourages play, creativity, exploration, and well-being. We envision it as a place that will serve children and families year-round for many years to come.

As an important and influential member of our community, *we are looking for your support in the form of a letter*, returned, in the self-addressed stamped envelope to:

**Wellfleet Elementary School Playground Project
100 Lawrence Road
Wellfleet, MA 02667**

If you have any questions or would prefer to send your letter as an email attachment, please email the WES Playground Committee at rodmanm@nausetschool.org.

Lastly, we have included questions below to assist you when composing your letter of support:

- Are you in support of a new playground at Wellfleet Elementary School?
- What do you believe are some child development benefits of a playground?
- What do you believe are some community benefits of a playground?
- What personal reasons might you have for supporting this project?

Thank you, in advance, for your time and support, investing in our children and in this important community project.

Gratefully yours,

Wellfleet Elementary School Playground Committee





Alzheimer's Family Support Center of Cape Cod

Until there's a cure, there's community.
2095 Main Street, Brewster, MA 02631

Dear Friends and Colleagues,

We hope this letter finds you enjoying the transitional time from summer to fall. This is the time of year when we usually get to see so many of you at one of our fundraising events, whether an art auction, a cultural event, our walk in Harwich, or at our largest fundraiser of the year, the Walk for Alzheimer's in Provincetown. We had planned on seeing you all again next month, but because of the uptick in COVID-variant cases, we will be doing our walk virtually again this year.

Sadly, over the last 18 months, COVID has influenced so many things: what we do, how we socialize—and how we fundraise. In March of 2020 the AFSC made a quick pivot to online services; our challenge now is to maintain our online option while bringing back in-person meetings. This is why the Virtual Walk for Alzheimer's, our only fundraiser this year, is so important to us.

From now until November 1, please walk with us! Whether you take a stroll through your neighborhood, go for a walk in the park, or hike up a trail, we need your help to make sure we keep a full array of online and in-person free services for families and individuals living with Alzheimer's and other dementia-related diseases. In this mailing is a walk sign-up sheet to share with your friends and family.

Although our walk will be held virtually, we will have hubs set up throughout the Cape on Sunday, October 17, where you can drop off donations, pick up AFSC t-shirts, goody bags from Cosmos catering, and maps for walks in each area. **Hubs will be active from 10 am until 2 pm. Locations are:**

- **PROVINCETOWN – Town Hall, 260 Commercial St.**
- **BREWSTER – Drummer Boy Park, Rte. 6A in West Brewster**
- **HYANNIS – Neurologists of Cape Cod, 46 North St.**
- **FALMOUTH – Falmouth Human Services, 65A Town Hall Square**

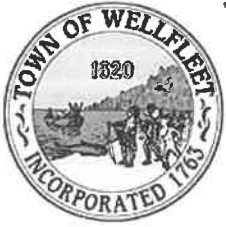
Also included in this mailing is information about our Alzheimer's Day of Culture featuring a sneak screening of *HAVE YOU HEARD ABOUT GREG?*, a feature-length documentary about Cape Cod author Greg O'Brien (*ON PLUTO: INSIDE THE MIND OF ALZHEIMER'S*).

To donate or sign up for any of these events, you can visit our website at www.alzfamilysupport.org, send an email to info@capecodalz.org, or call us at (508) 896-5170.

With gratitude,

Molly Perdue, Melanie Braverman, and the AFSC Team

(508) 896-5170 • www.alzfamilysupport.org • info@capecodalz.org



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021

XIV

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes for September 28, 2021
PROPOSED MOTION:	I move to approve the Minutes for September 28, 2021, as printed in Draft form
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**Wellfleet Selectboard
Tuesday September 28, 2021; 7pm
Meeting Minutes**

Members Present: Ryan Curley, Chair; Michael DeVasto, Vice Chair; Janet Reinhart, Helen Miranda Wilson, John Wolf

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Michael Hurley, Police Chief; Chief Rich Pauley, Fire Chief; Nancy Civetta, Shellfish Constable; Kory Banning, Missing Voices, LLC; John Riel, Natural Resources Advisory Board; Jay Norton, DPW Director; Bradley Reichard, Resident of Wellfleet; Suzanne Grout-Thomas; Director of Community Services; Lili Ann Green, Representative for Wellfleet; Will Sullivan, Harbormaster; John Riel, Natural Resources Advisory Board; Ruth Bishop, Wellfleet Resident; Chris Allgier, Chair of the Dredging Task Force; Rebecca Slick, Assistant Town Administrator

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.

