



## Wellfleet Selectboard

**Note: Start Time of 7pm**

The Wellfleet Selectboard will hold a public meeting on **Tuesday, October 27, 2020, 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. Watch a livestream on Wellfleet's YouTube Channel located at the following link:  
[www.youtube.com/c/wellfleettownmedia](http://www.youtube.com/c/wellfleettownmedia).
2. Join the meeting hosted in Zoom by using the following link:  
<https://zoom.us/j/98788085014?pwd=VjN4bGtBaml4YmtGQjNiZEFUVk1QZz09>
3. 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: 987 8808 5014 | Passcode: 063835**
  - 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.
4. You may also listen to the meeting by calling in on a phone to **+1 929 205 6099** and enter **Meeting ID: 987 8808 5014 | Passcode: 063835** Landline callers can participate by **dialing \*9 to raise their hand**.
5. You may submit questions and comments to the Town using the following email:  
[executive.assistant@wellfleet-ma.gov](mailto:executive.assistant@wellfleet-ma.gov) Comments made during the meeting via e-mail will be sent to Selectboard members AFTER the meeting.
6. Meeting materials are attached to this agenda, available online at [Wellfleet-ma.gov](http://Wellfleet-ma.gov). It is recommended that phone participants access materials in advance of the meeting.
7. **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.
8. 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.

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### 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. **COVID-19 Updates and Recommendations**

Town of Wellfleet

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Selectboard Agenda

Meeting materials are available on the Town of Wellfleet web site: <http://www.wellfleet-ma.gov>. Motions may be offered and votes may be taken by the Board on any agenda item except for Announcements & Public Comment

- A. Cashflow Update & Proposed Short-Term Borrowing
  - B. Return-to-Work Plan
- III. **Board/Committee Appointments and Updates**
  - A. Council on Aging Advisory Board – Request to Change Name of Senior Building
  - B. Rights of Public Access Committee – Conflict of Interest Disclosures for Sonya Woodman and Melissa Yow
  - C. Municipal Affordable Housing Trust Fund
- IV. **Business**
  - A. Request to Place Stairwell between the Town Hall Parking Lot and the Historical Society and Museum [Chair]
  - B. Marina Fuel Tanks Update [Curley]
  - C. Recommended changes to Town Accountant Position to Finance Director/Accountant [Town Administrator]
  - D. Request for a Temporary Seasonal Allowance of Direct Sales of Shellfish Letter. Seasonal Allowance of Direct Sales of Shellfish Letter, and the Draft Guidelines for Direct Shellfish Sales [Curley]
  - E. Revision of Selectboard Policy on Obtaining Legal Opinions. [Curley]
  - F. Fuel Efficient Vehicle Policy Revision [Curley]
- V. **Selectboard Reports**
- VI. **Town Administrator's Report**
- VII. **Topics for Future Discussion**
- VIII. **Correspondence Report**
- IX. **Minutes**
  - A. October 13, 2020
- X. **Adjournment**



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

II

### COVID-19 UPDATES AND RECOMMENDATIONS – A

<b>REQUESTED BY:</b>	<b>Town Administrator</b>
<b>DESIRED ACTION:</b>	<b>Cashflow Update &amp; Proposed Short-Term Borrowing</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the use of short-term borrowing, as recommended by the Treasurer, in the amount of \$ 1,021,395.00.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



## TOWN OF WELFLEET Office of the Treasurer

Memo

October 20, 2020

From: Treasurer Miriam Spencer

To: Wellfleet Select Board  
Maria Broadbent, Town Administrator  
Michael Trovato, Assistant Town Administrator

Re: Cashflow Update & Proposed Short-Term Borrowing

Below are the updated account balances as of 10/20/20.

<b>Cash Bank Acct.s</b>	<b>Balances</b>
General Fund	2,430,107.89
Online Tax Collections	70,324.13
Ambulance Acct	43,008.94
Beach Credit Cards	22,101.50
COA Credit Cards	20.06
Recreation Credit Cards	2,388.09
Gen. Investment MM CC5	111,851.32
Gen. Investment MM Coop of CC	338,610.63
<b>Total Cash on Hand</b>	<b>3,018,431.51</b>
Gen. Stabilization Acct. Balance	962,388.57

With the recent deposit of the June – September Rooms Tax in the amount of \$554,783, and \$74,232 in prepaid RE taxes, the Town's cashflow picture is somewhat less concerning than in weeks past. Setting the tax rate is still in progress, but according to Rich Bienvenue, the ATA/Finance Director from Eastham who is aiding our efforts in this process, we should be ready to submit our paperwork to the Dept of Revenue in the next couple of weeks. Once the DOR approves the tax rate it will be another couple of weeks before the bills are processed and sent out by the vendor.

In the meantime, a \$1,021,395.00 assessment payment to NRSD is due on December 1. I recommend short-term internal borrowing to cover that payment until tax receipts begin to flow more freely. This borrowing requires approval from the SB but requires no other action by the Board and does not come with interest or service fees.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

II

### COVID-19 UPDATES AND RECOMMENDATIONS – B

<b>REQUESTED BY:</b>	<b>Health Agent</b>
<b>DESIRED ACTION:</b>	<b>Return-to-Work Plan</b>
<b>PROPOSED MOTION:</b>	<b>TBD</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

## **Covid-19 Office Site Visits**

**October 7, 2020**

**Submitted by Hillary Greenberg, Douglas Guey-Lee, and Janet Drohan**

Town Hall

### **Collector's Office**

Two staff, desks 6' +apart, windows available to open, Dutch door

### **Accounting**

One staff, interoffice copier, intake baskets for all town departments, Dutch door, windows available to open

#### **Action Items:**

Move copier to back hallway

Install sanitizer next to new copier location

Move turnover basket outside door for staff to utilize

### **Treasurer**

One staff, Window available to open

### **Assessing**

Two staff, interoffice copier, windows available to open

#### **Action Items:**

Move two desks to be at least 6' from one another

Move copier for easier access and away from both desks

Keep copier for assessing department use only

### **Town Clerk**

Occasionally two staff, mobility needed to deal with the public regularly, windows available to open, Dutch door

Discussed safety for early voting and use of plexi-glass, face masks, and shields

#### **Action Items:**

Space to be occupied by only one person

### **Administration**

Two staff, windows available to open, Dutch door

#### **Action Items:**

Move desks further apart to increase separation distance and angle one desk away from the other

**Assistant TA**

One staff, window available to open

**Water Department/CPC Admin**

Two staff, two desks, window available to open, Dutch door

**Action Items:**

Relocate one employee from this space, there is no possible way to provide 6' separation for two employees in this space.

**Room 206**

To become Financial Director's Office

**BOS Office**

Windows available to open, adequate spacing for an employee

**IT**

One staff, window available to open

**Basement**

Available for back up work space or overflow

**General Action Items:**

Open windows in hallways and office spaces when appropriate

Place sanitizers by shared equipment

Keep office doors closed when no mask is in use if other employees need to enter the space

Order desktop HEPA filters when requested or if desired

I reviewed the reports on file for IAQ at town hall completed in 2012, 2008, and 2004 and there were no detection of alarming health concerns. There was mention of the HVAC as being designed as a closed loop heat and cooling system in that fresh air is introduced through passive means, such as opening doors and windows. It appears the system was originally designed in 1997 and over time, expense and other factors necessitated the closing down of exterior louvers. DPW would certainly have more knowledge of this.

## **Covid-19 Office Site Visits**

**October 7, 2020**

**Submitted by Hillary Greenberg, Douglas Guey-Lee, and Janet Drohan**

Department of Public Works

### **Health, Conservation and Building**

Space shared by 5 staff (4 currently with Building Inspector vacancy), Health Agent and Building Inspector have an office with a window and a door. Three staff share the other space with little room to social distance. A shared copier and shared files are also in this space in close proximity to desks. Copier and files are shared with staff in the conference room. There are two windows in the shared space that can be opened and a main door that can be closed/opened and a service window with a sliding door.

### **DPW**

Space shared by 5 staff, DPW Director and Assistant DPW Director have an office with a window and a door. Three staff share the other space with little room to social distance. A shared copier and shared files are also in this space in close proximity to desks. There are two windows in the shared space that can be opened and a main door that can be closed/opened

### **Conference Room**

Space utilized by DPW staff in the morning (9 people) and later used by a part time plumbing inspector (Tuesday and Thursday 8:30-9:30) and a part time electrical inspector (Tuesday and Thursday 9:30-10:30), a part time recording secretary (Wednesday and Friday), and 2 AmeriCorps members (one serving on Tuesday and one serving on Wednesday).

### **Action Items:**

Discuss options with new Building Inspector

Possible options include:

- Move copiers to an area away from desks
- Install sanitizer next to new copier location
- Separate Building, Health and Conservation Departments
- Divide conference room into two department spaces
- Rearrange current work space and relocate one full time employee in each office to provide required separation
- Consolidate part time employees into one work space
- Investigate alternative filing options to free up space
- Investigate allowing for and isolating public access to the building

### **General Action Items:**

- Open windows and doors in the building when appropriate
- Place sanitizers by shared equipment



Keep office doors closed when no mask is in use if other employees need to enter the space

I reviewed the reports and documents on file for IAQ at the DPW Building completed in 2009, 2010, 2012, and 2014. Over the years, deficiencies have been identified and corrective actions have been taken. Fresh air is introduced into this building as part of the HVAC system. DPW would certainly have more knowledge of this.

## **Covid-19 Office Site Visits**

**October 8, 2020**

**Submitted by Hillary Greenberg and Douglas Guey-Lee**

### **Council on Aging**

Director, Assistant Director, and Outreach Coordinator all have their own office spaces with operable windows and doors. Office Assistant/Volunteer Coordinator has plexi glass to shield her from the public and is at least 6' from all other employee spaces. There is a shared copier in the hallway positioned away from all staff.

HVAC appears to be functioning fine and is serviced regularly.

#### **Action Items:**

Place sanitizer by shared copier

### **Library**

The library is staffed by two shifts of up to five individuals. The Director has an office with an operable window and a door. The Children's Librarian is currently stationed in the Children's room away from other employees. There are two circulation staff on at a time and they are at least 6' apart from one another. There is one additional employee who is sitting at a desk in the back office space and there is one vacant position. The Media Department is also housed here and they have their own office that is separate from the library. There is a shared copier away from offices and work stations. Libraries are also required to follow the sector specific guidance for libraries. <https://www.mass.gov/info-details/safety-standards-and-checklist-libraries>

HVAC appears to be functioning fine and is serviced regularly.

#### **Action Items:**

Place sanitizer by shared copier

### **Marina**

The marina is staffed by three individuals. The Harbormaster has an office space upstairs and a conference room for all staff to sit at safely. The Assistant has a desk downstairs as does the third employee. All desks are at least 6' apart. The building is equipped with operable windows and doors and the public can access the staff through the open door. A majority of the work performed by this Department is outdoors.

#### **Action Items:**

General maintenance cleaning

### **Shellfish**

This Department has three employees and is housed in the Beach Sicker Office. A majority of the work of these employees is outside and all three employees do not occupy the space at one time. The desks are spaced at least 6' apart and there is a shared copier for all staff. The space is roomier now that the Beach Sicker Office is closed. The building is equipped with operable windows and two doors.

### **Recreation**

We did not visit this space as it is housed in the Elementary School.

# **TOWN OF WELLFLEET Board of Health**



## **COVID-19 Mandatory Safety Standards and Workplace Training Manual**

October 23, 2020

Procedures for cleaning and disinfecting in the event of a positive case	
<b>Contact Information.....</b>	<b>13</b>

## Purpose

The employees of the Town of Wellfleet are its greatest assets and keeping everyone safe is of utmost importance. By providing a detailed training manual outlining safety standards regarding the current public health threat, COVID-19, we are dedicated to educating each employee about how to stay safe and healthy.

The guidance found in this manual is based on what is currently known about the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States. There is much more to learn about the transmissibility, severity, and other characteristics of COVID-19 and investigations are ongoing.

This interim guidance is provided to help prevent workplace exposures to COVID-19. Updates are available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/>. CDC will update this interim guidance as additional information becomes available. MA DPH Sector Specific guidance can be found at <http://www.mass.gov/info-details/safety-standards-and-checklist-office-spaces#checklist->. These guidance documents can change and are updated with some regularity. We can expect to change our plan accordingly and make the staff aware.

## Social Distancing

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

- Keep at least 6 feet between yourself and others, even when you wear a face covering.

**The Town has implemented the following to assist in social distancing:**

- Signs, tape marks, or other visual cues have been placed on the floor 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Handshaking is prohibited.
- Plexiglass has been installed at all counters, where appropriate.
- Work areas are designated to limit movement throughout the building and limit contact between workers.
- Break rooms and bathrooms and other confined spaces such as elevators and vehicles are limited to one person at a time.
- Disposable non-surgical face coverings are provided to workers who do not have their own.

**Building Occupancy and Configurations**

- 50% of (a) the maximum occupancy level specified in a certificate of occupancy or (b) 50% of the organization's typical occupancy as of March 1, 2020.
- 50% occupancy may be exceeded based on a demonstrated need for relief based on public health or public safety considerations where strict compliance may interfere with delivery of critical services.
- Redesign/reconfigure work spaces to allow 6 feet or more of physical distancing where 6 feet is not possible physical partitions must be installed and must be 6 feet in height.
- Improve ventilation for enclosed spaces (open windows and doors)
- Workers must stay home when feeling ill.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
- Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

#### How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

#### Clean and Disinfect workstations

Workers are responsible for cleaning and disinfecting their keyboards, phones, desks and municipal vehicles daily. Cleaner and disinfectant is provided in each work space.

- Clean AND disinfect frequently touched surfaces daily.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Avoid sharing office materials and equipment, including pens and other writing implements. When shared materials are not avoidable, these areas should be disinfected between use. These materials include telephones, printers/copiers, tools, vehicles.

#### **The Town has implemented the following to assist in hygiene protocols:**

- Cleaning supplies are available to employees to clean and disinfect personal spaces such as keyboards, phones and workspaces.
- Hand sanitizer is available at each desk and customer service area.
- Hand sanitizer stations have been installed throughout the public areas in each town building with signage indicating their location.
- Bathrooms are fully stocked with soap and paper towels for proper hand washing.

- Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency.
- Avoid public transportation, ride-sharing, or taxis.
- As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom.
- If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- Monitor your symptoms.
- Call ahead before visiting your doctor. Many medical visits for routine care are being postponed or done by phone or telemedicine. If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.
- Avoid sharing personal household items
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. Wash these items thoroughly after using them with soap and water or put in the dishwasher.
- Clean and disinfect high-touch surfaces in your "sick room" and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant. Be sure to follow the



## Ending Isolation/Return to Work Guidance

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications *and* improvement in respiratory symptoms (e.g., cough, shortness of breath); *and*,
- At least 10 days have passed *since symptoms first appeared*.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the symptom-based or test-based strategy should be used.

Once the discontinue of isolation conditions have been met, employees who were positive are no longer considered contagious and may return to work. The conditions must be confirmed by both the Local Board of Health in which the employee lives as well as the Wellfleet Health Agent.

**The Town has implemented the following to assist in staffing and operations:**

1. Training has been provided regarding self-monitoring for symptoms of COVID-19.
2. Training has been provided regarding quarantine and isolation requirements and when they must stay home, get tested, and when they can return to work.
3. Regularly evaluate all workspaces (monthly) to ensure compliance with guidelines.
4. Reiterate the importance of not coming to work when feeling ill. Provide for alternative work arrangements (i.e. work from home).
5. Restrict the public from entering the buildings, appointments can be scheduled with Town staff.
6. Workers may telework if feasible; external meeting should be held remotely on Zoom to reduce density in offices.

## Cleaning and Disinfecting

### Daily requirements

The Town will provide daily janitorial service for all buildings. This cleaning and disinfecting will include common spaces and frequently touched surfaces such as door handles, handrails, restrooms, customer service counters, conference and activity rooms, hallways, stairwells, etc.

### Workplace steps in the case of a suspect or confirmed positive employee

- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**The Town has implemented the following to assist in cleaning and disinfecting:**

1. Daily cleaning and disinfection is provided in buildings and restrooms.
2. Enhanced cleaning is provided in the event of a positive case.

**Contact Information**

Questions about this training manual or about the safety standards can be directed to the Wellfleet Health Department. The Health Agent can be reached by calling 508-349-0308, emailing [Hillary.Lemos@wellfleet-ma.gov](mailto:Hillary.Lemos@wellfleet-ma.gov), or by sending written correspondence to 220 West Main Street, Wellfleet, MA 02667 ATTN: Hillary Greenberg, Health Agent.

Further questions about COVID-19 as well as the safety standards can be directed to the Department of Public Health at 617-983-6800.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

# III

## BOARD/COMMITTEE APPOINTMENTS AND UPDATES – A

<b>REQUESTED BY:</b>	COA Advisory Board
<b>DESIRED ACTION:</b>	Request to Change Name of Senior Center Building
<b>PROPOSED MOTION:</b>	I move to support the Council on Aging Advisory Board's recommendation to change the name of the Senior Center Building to the Adult Community Center.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

To: Wellfleet Selectboard and Town Administrator Maria Broadbent

From: Robin Slack, Chair

From: Wellfleet Council on Aging Advisory Board

Date: October 7, 2020

Re: Request for change of name of the Senior Center

After due consideration and discussion, the Advisory Board believes that the Senior Center could better provide Wellfleet by changing its name to the more inclusive Adult Community Center.

Despite Wellfleet's demographic profile – or perhaps because of it – there is a stigma attached to the word “senior” which has inhibited attendance at our programs. We believe that the renaming will prompt all adults to become involved and contribute their innovative ideas for the Center.

There are no legal obstacles or by-laws required because it is the name of a building (The Senior Center) and which is under the authority of the Selectboard and not the Department (Council on Aging) and the only cost would be for a new sign.

We respectfully request that the Advisory Board's proposal be included on the Selectboard's Agenda at a future meeting for discussion and approval.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020


III

### BOARD/COMMITTEE APPOINTMENTS AND UPDATES – B

<b>REQUESTED BY:</b>	Town Clerk
<b>DESIRED ACTION:</b>	Approval of Financial Conflict of Interest Disclosures for Sonya Woodman and Melissa Yow – Rights of Public Access Committee
<b>PROPOSED MOTION:</b>	<p>I move the Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the town may expect from Sonya Woodman, Rights of Public Access Committee member. The disclosure is dated October 8, 2020.</p> <p>I move the Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the town may expect from Melissa Yow, Rights of Public Access Committee member. The disclosure is dated October 7, 2020.</p>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name:	Sony Woodman
Title or Position:	Committee Member
Municipal Agency:	Rights of Public Access Committee
Agency Address:	Wellfleet Town Hall 300 Main Street Wellfleet MA 02667
Office Phone:	508 292 0434
Office E-mail:	sswoodman99@comcast.net
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	<b>PARTICULAR MATTER</b>
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination; or finding:	Please describe the particular matter:  Public access to Wellfleet Tidal flats.
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  rendering advice as a committee member
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>

Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. As a commercial fisherman I have a financial interest in public access to Wellfleet's Tidal flats.
Employee signature:	
Date:	10/8/20

#### DETERMINATION BY APPOINTING OFFICIAL

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	<b>DETERMINATION</b>
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

<b>Appointing Authority signature:</b>	
<b>Date:</b>	
<b>Comment:</b>	

Attach additional pages if necessary.


The appointing authority shall keep this Disclosure and Determination as a public record.