Chief Hurley announced to the public that this coming weekend was the Oysterfest week beginning this Saturday October 2, 2021; and informed them that Sunday October 3, 2021, was the 5k road race and in the evening, there will be a bonfire at mayo beach and there would be some road closures.

Eldridge announced to the Board that the Mylars for the High Toss Road taking were now in the Selectboard office at town hall ready to be signed by the board.

Wilson reminded everyone that if anyone wanted to contact DOT with comments about the hearing, they had 10 days to get their comments to DOT.

II. *Explanation of Consent Agenda Procedures*

Chair Curley gave the board and public an explanation of what a consent agenda is and how it works. Explaining this would help the meeting to move more fluidly.

III. *Consent Agenda* Approval without objection is required for the following items:

A. To accept the appointment of Building Commissioner ~ Interim Town Administrator Charles Sumner

B. To accept the appointment of DPW Superintendent ~ Interim Town Administrator Charles Sumner

Without objection the Chair declared the above items approved.

IV. *COVID-19 Updates and Recommendations*

There were no updates to be given.

V. *Public Hearings*

Chair Curley opened the Public Hearing:

DeVasto recused himself from this portion of the meeting.

A. Discussion and vote on potential of opening up specific areas of Chipman's Cove on September 29 for commercial harvest only in order to mitigate potential silting over and mortality of shellfish resources due to dredging-related impacts. ~ Nancy Civetta, Shellfish Constable

Civetta spoke to the Board regarding Chipman's Cove stating there was an abundance of wild oysters at this location. She gave reasons to the Board why she wants to open the Cove to commercial shell fishermen stating with the dredging beginning October 1, 2021, the fear of silt covering and potentially killing the wild oysters. Allowing them to harvest oysters will help the oysters. She showed maps and pictures of the oysters to better explain her position.

Wilson asked if there was a separate boat needed to harvest the oysters. Civetta asked the Selectboard to give the shellfish department some discretion and stated if the area is being harvested faster and at a greater capacity, they would shut the Cove down sooner than the listed date.

They discussed opening the Cove in greater detail. Chair Curley questioned if this was to be just commercial. Civetta explained her reasoning for opening only to commercial fishing as having recreational harvesting could become unruly and they are only allowed to take one basket which wouldn't be the number of oysters they need to be removed from that area.

Board Member Wilson Moved; Board Member Wolf Seconded; and it was voted to approve the opening of the outer bars of Chipman's Cove adjacent to dredging area 1 as clarified by the shellfish department on September 30, 2021, as allowed under 6.4.1, commercial harvesting only in order to mitigate potential silting over and mortality of shellfish resources due to dredging related impacts.

Roll Call Vote: 5-0

B. Use of Town Property Fee Schedule ~ Selectboard Chair Ryan Curley

Chair Curley began discussing the fee schedule. DeVasto stated he felt the nonprofit fees were a little higher than he felt comfortable with. The board discussed the list of fees provided and what they felt was a good amount to charge and some concerns they had. There was discussion about certain classes that were held on the beach that made a decent profit and other classes that weren't so fortunate. This discussion continued so that all members were able to voice their opinions and concerns.

The Board asked both the fire and police chief if they had comments or concerns. Chief Pauley explained that each event is charged an hourly rate for the staff from both fire and police departments. He stated that the coverage is paid separately by the event coordinator. Chief Hurley stated a lot of the services required by these events are covered per the union and event staff. He continued to explain that these events take a lot of planning at the cost of the town as they can be very time consuming. He stated this should be taken into consideration when deciding the fees.

Norton explained that in terms of the DPW his department wasn't really involved with these events. Stating they have never invoiced for the events. The only event that the DPW has charged for the was the Oysterfest.

Chair Curley stated the board needed to look at the impact these fees have on the residential taxpayers. The discussion continued, discussing the size of events and the number of staff needed for these events. Thomas asked about the enforcing of an event held without the Board's permission. Administration would be in charge of enforcing the fine related to this infraction.

Chief Pauley again, that once the staff is committed to an event they are unable to be released, giving an example that if there were a fire during an event they would be unable to respond and need backup from other towns. Chief Hurley agreed.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to amend the proposed fee schedule to state after each proposed fee that all fees may be adjusted by the Selectboard as appropriate on a case-by-case basis.

Roll Call Vote: 5-0

Board Member Wilson Moved; Board Member Reinhart Seconded; and it was voted to approve the Use of Town Property Fee Schedule as printed in the Selectboard Packet and then amended.

Roll Call Vote: 5-0

VI. *Use of Town Property*

A. Macs on the Pier ~ Interim Town Administrator Charles Sumner

Sumner updated that board that he was in discussion with Mac Hay (owner of Macs on the Pier). He discussed having a license between Mac and the Town for the use of the tables on the beach at Mac's. He continued stating that there was a license drafted with dates and maybe having an automatic renewal, so it won't have to come before the board every year. He continued to explain the details and what needs to be done moving forward, giving some issues that Mac has raised to Sumner. He spoke to the Board about a letter he received expressing some concerns about the parking and the increase of picnic tables in the last few years. The Board had questions for Sumner regarding the concerns. It was pointed out that there are other restaurants that utilize the parking at the marina not just Macs. The number of tables was discussed and stated that the Board of Health may want to weigh in on the number of tables allowed on the property. The Board continued to discuss the legality of a lease or agreement with Macs. It was asked of Sumner what he would like from the Board at this meeting? He explained that he was needing the conversation to take place so he had a better idea moving forward and he will continue to work on a plan.

B. Missing Voices, LLC. ~ Kory Banning ~ Town Pier ~ Time to be Determined ~ 10/18-11/20

Chair Curley asked a few questions regarding this production. Banning explained that this is a movie that would be released on a streaming service. Chair Curley asked Sullivan if he saw any issues with this production being done at the marina. Sullivan informed the board. Banning explained that he didn't have a specific date, but he received a date before the meeting. October

19, 2021. The Board discussed an appropriate fee for this production because it was very light with not much usage of the town.

Board Member Wolf Moved; Chair Curley Seconded; and it was voted to approve the use of the town pier on October 19, 2021; for a fee of \$300.

Roll Call Vote: 4-0

VII. *Board/Committee Appointments and Updates*

A. Natural Resources Advisory Board ~ John Riel

1) Harbor Management Plan ~ NRAB

Riel gave a brief summary and explanation of the Harbor Plan that the NRAB put together, he explained there are four chapters in the plan. He explained all the departments they worked with to put together this plan.

The Board had questions concerning the black custard, the smell and the dredging. They discussed this plan in detail and at great length.

Board Member Reinhart Moved; Chair Curley Seconded; and it was voted to approve the Natural Resources Advisory Board dated August 21, 2021, and as presented by the Chair of the Board John Riel.

Roll Call Vote 4-0.

2) Wellfleet Harbor Flora and Fauna Survey Article for Special Town Meeting ~ NRAB

Riel presented to the Board this article that the Board was hoping to have inserted into the Special Town Meeting Warrant on December 4, 2021. He continued with why this survey is needed and important to the town. The Board discussed the need for this survey and some members had issues with spending this amount of money on a survey. Riel gave an explanation on the importance and stated that the other studies and surveys that have already been completed will be put together with the new survey. Sumner explained the wording to this article can be changed it can just be put in as a place holder for now.

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to insert and recommend the Article for the Wellfleet Harbor Flora and Fauna Survey as recommended by the Natural Resources Advisory Board into the 2021 Special Town Meeting Warrant.