Form revised February, 2012



**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name:	Melissa You
Title or Position:	Member of Rights of Public Access Committee
Municipal Agency:	Town of Wellfleet
Agency Address:	300 Main St. Wellfleet, MA
Office Phone:	508-349-0300
Office E-mail:	myou36@gmail.com
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	<b>PARTICULAR MATTER</b>
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.  No particular matter
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  Discuss and recommend to the Wellfleet Selectboard actions that will maintain, and preserve rights of access to the town's public water ways, woods paths, and ponds.
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. I have a financial interest in keeping or improving rights of access to our waterways as a shellfisherman making a living off of wild <del>shellfish</del> and farmed shellfish.
Employee signature:	
Date:	10/7/20

### DETERMINATION BY APPOINTING OFFICIAL

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	<b>DETERMINATION</b>
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

2020 OCT -7 PM 3:21  
TOWN OF WILLEBEE



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

III

### BOARD/COMMITTEE APPOINTMENTS AND UPDATES – C

<b>REQUESTED BY:</b>	<b>Chair</b>
<b>DESIRED ACTION:</b>	<b>Municipal Housing Trust Fund</b>
<b>PROPOSED MOTION:</b>	<b>TBD</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**Wellfleet Housing  
Authority**

# Memo

**To:** Wellfleet Selectboard

**From:** Elaine McIlroy, Chair, Wellfleet Housing Authority

**cc:** Maria Broadbent, Courtney Butler

**Date:** October 20, 2020

**Re:** Municipal Housing Trust Fund

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At the Town Meeting in September, voters approved Article 31 asking the Town to adopt a Municipal Affordable Housing Trust Fund in place of the Affordable Housing Trust we currently have that was created by Special Legislation. This change was proposed by the Wellfleet Housing Authority through the Town Administrator and was reviewed and recommended by Town Counsel, who drafted the warrant article.

The Municipal Housing Trust Fund sets forth more detailed powers of a Trust bringing it in line with Community Preservation Act funding, which is one of the main sources of funding for a Trust.

MGL Chapter 44, Section 55C addresses the Municipal Affordable Housing Trust Fund and is attached. It details the membership of the trust and the powers of the Trust. The Trust shall include a Board of no less than 5 members, appointed by the Select Board and shall include a member of the Select Board. The Trust shall be deemed a municipal agency.

The WHA respectfully requests to be put on an upcoming Select Board agenda to discuss setting up the Trust. Over 100 towns have adopted a Municipal Housing Trust Fund including Orleans and Eastham. With Wellfleet having an active Housing Authority and Local Housing Partnership, it will be important to set out clear guidelines and working relations among the Trust and these groups.

**Part I** ADMINISTRATION OF THE GOVERNMENT

**Title VII** CITIES, TOWNS AND DISTRICTS

**Chapter 44** MUNICIPAL FINANCE

**Section 55C** MUNICIPAL AFFORDABLE HOUSING TRUST FUND

Section 55C. (a) Notwithstanding section 53 or any other general or special law to the contrary, a city or town that accepts this section may establish a trust to be known as the Municipal Affordable Housing Trust Fund, in this section called the trust. The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of chapter 44B. Acceptance shall be by majority vote of the municipal legislative body under section 4 of chapter 4.

(b) There shall be a board of trustees, in this section called the board, which shall include no less than 5 trustees, including the chief executive officer, as defined by section 7 of chapter 4, of the city or town, but where the chief executive officer is a multi-member body, that body shall designate a minimum of 1 of its members to serve on the board. Trustees shall be appointed in a city by the mayor or by the city manager in a Plan D or Plan E municipality, subject in either case, to confirmation by the city council, and in a town by the board of selectmen, shall serve for a

term not to exceed 2 years, and are designated as public agents for purposes of the constitution of the commonwealth. Nothing in this subsection shall prevent a board of selectmen from appointing the town manager or town administrator as a member or chair of the board, with or without the power to vote.

(c) The powers of the board, all of which shall be carried on in furtherance of the purposes set forth in this act, shall include the following powers, but a city or town may, by ordinance or by-law, omit or modify any of these powers and may grant to the board additional powers consistent with this section:—

(1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B; provided, however, that any such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue;

(2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

(3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

(5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

(6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

(7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

(8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

(9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

(10) to carry property for accounting purposes other than acquisition date values;

(11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

(12) to make distributions or divisions of principal in kind;

(13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

(14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

(15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

(16) to extend the time for payment of any obligation to the trust.

(d) Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or by-law, exaction fee, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust.



General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the board within 1 year of the date they were appropriated into the trust, remain trust property.

(e) The trust is a public employer and the members of the board are public employees for purposes of chapter 258.

(f) The trust shall be deemed a municipal agency and the trustees special municipal employees, for purposes of chapter 268A.

(g) The trust is exempt from chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof.

(h) The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.

(i) The trust is a governmental body for purposes of sections 23A, 23B and 23C of chapter 39.

(j) The trust is a board of the city or town for purposes of chapter 30B and section 15A of chapter 40; but agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the city or town shall be exempt from said chapter 30B.

## Re: Municipal Affordable Housing Trust Fund

Ryan Curley <[ryan.d.curley@gmail.com](mailto:ryan.d.curley@gmail.com)>

Tue 10/20/2020 7:14 PM

To: Maria Broadbent <[Maria.Broadbent@wellfleet-ma.gov](mailto:Maria.Broadbent@wellfleet-ma.gov)>; Courtney Butler <[Courtney.Butler@wellfleet-ma.gov](mailto:Courtney.Butler@wellfleet-ma.gov)>

 1 attachments (1 MB)

[wellfleet\\_charter\\_2018-04-24.pdf](#);

Hi Maria & Courtney,

The Charter will come up in a discussion of this.

3-7-2 Members of the Selectboard shall be ineligible to serve on appointed committee to which the Selectboard is the appointing authority, except as authorized by the vote of the Annual Town Meeting.

I think that the exception "except as authorized by the vote of the Annual Town Meeting," would allow for a selectboard member to serve on Trust because it was established by Town Meeting, but it would be smart to get an opinion on it (I think).

On Tue, Oct 20, 2020 at 1:47 PM Elaine McIlroy <[emcilroy@comcast.net](mailto:emcilroy@comcast.net)> wrote:

To the Selectboard:

The attached memo and text of MGL Chapter 44 Section 55C provides information on adopting the Municipal Affordable Housing Trust Fund that was approved at Town Meeting. Under MGL, the Trust is a municipal agency with the members appointed by the Selectboard and including one member of the Selectboard.

The WHA respectfully requests to be put on an upcoming Selectboard agenda to discuss setting up the Trust. Over 100 towns have adopted a Municipal Housing Trust Fund including Orleans and Eastham.

With Wellfleet having an active Housing Authority and Local Housing Partnership, it will be important to set out clear guidelines and working relations among the Trust and these groups.

Thank you,  
Elaine McIlroy  
Chair, Wellfleet Housing Authority

--

Sincerely,  
Ryan Curley  
(508)-246-4718



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

IV

### BUSINESS – A

<b>REQUESTED BY:</b>	<b>Chair</b>
<b>DESIRED ACTION:</b>	<b>Request to Place Stairwell between the Town Hall Parking Lot and the Historical Society and Museum</b>
<b>PROPOSED MOTION:</b>	<b>TBD</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):  
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**Wellfleet Selectboard Meeting  
Tuesday, February 11, 2020 at 6pm  
Wellfleet Senior Center**

**Selectboard Members Present:** Chair Janet Reinhart; Kathleen Bacon; Helen Miranda Wilson; Michael DeVasto; Justina Carlson

**Also Present:** Town Administrator Dan Hoort; Acting Police Chief Michael Hurley; Town Clerk Jennifer Congel; Assistant Town Administrator Mike Trovato

Chair Reinhart called the meeting to order at 6:00 p.m.

***Request to put stairwell from Town Hall parking lot to Historical Society***

Eric Winslow, of the Historical Society, was present for the request. Reinhart asked why this project was called a “stairwell” as opposed to “stairway”; Winslow said that was an error. Winslow noted that their request is to put a stairway from the Town Hall parking lot to the rear of the Historical Society and Museum property with a small pergola. Reinhart asked if lighting would disturb neighbors at night and suggested solar lights; Winslow said solar lighting is very dim and tend to get knocked over. He said they would like to put lighting on a timer. Winslow noted that there was already a path in this location but that it was not being maintained.

Bacon asked if the abutters were notified and what their thoughts were; Winslow said they have not had contact yet. Winslow noted that the property is a rental property and the owners are not there often. Bacon asked them to contact the owners first. Bacon asked where the liability for the stairway lies. Winslow noted that it was Town property so the liability would probably lie with the Town. Bacon asked the Historical Society to indemnify the Town with regard to liability. Hoort said he would like to talk with Town Counsel first because the Town would most likely to provide an easement. Carlson asked if the Town had some sort of umbrella policy with regard to Town property; Hoort said yes.

Wilson clarified that the Historical Society would be maintaining the staircase. There was discussion about the matter of an easement. Hoort said he would check with Town Counsel on the matter.

- Bacon moved to postpone the request until the Board was provided with a legal opinion from Town Counsel.
- Carlson seconded, and the motion carried 5-0.

1/15/2020

Dear Selectboard members:

On behalf of the Wellfleet Historical Society and Museum I am requesting permission to build an access stairway on Town of Wellfleet property from the town hall parking lot to the WHSM property. A stairway would provide a direct route to the new entry planned for the rear of the building and would greatly enhance foot traffic to the Museum.

WHSM has recently finished Phase 1 of a restoration project. Structural, electrical and foundation work has been completed and the facade of the museum has been brought back to its original paint color and configuration. Handicap compliance for the first floor of the museum, exterior painting, landscaping, HVAC installation, and the completion of interior finishes are the priorities of phase two.

The proposed stairway will be five feet wide with comfortable steps (5" rise, 15" run). There will be handrails on each side and lighting on the posts for safety. A small pergola at the bottom will give the stairway visibility from the parking lot as well as a location to mount signage for the museum.

DPW Director Mark Vincent conducted a site visit and found no issues with the proposal. All permits and approvals will be obtained from the Building Department. WHSM volunteers will provide for maintenance of the stairs.

If approval is given to this request it is our hope to complete the project with volunteer labor to coincide with the museum's June opening. We are excited about this time in the museum's history with the restoration of the building and grounds, expansion of programs and outreach to the school and community.

Thank you for your consideration.

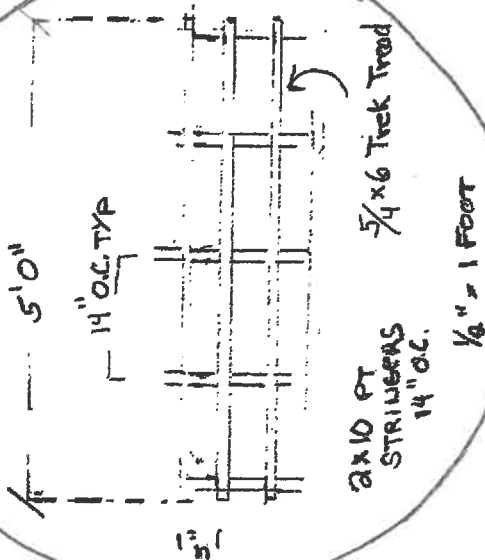


Eric Winslow  
Member, Board of Directors, WHSM

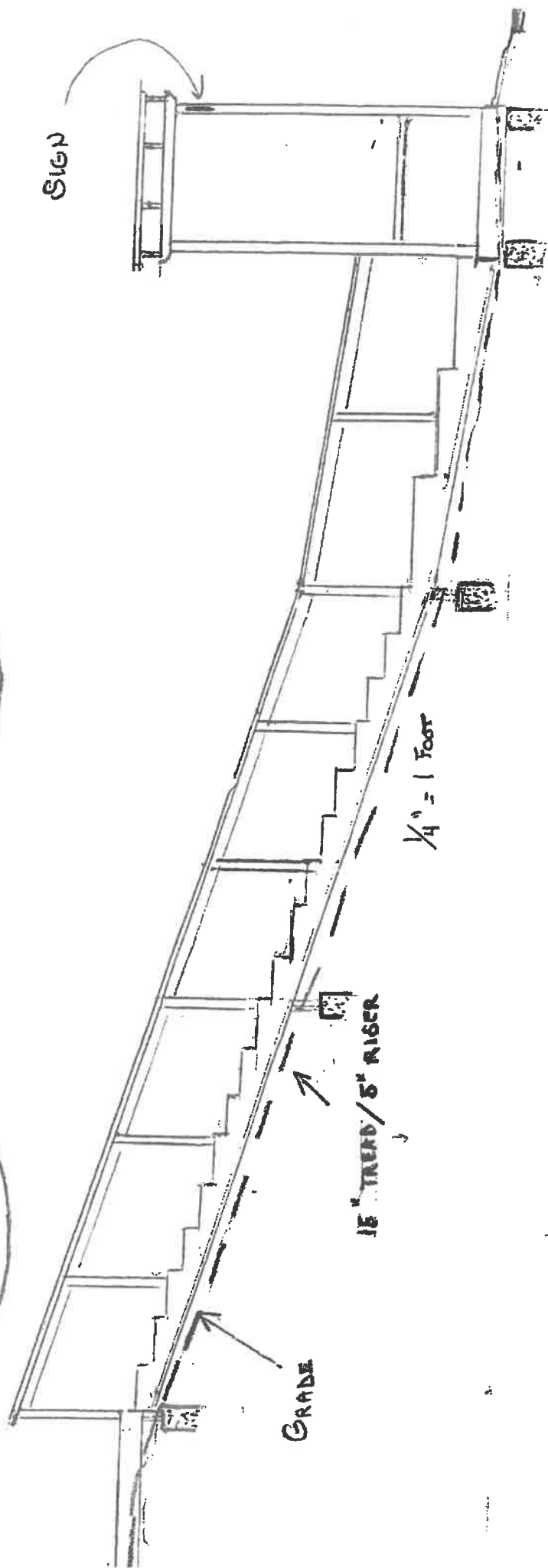
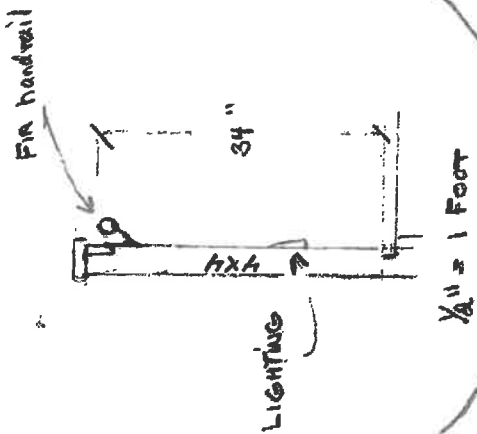




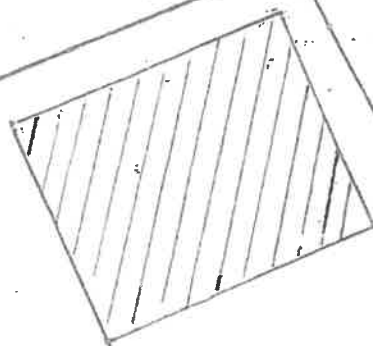
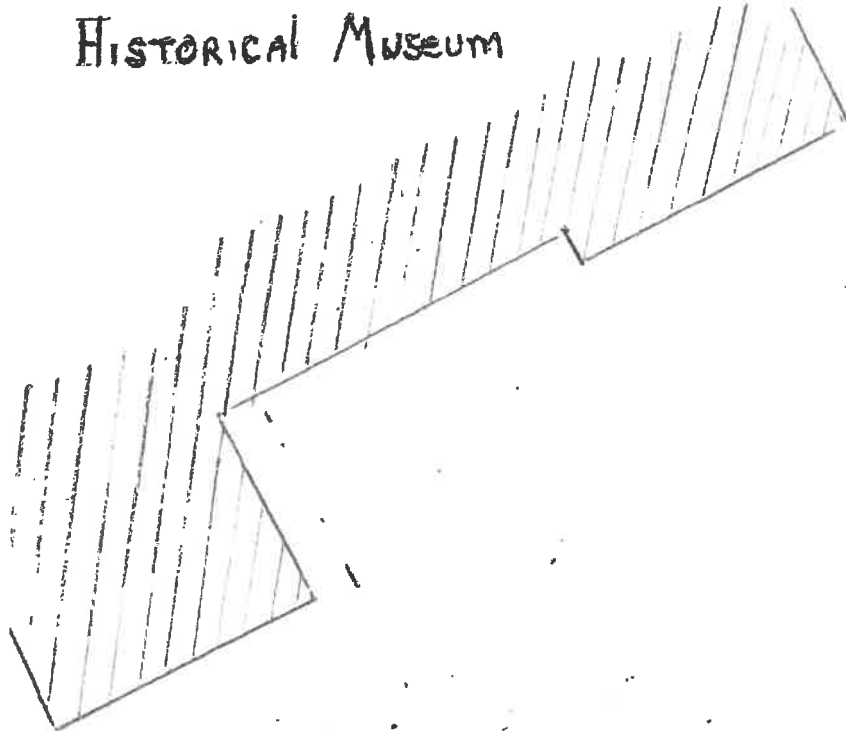
# FRAME DETAIL



# RAN DETAIL BOTH SIDES



HISTORICAL MUSEUM



STAIRS

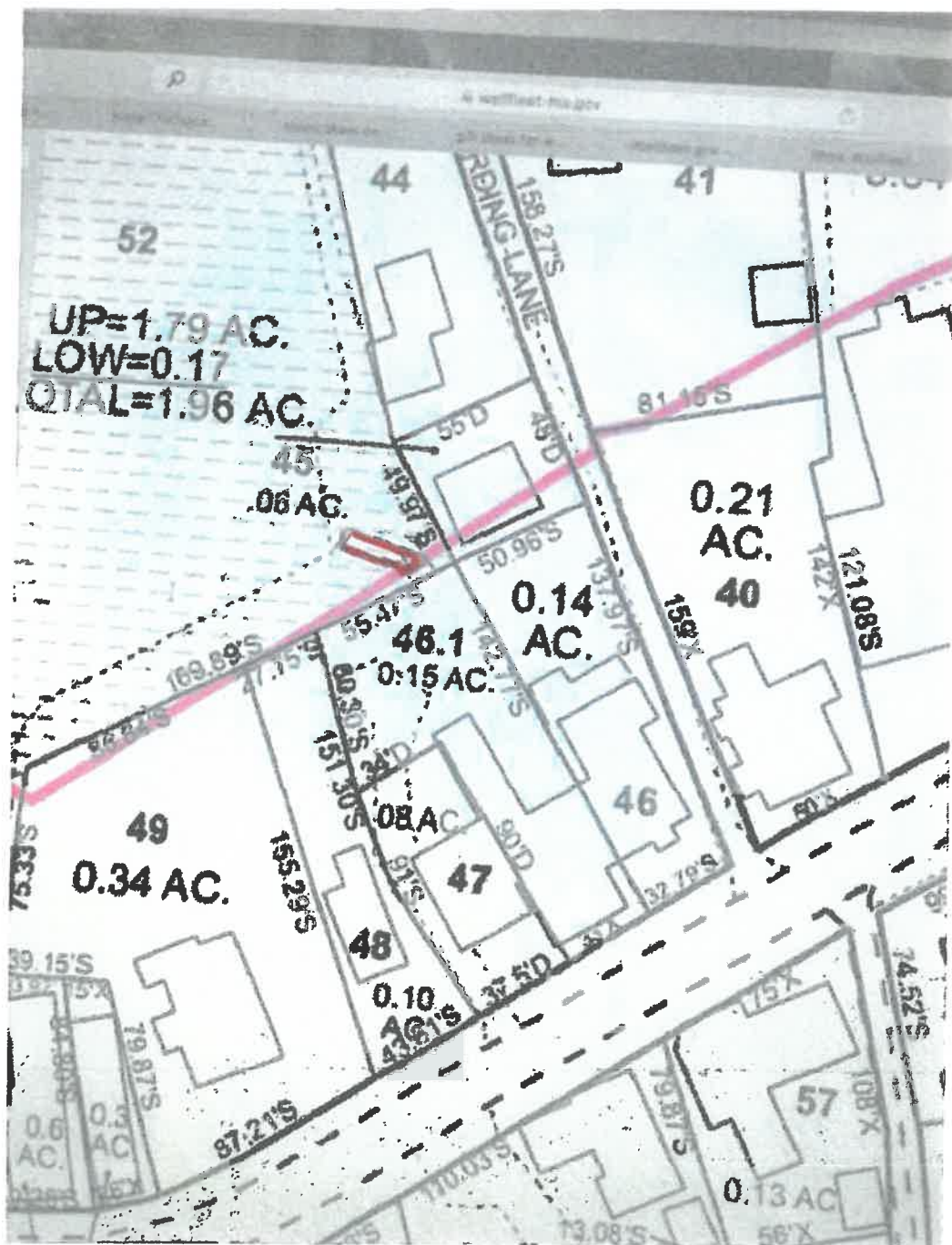


PARKING LOT

Town of Wellfleet Property



To: **Eric Winslow** ericwinslow65@yahoo.com



**Sent from my iPhone**



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

IV

### BUSINESS – B

<b>REQUESTED BY:</b>	<b>Selectboard Member Curley</b>
<b>DESIRED ACTION:</b>	<b>Marina Fuel Tanks Update</b>
<b>PROPOSED MOTION:</b>	<b>TBD</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

Dear Selectboard,

As requested by Selectboard member Ryan Curley, I would like to provide an update on the Marina fuel tank replacement Project.