Roll Call Vote: 4-0

3) Natural Resources Advisory Board Charge Article for Special Town Meeting ~ NRAB

Riel Asked the Board if they could wait on a vote for this tonight and stated he would like to bring to the Board the issues that they are facing now. He continued stating that the NRAB and Shellfish Advisory Board work very well together and stated that the charter for the boards have some issues that need to be fixed. He stated he would like a clearer statement for each group. He continued that there is more work to be done with the boards charge and they will continue that work and bring it back before the board. This will come back before the Board when it is completed.

- B. COA Advisory Committee Amended Charge ~ Selectboard Chair Ryan Curley
Chair Curley explained to the rest of the Board that he did go in front of the COA, and they were in favor of amending the current charge.
There were no questions regarding this change.
Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to amend the Council on Aging Advisory Board's Charge as printed in the packet.
Roll Call Vote: 4-0

- C. Seashore Advisory Council Letter ~ Lili Ann Green
Green gave a brief overview of the letter to the Advisory Council and the importance of sending this letter to the correct state representatives.
Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve the letter and send it to Senators and State representatives as listed in the packet and signed by the entire Selectboard.
Roll Call Vote: 4-0

VIII. Business

- A. Special Town Meeting, Date Time & Location ~ Chair Curley spoke to the Board that there is confirmation of the Nauset High School Gymnasium for 10am on December 4, 2021.
Chair Curley Moved; Board Member Reinhart Seconded; and it was voted that the Town of Wellfleet hold a special town meeting on December 4, 2021, at 10am to be held at the Nauset Regional High School Gymnasium in Eastham Massachusetts.
Roll Call Vote: 4-0
- B. Town Administrator Search Consultant, RFP or Alternatives ~ Selectboard Chair Ryan Curley
Chair Curley spoke to the Board regarding hiring a consultant when conducting a Town Administrator search. Curley asked Sumner to weigh in with this. The Board discussed whether hiring a consultant is important and the pros and cons of doing so. Sumner gave different reasons why a consultant would be a good idea stating that a firm might have a better list of applicants. The Board continued to discuss the application policy for people who were applying to be on the hiring committee, going into details on the process.
Chair Curley Moved; Board Member DeVasto Seconded; and it was voted for the town to issue an RFP as printed in the packet.
Roll Call Vote: 4-0
- C. SLFRP /CARES Reimbursement Disbursement ~ Selectboard Chair Ryan Curley
Chair Curley spoke to the Board explaining these are funds that the town receives as part of the Cares Act. He explained that there are certain uses that

this money can be used for and explained what those uses were. He expressed his desire to use this money for affordable housing. The Board discussed this with Sumner and each other.

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to dedicate all SLFRP/CARES monies as allowed not used by administration to be given to affordable housing and affordable housing assistance.

Roll Call Vote: 4-0

D. East Commercial Street and Main Street Speed Limit Petition ~ Bradley Reichard

Reichard thanked the Board for allowing him to participate in their meeting. He passed the meeting over to Ruth Bishop where she could explain what they are proposing. Bishop began explaining that the state of Massachusetts in 2016 passed a law allowing each town government to vote each town government vote this law into their bylaw. She asked the Selectboard to have this in the special town meeting warrant so if its passed the Selectboard can lower the speed limit on Main Street from 30MPH down to 25MPH. They explained they had more than 50 signatures. Chair Hurley explained the Board would have to draft an article for the Special Town Meeting in December under the advice of town counsel and then the residents would vote to adopt it into Wellfleet's Bylaws.

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to have the selectboard prepare on the advice of town counsel a warrant article for special town meeting to see if the town will vote to accept the provisions of General Laws Chapter 90 Section 17c relative to the establishment of a 25mph speed limit municipal ways and thickly settled their business districts within the town.

Chief Pauley questioned if the police chief was consulted about this change because this will need additional staff to enforce. Chief Hurley spoke to the board stating that his Lieutenant spoke with the DPW director and there weren't issues with this but he agreed with the fire Chief staff will be needed.

Roll Call Vote: 4-0

E. Dredging Clerk of the Works ~ Interim Town Administrator Charles Sumner Allgier spoke to the Board stating he was happy to do this job for the town and he gave some background of his work. The Board thanked him for his hard work.

Chair Ryan Curley Moved; Board Member Reinhart Seconded; and it was voted to appoint Chris Allgier as Dredging Clerk of the Works.

Roll Call Vote: 4-0

- F. Accept the Provisions of at 940 CMR 29.10 ~ Selectboard Chair Ryan Curley
Chair Curley stated this is a simple majority vote of the board and he explained he meant to have this on the previous agenda.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to accept the provisions of 940CMR CMR 29.10

Roll Call Vote: 4-0

The Board discussed the prior vote on the letter that was sent to DOR and then it was voted to amend that letter.

Board Member DeVasto moved; Board Member Reinhart Seconded; and it was voted to amend the letter to state that the Wellfleet Selectboard is seeking a waiver within the project area that the shoulder be the minimum allowed and that a share the road for bicycle accommodations be put into place for the 5-foot design.

Roll Call Vote: 4-0

- G. 2022 Selectboard Goals ~ Selectboard Chair Ryan Curley
Chair Curley stated that this was to go over the prior year goals stating he was aware the year didn't go as planned. The Board discussed their goals and how to fulfill them. The Board stated they will go over their goals at the next meeting.

IX. Selectboard Reports

Chair Curley stated he has been in touch with Jay Norton and Jill Maclughlin to go over the route 6 and Main Street project. HE also stated he went to the joint meeting between the Board of Health, Conservation Committee meeting explaining there is still some disagreement between the boards.

X. Town Administrator and Assistant Town Administrator Report's

A. Sumner gave a summary of his written report that was in the packet. He discussed the meeting with DOR and staff, he stated it was in decent shape for now. He stated he is moving the town audit up so that he, Mary McIsaac, and Lisa Souve can meet with the auditor and understand the issues and moving the town finances forward this meeting will take place December 13, 2021. He discussed the tax bills. He explained some challenges that he and the accounting team have run into. He also discussed cash reconciliation for the town and that is a main issue they are working on. He continued that the finance team meets every other week to discuss the plans moving forward.

B. Slick spoke to the Board giving a brief summary of her report. She stated to the Board that 95 Lawrence Road task force has been working very hard to find the developer for the project. They are hoping to have a decision by October 26, 2021. She also explained to the Board that she is working on a water system bid and a bid package was put together and will be going out. She gave more details on her RFP's.

- XI. Topics for Future Discussion**
 - A. Discussion of Budgets
 - B. Discussion on Town Meeting
 - C. Discussion of a Town Administrator Search Committee he would like to schedule these for October 12th and the appointments on the 26th.
- XII. Correspondence and Vacancy Reports**
 - A. Please see the packet for full report of correspondence
- XIII. Minutes**
 - A. August 27, 2021; ~ Chair Curley wanted to go through the minutes of the 27th. so they waited on those minutes
 - B. September 14, 2021, ~ **Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to accept the minutes as printed.**
Roll Call Vote: 4-0
- XIV. Adjournment**
 - Chair Curley Moved; Board Member Wolf Seconded; and it was voted to adjourn the meeting.**
Roll Call Vote: 4-0

Meeting Adjourned: 10:03pm

***** Public Documents:**

Explanation on consent agendas document
Public Hearing documents regarding Chipman's Cove
Public Hearing documents regarding use of town property fees.
Applications for Use of Town Property
Applications for Board Committees and Boards
Natural Resources Advisory Board article for special town meeting
Dredging Harbor Plan put together by the Natural Resources Advisory Board
Seashore Advisory Letter
Signed Petition for the speed limit change on Main Street
Town Administrator and Assistant Town Administrator's Report
Correspondence sent to the Selectboard
Minutes of August 27, 2021, and Minutes of September 14, 2021



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: October 26, 2021



ADJOURNMENT

REQUESTED BY:	Selectboard Chair Ryan Curley
DESIRED ACTION:	To Adjourn
PROPOSED MOTION:	I move to Adjourn
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____