After speaking with Dan Robbins (GEI Engineer) We are very close, in the next week or two, to having finalized options (above ground vs. below ground) available for the fuel tank replacement. As far as we are concerned the most logical location is where they reside currently. We should have cost estimates at that time, currently we believe the two options will not be far off in price from one another. It is possible at this time, we were told, to have an RFP out in a couple months' time, with the project only taking a few months' time after the procurement process is completed. We are currently working towards a goal of having this project completed before the start of the 2021 season.

Sincerely,

William Sullivan

Assistant Harbormaster



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

IV

### BUSINESS – C

<b>REQUESTED BY:</b>	<b>Town Administrator</b>
<b>DESIRED ACTION:</b>	<b>Recommended Changes to Town Account Position to Finance Director/Accountant</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the reorganization of the Town Accountant position as described in the memorandum provided to the Board for this meeting by the Town Administrator.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

To: Wellfleet Selectboard  
From: Maria T. Broadbent/Town Administrator  
Date: October 27, 2020  
Re: Recommendations for changes to Town Accountant position

As the Town moves forward with filling the Town Accountant position, I recommend that the position title and responsibilities be changed to Finance Director/Town Accountant. This change will allow for the creation of a Finance Department and more direct leadership of the Town's financial management staff.

The current configuration has a Town Accountant position, reporting to the Town Administrator, who supervises only the Assistant Town Accountant. All other financial management functions, report directly to the Town Administrator. Those positions include Town Treasurer, Town Treasure/Collector, and Town Assessor. This has created a decentralized financial management team.

The level of complexity of the Wellfleet financial management requirements merits a centralized, focused financial management director. It is proposed that this position will supervise the positions and functions of the Assistant Town Accountant, Town Treasurer, Town Treasurer/Collector and Assessor. The Finance Director/Town Accountant would report to the Town Administrator. The job descriptions for these positions indicate that they report to the Town Administrator or designee.

Under Section 5-5 Responsibilities for Personnel Administration of the Town Charter subsection 5-5-2 the Town Administrator shall cause to be written, approve, sign and maintain in an up-to-date file the job description of all appointed positions under the direction of the Selectboard or Town Administrator. The Town Administrator shall maintain in said file an up-to-date listing of approved job descriptions of all appointed positions under the director of other elected officers and committees.

The current job description for the Town Accountant and the proposed job description for the Finance Director/Accountant are included as attachments. Changes are highlighted in yellow, with additions underlined and deletions struck through. Also included, for comparison are the job descriptions for the Eastham Assistant Town Administrator/Finance Director and the Provincetown Finance Director.

Under Section 5-6 Responsibilities for Administrative Reorganization subsection 5-6-1, The Town Administrator may, with the approval of the Selectboard, establish, reorganize, consolidate, or abolish any positions under the Town Administrator's direction and supervision, except as otherwise provided by MGL and this Charter. As this change would constitute a reorganization, approval by the Selectboard is requested.

Staff would like to get this position advertised as soon as possible. Screening and/or interview committees will include town staff, a member of the Town Finance Committee and local experts in the field.

CURRENT

**Town of Wellfleet, Massachusetts  
Job Description**

<b>Position Title:</b>	Town Accountant	<b>Grade Level:</b>	Non Union
<b>Department</b>	Accountant	<b>Date:</b>	
<b>Reports to:</b>	Town Administrator	<b>FLSA Status:</b>	

**Statement of Duties:** The Town Accountant provides professional accounting work of an administrative, supervisory and participatory nature with responsibility for maintaining the Town's fiscal health including but not limited to maintenance of the Town's General Ledger, the processing of accounts payable, and overseeing and monitoring the expenditure of Town funds versus budgetary amounts, classification of revenues and the preparation of various financial reports in accordance with applicable local, State, and /or federal laws and regulations. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Town Administrator, the employee plans and carries out regular work in accordance with MA General Laws, accepted standard operating practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's day-to-day work activities including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Confidentiality:** In accordance with the State Public Record Law, the employee has regular access to department-level confidential information such as department records.

**Supervisory Responsibility:** Provides direct management or supervision of a department, including service delivery, training, evaluating, and disciplining of subordinates, and budget development and control. Provides functional supervision over a large and/or highly technical section of the Accounting Department.

Provides direct supervision over one (1) full-time employee. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

**Judgment:** Work is performed based on administrative or municipal policies, general Municipal accounting principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or

Accounting Department  
Town Accountant

**Town of Wellfleet, Massachusetts**  
**Job Description**

unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. The employee must also be able to direct the overall activity of the municipality by accepting responsibility while exercising authority for short term and long-term fiscal planning, administration, and oversight.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of an office environment with frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature of Public Contacts:** The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety, and jeopardize programs. Duties include responsibilities for a major functional segment of the municipality.

**Occupational Risks:** Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Maintains comprehensive financial records for the Town including cash books, general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS.

Accounting Department  
Town Accountant

**Town of Wellfleet, Massachusetts**  
**Job Description**

Monitors all expenditures including payroll and taxes for appropriated fund accounts for the town and the school. Examines all bills and vouchers for appropriateness of expenditure, accuracy and availability of funds before payment by Treasurer. Responsible for overseeing vendor warrants are completed in it's entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances as well as other required state and/or federal financial reports.

Maintains awareness of financial software computer system changes and improvements and acts as troubleshooter on all accounting systems integration and coordination issues.

Accountable for all general ledger accounts involving revenue and expenditure accounts for town and school, which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, reserved fund balances, special revenue funds, revolving funds, trust funds, water and sewer enterprise accounts.

Responsible for the entering and posting of the Town Treasurer's receipts to general ledger accounts.

Responsible for the reconciliation of the Town Accountant's cash to the Town Treasurer's cash on a monthly and quarterly basis.

Responsible for the updating of the Town Accountant's debt ledgers as principal and interest become due.

Maintains custody of all Town contracts and records of employee benefits.

Assists the Town Administrator as requested in the preparation of the Town's annual operating budget.

Prepare appropriate local (Annual Town Report) state, and federal reports as required.

Oversees the preparation of warrants and the processing of bills to be paid. Processes accounts payable and denies payment of any inappropriate bills in accordance with state and federal guidelines.

Ensures that funds are expended in accordance with approved annual town meeting appropriation of funds.

Responsible for the preparation of fiscal year end balance sheets and appropriation reports for the Selectboard and Finance Committee; prepares financial reports as requested.

Accountable to balance and reconcile accounts receivable with the Town Collector, special revenue accounts with town or school, trust funds with the Treasurer and payables as appropriate.

Accounting Department  
Town Accountant



**Town of Wellfleet, Massachusetts**  
**Job Description**

Oversees the Town's annual financial audit of town with outside auditors.

Maintains current knowledge of new legislation, regulations and changes in accounting procedures through publications review, attendance at meetings, conferences and peer associations.

Responsible for compliance with GASB34 and its annual functions regard depreciating fixed assets and other related functions.

Supervises the operation of the town accounting system and oversees its conversion to new data processing systems when required.

Works cooperatively with all town departments to ensure safe, effective and efficient financial operations and administration.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in accounting, business administration, or a closely related field; a minimum of five to seven (5-7) years general ledger accounting experience, preferably in the municipal field and experience with municipal financial software applications; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Massachusetts Accountants & Auditors Certification is preferred within one (1) year of appointment. As a condition of employment, must complete a CORI check.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of municipal financial laws and regulations, accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted accounting principles, promulgation's of UMAS, Governmental Accounting Standards Board (GASB), and GAAP accounting standards and applicable Massachusetts General Laws, regarding finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of financial software applications; thorough knowledge of the operations of town departments.

**Abilities:** Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to use office equipment efficiently. Ability to take on multiple tasks in a detailed, organized manner.

**Town of Wellfleet, Massachusetts**  
**Job Description**

**Skill:** Excellent organizational skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Excellent analytical skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**Town of Wellfleet, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Finance Director/Town Accountant	<b>Grade Level:</b>	Non Union
<b>Department</b>	Finance	<b>Date:</b>	
<b>Reports to:</b>	Town Administrator	<b>FLSA Status:</b>	

**Statement of Duties:** The Finance Director/Town Accountant provides professional financial work of a supervisory and participatory nature overseeing and maintaining the Town's accounting functions, and overseeing the assessing, collections, and treasury functions. Provides professional accounting work of an administrative, supervisory and participatory nature with responsibility for maintenance of the Town's General Ledger, the processing of accounts payable, and overseeing the monitoring of the expenditure of Town funds versus budgetary amounts, classification of revenues, the preparation of various financial reports, the borrowing and investment of funds, and the collection of taxes, in accordant with applicable local, State, and/or federal laws and regulations. The employee is required to perform all similar and related duties. The Finance Director/Town Accountant staffs the Finance Committee and chairs regular meetings of the finance team to stay fully informed of the status of accounts, cash flow, and debt.

**Supervision Required:** Under the administrative direction of the Town Administrator, the employee plans and carries out regular work in accordance with MA General Laws, accepted standard operating practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's day-to-day work activities including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Confidentiality:** In accordance with the State Public Record Law, the employee has regular access to department-level confidential information such as department records.

**Supervisory Responsibility:** Provides direct management or supervision of a department, including service delivery, training, evaluating, and disciplining of subordinates, and budget development and control. Provides functional supervision over a large and/or highly technical section of the Accounting Department.

Provides direct supervision over ~~one (1)~~ **four (4)** full-time employees. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

Accounting Department  
Town Accountant

**Town of Wellfleet, Massachusetts**  
**Job Description**

**Judgment:** Work is performed based on administrative or municipal policies, general Municipal accounting principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. The employee must also be able to direct the overall activity of the municipality by accepting responsibility while exercising authority for short term and long-term fiscal planning, administration, and oversight.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of an office environment with frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. **Employee is required to attend evening meetings of the Finance Committee monthly and the Selectboard during budget season.**

**Nature of Public Contacts:** The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety, and jeopardize programs. Duties include responsibilities for a major functional segment of the municipality.

**Occupational Risks:** Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Accounting Department  
Town Accountant

**Town of Wellfleet, Massachusetts**  
**Job Description**

Coordinates all financial services and activities carried out by all municipal officers and agents of the Town, including accounting, assessing, collections and treasury.  
Working through staff, assures orderly cash flow of both receipts and disbursements and the timely mailing of tax bills and demands, as well as, the maintenance of accurate real and personal property assessments.

Maintains comprehensive financial records for the Town including cash books, general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS.

Monitors all expenditures including payroll and taxes for appropriated fund accounts for the town and the school. Examines all bills and vouchers for appropriateness of expenditure, accuracy and availability of funds before payment by Treasurer. Responsible for overseeing vendor warrants are completed in its entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances as well as other required state and/or federal financial reports.

Maintains awareness of financial software computer system changes and improvements and acts as troubleshooter on all accounting systems integration and coordination issues.

Accountable for all general ledger accounts involving revenue and expenditure accounts for town and school, which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, reserved fund balances, special revenue funds, revolving funds, trust funds, water and sewer enterprise accounts.

Responsible for the entering and posting of the Town Treasurer's receipts to general ledger accounts.

Responsible for the reconciliation of the Town Accountant's cash to the Town Treasurer's cash on a monthly and quarterly basis.

Responsible for the updating of the Town Accountant's debt ledgers as principal and interest become due.

Maintains custody of all Town contracts and records of employee benefits.

Assists the Town Administrator as requested in the preparation of the Town's annual operating budget.

Prepare appropriate local (Annual Town Report) state, and federal reports as required.

Accounting Department  
Town Accountant



**Town of Wellfleet, Massachusetts**  
**Job Description**

Oversees the preparation of warrants and the processing of bills to be paid. Processes accounts payable and denies payment of any inappropriate bills in accordance with state and federal guidelines.

Ensures that funds are expended in accordance with approved annual town meeting appropriation of funds.

Responsible for the preparation of fiscal year-end balance sheets and appropriation reports for the Selectboard and Finance Committee; prepares financial reports as requested.

Accountable to balance and reconcile accounts receivable with the Town Collector, special revenue accounts with town or school, trust funds with the Treasurer and payables as appropriate.

Oversees the Town's annual financial audit of town with outside auditors.

Maintains current knowledge of new legislation, regulations and changes in accounting procedures through publications review, attendance at meetings, conferences and peer associations.

Responsible for compliance with GASB34 and its annual functions regard depreciating fixed assets and other related functions.

Supervises the operation of the Town accounting system and oversees its conversion to new data processing systems when required.

Works cooperatively with all Town departments to ensure safe, effective and efficient financial operations and administration.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in accounting, business administration, or a closely related field; a minimum of five to seven (5-7) years general ledger accounting experience, preferably in the municipal field and experience with municipal financial software applications; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Massachusetts Accountants & Auditors Certification is preferred within one (1) year of appointment. As a condition of employment, must complete a CORI check.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of municipal financial laws and regulations, accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted

Accounting Department  
Town Accountant

**Town of Wellfleet, Massachusetts**  
**Job Description**

accounting principles, promulgation's of UMAS, Governmental Accounting Standards Board (GASB), and GAAP accounting standards and applicable Massachusetts General Laws, regarding finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of financial software applications; thorough knowledge of the operations of town departments.

**Abilities:** Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to use office equipment efficiently. Ability to take on multiple tasks in a detailed, organized manner.

**Skill:** Excellent organizational skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Excellent analytical skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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**ASSISTANT TOWN ADMINISTRATOR/FINANCE DIRECTOR**

**Position Description**

Under the general direction of the Town Administrator, the Assistant Town Administrator/Finance Director serves a member of the senior management team. In this capacity he/she will provide administrative, technical, and some supervisory work in assisting the Town Administrator to provide daily control over a variety of ongoing Town activities and projects; will research, analyze and recommend changes in Town policies, and serve as liaison and coordinator between Town officials, employees and citizens. The position will have significant responsibility for the financial team, and provide assistance in annual and capital budget preparation.

**Supervision**

Works under the general supervision of the Town Administrator and in conjunction with the policies and procedures of the Town.

Exercises independent judgment in providing professional advice to a variety of official boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Town.

Responsibility, in collaboration with the Town Administrator for supervision of the Financial Team including Accounting, Assessing, and Treasury functions. May supervise others, including other Department Heads, as directed by the Town Administrator.

**Job Environment**

Work is performed under typical office conditions. Incumbent is required to attend weekly night meetings. Meetings and work on weekends may be required.

Makes frequent contacts requiring significant perceptiveness and discretion with the general public, Town departments and boards, members of the business community, attorneys, and state, federal and local officials.

Has full access to a variety of Town-wide confidential information, including bid proposals, personnel records, and negotiating positions.

Errors in judgment could have a continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, negative legal ramifications, and cause significant adverse public relations.

**Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Acts as part of the executive team, and assists the Town Administrator in coordinating the functions of the Town consistent with established policies of the Board of Selectmen.



Is responsible for both long and short range financial planning, assisting the Town Administrator in preparing the five (5) year capital plan, developing revenue projections for budget planning and recommending plans for administrative systems and internal financial controls throughout the Town.

Works with the Town Administrator to prepare the annual budget, including review of departmental requests, verifying positions and salaries, review of new initiatives, assistance with budget narratives, and with the presentation of the departmental budget requests to the Board of Selectmen.

In conjunction with the Town Treasurer, the Assistant Town Administrator/Finance Director is responsible for preparing the Town's debt management plan including recommendations for bonding, and short-term borrowing.

Develops and maintains risk management programs for property and casualty exposure areas, identifies risks and works to minimize the town's exposure, coordinates the processing of insurance claims, ensures compliance and recommends appropriate coverage levels.

Coordinates the and oversees the implementation of departmental procedures to ensure efficient and effective use of IT resources, and assists with IT short and long term planning to meet the needs of the organization.

Oversees the Town's annual audit and prepares the formal response to the audit and to implementing audit recommendations with staff.

Acts as representative of the Town and the Town Administrator's office in negotiating with citizens and other outside public and private agencies; assists citizens in their interaction with all Town departments, boards and committees. Acts as representative of the Town Administrator at committee and board meetings, as required.

Responds to oral and written inquiries, requests for assistance, and complaints; refers citizens to appropriate departments and staff members.

Assists the Town Administrator with Town Meeting articles and motions.

Works closely with responsible clerical assistants to prepare and consolidate the Town's annual report; edits department and board annual report submissions; makes decisions relative to the format and layout of the report.

Conducts administrative studies, surveys and analyses on a variety of subjects.

Drafts proclamations, resolutions, and prepared statements for the Board of Selectmen for civic affairs, and assists in the development of specific policies.

Coordinates various training and special programs for Town employees and monitors employee and appointed volunteer compliance with conflict of interest, sexual harassment, workplace violence and other policies.

Provides staff support to various *ad hoc* committees as directed, studying and making recommendations on a variety of subjects.

Supervises clerical personnel in the Selectmen/Town Administrator's office; responsible for the day-to-day administration of all aspects of the office in the absence of the Town Administrator; processes appropriate correspondence for the Town Administrator's office.

Works on special projects; performs similar or related work as required, or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in public administration, business, accounting or related field; at least five years experience in government, business or a related field; Master's Degree in public administration or related field highly desirable; municipal management experience strongly preferred; or any equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

*Knowledge:* Working knowledge of business administration practices, local, state and federal laws, and general office procedures. Comprehensive knowledge of the functions of municipal government, and municipal finance functions.

*Ability:* Ability to prepare annual budgets; ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with employees, board/committee members, officials and the general public. Ability to deal appropriately and effectively with the general public, the media, Town officials, committees and boards, state and federal agencies, and the business community.

*Skill:* Possession of mediation, conflict resolution, organization, and leadership skills. Excellent customer service skills. Good analytical and strong financial management/budgetary skills, including spreadsheet applications.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

## FINANCE DIRECTOR

### Definition:

Professional financial work of a supervisory and participatory nature overseeing the Town's accounting, assessing, collections, and treasury functions. Administrative, supervisory, and technical work in the receipt, recording, expenditure and custody of Town funds; the borrowing and investment of funds, the collection of all taxes due to the Town; all other related work as required.

### Supervision:

Appointed by the Town Manager, subject to the confirmation of the Board of Selectmen, the Finance Director works under and reports to the Town Manager and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards.

Performs highly responsible duties requiring independent judgment in planning, organizing and directing the Town's finances.

Performs highly responsible functions of a complex nature, which require considerable exercise of judgment and initiative, particularly with reference to the timely investment of funds and the borrowing of money within guidelines established by statute and professional standards.

Supervises approximately six full-time employees; has indirect supervisory responsibility for an additional four full-time employees and two part-time employees.

### Job Environment:

Minimal physical effort demanded in performing duties under typical office conditions.

Operates standard office equipment.

Has frequent contact concerning accounting and budgetary matters with all Town departments, committees, boards, and relevant state officials and agencies, vendors, and auditors; makes regular contact with the general public.

Has access to Town and department related confidential information including personnel records, bid proposals, negotiating positions, and payroll records.

Errors could result in significant monetary loss to the Town, delays in funding Town operations, improper expenditures of Town funds, confusion over departmental budgetary matters, corresponding time loss and delay in Town services, and possible legal repercussions.

### Essential functions:

Coordinates all financial services and activities carried out by all municipal officers and agents of the Town, including accounting, assessing, collections and treasury.

Working through staff , assures orderly cash flow of both receipts and disbursements and the timely mailing of tax bills and demands, as well as, the maintenance of accurate real and personal property assessments.

Develops and manages financial management systems, methods and techniques for all departments; conducts internal financial audits to determine adherence to state statutes and to sound financial management practices.

Advises Town Department heads on budgeting, on monitoring of revenues and expenditures, and on a variety of financial matters.

Monitors the Town's financial condition; notifies departments of expenditures and account balances on a monthly basis; makes recommendations to improve financial condition.

Reviews and recommends total revenue and expense budgets of the Town in conjunction with the Town Manager for the submission of the Town Manager's budget and work in conjunction with the Board of Selectmen, and Finance Committee on all budget matters ; answers questions from other departments, the Board of Selectmen, the Finance Committee and general public regarding Town finances and/or accounting procedures.

Manages Town's insurance program and budget. Prepares department report for Annual Town Report.

Oversees the Town's cash management program; monitors cash levels in treasury; arranges for short and long-term borrowing of funds as required; invests all available funds; pays debts schedule for all town debts; oversees all town savings, checking, and trust accounts.

Supervises the collection of all taxes due to the Town; oversees the issuance of demands for delinquent accounts and processes tax title property; supervises the issuance of municipal lien certificates.

Oversees the closing and reconciliation of all cash, tax receivables, and trust accounts; receives deposits of all Town receipts; reconciles statements and makes deposits.

Oversees the deposit of all cash received on a daily basis when practical; responsible for the prompt reconciliation of all bank accounts; maintains a cash book reflecting the breakdown of all receipts, disbursements and cash balances; provides for adequate funds for current obligations, including the safekeeping of all funds and the issuing of long-term and short-term debt; invests in funds to ensure maximum yield on investments while maintaining adequate availability of cash.

Supervises the withholding and payment of all required state and federal taxes and the filing of reports on a quarterly and annual basis; administers group benefit plans including retirement.

Responds to inquiries from property owners, members of the banking and real estate communities, and other interested parties; explains tax collection procedures to citizens and staff; advises the Town Manager, the Board of Selectmen, the Licensing Board and other Boards and Commissions on tax status of properties as requested.

Negotiates tax payment agreements with delinquent taxpayers to attempt to remove delinquency and prevent future defaults.

Supervises, directs, and coordinates the activities of subordinates; instructs and trains in duties and responsibilities, practices and procedures; assigns and monitors work activities; assures compliance to established standards; maintains discipline; performs appraisals and makes appropriate personnel recommendations.

Performs other similar or related duties as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:**

Bachelor's degree in accounting, business administration or a related field; five years of professional or governmental accounting experience; experience in municipal or governmental finance preferred; Certified Government Accountant status desirable; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

Thorough knowledge of the state and federal laws governing municipal finance, and in the principles and practices of sound cash management. Thorough knowledge of contemporary information technology, understanding of modern techniques of business systems analysis and consultative skills.

Ability to establish and maintain effective working relationships with subordinates, town officials, members of the banking and real estate community, governmental representatives, and the general public.

Ability to maintain accurate records, to analyze financial information, to prepare accurate financial reports, and to understand the investment market. Ability to communicate clearly and concisely, orally and in writing. Ability to deal with the public and members of the financial community in an effective and diplomatic manner. Knowledge of accounting related computer applications and operation. Knowledge of MUNIS accounting system.

Ability to analyze and interpret accounting data and to present reports of findings and recommendations. Ability to prepare and manage budgets. Ability to develop effective working relationships with subordinates and with other Town departments. Ability to communicate effectively both orally and in writing. Ability to use accounting and word processing software.

**Physical requirements:**

Minimal physical effort demanded in performing duties under typical office conditions. Position requires the ability to operate a keyboard and view computer screens for an extended period of time.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

# IV

### BUSINESS – D

<b>REQUESTED BY:</b>	<b>Selectboard Member Curley</b>
<b>DESIRED ACTION:</b>	<b>Request for a Temporary Seasonal Allowance of Direct Sales of Shellfish Letter. Seasonal Allowance of Direct Sales of Shellfish Letter, and the Draft Guidelines for Direct Shellfish Sales</b>
<b>PROPOSED MOTION:</b>	<b>TBD</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**-Letterhead-**

## **Request for a Temporary Seasonal Allowance of Direct Sales of Shellfish**

Dear, \_\_\_\_\_

Many of Massachusetts's fishing industries have been thrown a lifeline by the state's retail boat permitting. The economic fallout of COVID-19 disrupted the traditional markets for Massachusetts seafood products. Currently, the only seafood products that cannot easily be sold directly to consumers by fishermen are oysters and hard & soft shell clams. We urge supporting Massachusetts's shellfish growers and harvesters by **authorizing a temporary allowance of grower direct sales and seasonal retail boat permits for shellfishers from October 19th to May 20th.**

We understand that there are legitimate health concerns in the warm weather months due to the potential of vibrio. However, the onset of the colder weather months mitigates these risks. Vibrio control runs from May 21-October 18th. This is why we support issuing seasonal retail boat permits and a temporary allowance of grower direct sales for shellfish valid from October 19th to May 20th.

Shellfishers currently perform the most critical role in the tag tracking system. They are the ones that have to properly tag and label their products, and they know the steps needed to ensure a safe product. If they can sell directly to consumers during cold weather months, they can cut the time from when their product is harvested to a consumer's table. Please see the attached draft of guidelines on how direct sales may be done safely. A fresher product only increases our product's safety.

For growers, their product takes two to three years to produce a harvestable product depending on local conditions and grower practices. What they are growing right now represents a significant investment of both time and money.

Shellfish products are almost exclusively consumed in restaurants. Most shellfish are opened or prepared for consumers and not by consumers and eaten within minutes. Even if the local infection rates of COVID remain low, we can expect a continued weakening of restaurant demand due to regular seasonal changes amplified by the end of outdoor dining and the continued toll of restaurants that are shuttering due to COVID-19. In early September, the Massachusetts Restaurant Association reported roughly 3600 restaurants closed in Massachusetts alone, representing 20% of the state's total number of restaurants. The number of closures has only continued to increase. The

National Restaurant Association also reported in September that 100,000 restaurants had closed nationwide.

Allowing shellfishers to sell directly to local consumers enables them to build a more diversified and robust market while educating people about how they can prepare shellfish products themselves. We ask that they be afforded the same opportunity provided to other fishermen to allow them to sell directly to their neighbors and friends during this crisis.

Thank you,

Signed,

**Please send your letters to:**

The Honorable Charlie Baker, Governor  
Commonwealth of Massachusetts  
Massachusetts State House  
24 Beacon Street, Room 360  
Boston, MA 02133  
[constituent.services@state.ma.us](mailto:constituent.services@state.ma.us)

Dan McKiernan Director MA DMF  
Division of Marine Fisheries - Boston Office  
251 Causeway Street, Suite 400, Boston, MA 02114  
[dan.mckiernan@mass.gov](mailto:dan.mckiernan@mass.gov)

The Cape Delegation of Representatives and Senators



## **Draft Guidelines for Direct Shellfish Sales**

Shellfish may only be sold directly to consumers by shellfishers from October 19th, 2020 to May 20th, 2021.

Shellfish may only be sold directly to consumers by shellfishers within the state of Massachusetts.

Shellfish can only be sold directly to consumers by those holding a valid commercial shellfishing license or aquaculture license.

Each individual shellfisher may sell no more than 1000 pieces per week directly to consumers.

Shellfish sold directly to consumers shall only be either sold at the site of landing or by direct delivery to a consumer's location by the shellfisher.

A week is defined as being from Sunday to Saturday.

Shellfish sold directly to consumers must be physically sold within 24 hours of harvest.

Oysters sold directly to consumers shall be iced within an hour of emergence or harvest.

\*\*\*Note this isn't specifically necessary due to the time of year, but when I offered this suggestion was told that while not really necessary it shows the DMF that we are going above and beyond and will help with the DMF.

Shellfishers selling directly to consumers shall keep a logbook recording the consumers they have directly sold product to.

Date	Name	Address	Phone Number



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

# IV

### BUSINESS – E

<b>REQUESTED BY:</b>	<b>Selectboard Member Curley</b>
<b>DESIRED ACTION:</b>	<b>Revision of Selectboard Policy on Obtaining Legal Opinions</b>
<b>PROPOSED MOTION:</b>	<b>I move to amend the Selectboard Policy on Obtaining Legal Opinions as drafted by Selectboard member Curley.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

~~BOARD OF SELECTMEN~~ **Selectboard**

Date of Revision: 2/12/96

Policy on Obtaining Legal Opinions

Reaffirmed: 6/4/01

Original Date: August 29, 1995

1995-3

10/22/2020

In order to better conserve the Town's limited financial resources and enable the ~~Board of Selectmen~~ **Selectboard** to remain informed; and furthermore to improve the expediency and quality of our system of obtaining legal advice from Town Counsel, the ~~Board of Selectmen~~ **Selectboard** requests the following procedure be observed by all department heads and chairs of appointed Town boards and commissions:

Requests for legal opinions from Town Counsel shall be submitted to the Town Administrator **and the Selectboard** in writing. **Either the Town Administrator or a majority vote of the Selectboard may approve a request.** If approved, requests will be forwarded to Town Counsel. Town Counsel will likewise respond with a written legal opinion whenever possible.

In the event that an emergent situation exists, a verbal request and response, followed by a written request and response, will be acceptable.



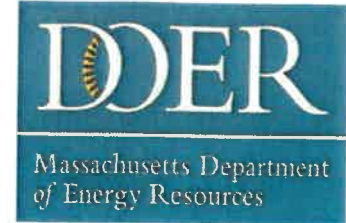
## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

# IV

### BUSINESS – F

<b>REQUESTED BY:</b>	<b>Selectboard Member Curley</b>
<b>DESIRED ACTION:</b>	<b>Fuel Efficient Vehicle Policy Revision</b>
<b>PROPOSED MOTION:</b>	<b>I move to amend the Selectboard Fuel Efficient Vehicle Policy as drafted by Selectboard member Curley.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



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## INTRODUCTION

Criterion Four of the Green Communities Program states that communities must purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. The purpose behind this criterion is to reduce carbon dioxide emissions by municipal vehicles, which has a positive impact on the environment and saves municipalities money.

As background, the US Environmental Protection Agency's Green Vehicle Guide states that:

*Vehicles with lower fuel economy create more carbon dioxide - the most prevalent greenhouse gas - than vehicles with higher fuel economy. Every gallon of gasoline your vehicle burns puts about 20 pounds of carbon dioxide into the atmosphere because air has weight and mass, and it takes a lot of it to burn a gallon of gasoline. One of the most important things you can do to reduce your contribution to global warming is to buy a vehicle with higher fuel economy. The difference between 25 miles per gallon and 20 miles per gallon can amount to the prevention of 10 tons of carbon dioxide over a vehicle's lifetime. Buying a more fuel-efficient vehicle will also help to reduce our nation's dependence on fossil fuels. And of course, you will save money by having to fuel up less often.*

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## COMPLIANCE

To meet this criterion, municipalities need to adopt by action of the local official or body with authority to enact municipal policies a written Fuel-Efficient Vehicle Policy that requires municipal departments and divisions to purchase only fuel-efficient vehicles (***See Appendix A, model policy***). Both general government and school districts are required to enact a fuel-efficient vehicle policy for a municipality to meet this requirement, and letters documenting adoption must be provided and signed by the appropriate municipal authorities, as noted below. Letters from other municipal officials are not acceptable.

For letters from the general government and school district:

- **General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Fuel-Efficient Vehicle Policy. The Chief Executive Officer is defined as the manager in any city having a manager and in any

town having a city form of government, the Mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter.

- **Public School Districts** - For a municipality to meet this requirement, its public school district must provide a letter from the School Superintendent stating that it has adopted the Fuel-Efficient Vehicle Policy. Please note that even if the school has no vehicles, or only has vehicles that are exempt from the Policy, adoption of the Policy by the school must be provided since the school may acquire non-exempt vehicles in the future.
- **Regional School Districts** – Regional School Districts are not required to be part of a municipality's Green Communities designation application. However, for regional school districts that wish to be part of a municipality's Green Communities designation (with approval by the municipality), the regional school district must also adopt the Fuel Efficient Vehicle Policy and provide a letter from the Superintendent stating that it has adopted the Policy.

Sample adoption letters are provided in Appendices B and C.

In addition, the municipality is required to develop and maintain a vehicle inventory for all four-wheeled vehicles, both exempt and non-exempt. A plan for replacing non-exempt vehicles with vehicles that meet the fuel efficiency ratings below must also be developed and maintained. This inventory of all vehicles and replacement plan for non-exempt vehicles must include school vehicles. The fuel efficiency ratings are set to ensure that at least five or more automatic transmission models of mass production are available for sale in Massachusetts (all from affordable brands; no luxury brands). Based on 2020 EPA data, vehicles are to have a combined city and highway MPG no less than the following:

- 2 wheel drive car: 30 MPG
- 4 wheel drive car: 29 MPG
- 2 wheel drive van 22 MPG
- 4 wheel drive van 20 MPG
- 2 wheel drive pick-up truck: 21 MPG
- 4 wheel drive pick-up truck: 18 MPG
- 2 wheel drive sport utility vehicle: 24 MPG
- 4 wheel drive sport utility vehicle: 21MPG

Hybrid or electric vehicles in these vehicle classes will meet these criteria.

***To inform your purchasing decisions, information on makes and models of vehicles, including fuel economy comparisons, can be found at: <http://www.fueleconomy.gov> We encourage use of this valuable resource for informing decisions.***

***In addition, many vehicles that meet the above criteria can be found on statewide contract VEH98,***

"Purchase of Light Duty Vehicles – Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs," located in [www.commbuys.com](http://www.commbuys.com)

**\*NOTE:** The EPA maintains a database on vehicle fuel efficiency that is updated occasionally throughout the year, as new models are released. As increasing numbers of fuel efficient vehicle models are released, the minimum combined MPG requirements of Criterion 4 will be revised upwards. **Thus, cities and towns must check the Criterion 4 Guidance for updates prior to ordering new vehicles.**

In order to encourage efficient driving practices, municipalities should implement a monitoring system to record miles driven, fuel consumption, etc. for each vehicle in every department. A monitoring system will help facilitate the municipality's reduction in aggregate energy consumption. If a municipality provides fuel for fleet vehicles, it should consider using a universal fleet card that provides a monitoring system for tracking fuel use.

### **VEHICLE RECYCLING**

Recycling of vehicles – i.e., moving a previously purchased and used vehicle from one municipal department to another municipal department in need of a vehicle is only allowed if the vehicle being recycled to a new department is more fuel efficient than the vehicle it is replacing.

### **EXEMPTIONS**

Vehicles that are exempt from the municipal Fuel Efficient Vehicle Policy include off-road vehicles, motorcycles and heavy-duty vehicles. Heavy-Duty vehicles are defined as having a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds. Examples include fire engines, ambulances, and some public works vehicles.

In addition, police cruisers are exempt from this criterion due to market availability; however, **municipalities must commit to purchasing fuel efficient cruisers when they become commercially available.** Police and fire department administrative vehicles **MUST** meet fuel efficient requirements.

Emergency Response vehicles that are under 8,500 pounds and for which fuel efficient models are available are NOT exempt.

**PLEASE NOTE:** If a vehicle is found on [www.fueleconomy.gov](http://www.fueleconomy.gov), then it has a GVWR of less than 8,500 pounds, is **NOT** a heavy-duty vehicle and is **NOT** exempt.

### **ALTERNATIVE COMPLIANCE**

If a municipality has a vehicle fleet composed of all exempt vehicles (e.g. heavy-duty vehicles and/or police cruisers), it must propose alternative means of reducing vehicle fuel consumption in order to comply with this criterion. Examples of Alternative Compliance include having in place policies and programs that reduce vehicle fuel consumption such as: the installation of idle-reduction devices on police cruisers and/or trucks, installation of electric vehicle charging stations, after-market hybrid conversion of existing vehicles, fleet right-sizing, adoption of an anti-idling policy, and/or use of alternative fuels such as biodiesel blends from B-5 to B-20 for heavy duty fleets. While DOER encourages policies such as these for all

municipalities, cities and towns that do not have any vehicles in their fleet subject to the MPG criteria **MUST** provide some form of Alternative Compliance. In addition, a municipality must note that, should it acquire non-exempt vehicles in the future, it is committed to purchasing non-exempt vehicles that meet the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. See Appendix D for a model Fuel Efficient Vehicle Policy for Alternative Compliance.

An inventory of all vehicles must be provided.

**Please note:** Even if a municipality has only one non-exempt vehicle, it must have a Fuel Efficient Vehicle Policy in place. Alternative Compliance for meeting Criterion 4 can only be used if ALL vehicles in the fleet are exempt.

### **APPLICABILITY**

All communities seeking Green Communities designation must adopt a fuel efficient vehicle policy that reflects the most recent MPG criteria published in this Guidance. If a municipality has adopted a policy that reflects old MPG criteria, it must have done so within the six months immediately preceding issuance of revised Guidance in order to qualify for credit under this criterion when applying for designation.

**All designated Green Communities must review their Fuel Efficient Vehicle Policy on an annual basis and ensure that their policies reflect DOER's most recently published MPG minimums. The Annual Reporting required of Green Communities will include this information.**

### **Future Financial Considerations**

Contingency language regarding potential future budgetary constraints in Fuel Efficient Vehicle Policies will not be accepted. DOER recognizes that predicting and committing future budgets is difficult and will work with municipalities on a case-by-case basis should they encounter difficulty complying with their Fuel Efficient Policy due to a budget issue in a particular year.

## **FOR MORE INFORMATION**

### **Websites:**

[www.mass.gov/energy/greencommunities](http://www.mass.gov/energy/greencommunities)

[www.fueleconomy.gov](http://www.fueleconomy.gov)

Statewide contract **VEH98**,

"Purchase of Light Duty Vehicles: Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs"  
located on <https://www.commbuys.com>.

Contact your [Regional Coordinator](#)



## APPENDIX A

*This model policy was prepared to assist cities and towns in developing a fuel efficient vehicle policy. This model policy is intended for illustration purposes. Communities are free to utilize the format provided.*

Municipality / School District	
FUEL EFFICIENT VEHICLE POLICY	
Effective Date	
Revisions	
Board of Selectman Approval Date	
School Superintendent Approval Date	

### DEFINITIONS

**Combined city and highway MPG (EPA Combined fuel economy):** Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:

$$=1/((0.43/City\ MPG)+(0.57/highway\ MPG))$$

**Drive System:** The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: 4 -wheel drive automatically controlled by the vehicle power train system
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

**Heavy-duty vehicle:** Vehicles with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds

### POLICY STATEMENT

In an effort to reduce the (city/town/school district/other local entity)'s fuel consumption and energy costs the (policy making body) hereby adopts a policy to purchase only fuel efficient vehicles to meet this goal.

## PURPOSE

To establish a requirement that the (city/town/school district/other local entity) purchase only fuel efficient vehicles for municipal/school use whenever such vehicles are commercially available and practicable.

---

## APPLICABILITY

This policy applies to all divisions and departments of the (city/town/school district/other local entity). It applies to road-worthy passenger vehicles, pick up and utility trucks, and SUVs. It does not apply to specialized equipment or off-road vehicles.

---

## GUIDELINES

All departments/divisions shall purchase only fuel efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The (city/town/school district/other local entity) will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.

It is the responsibility of the (city/town/school district/other local entity) to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

### *Exemptions*

- Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.
- As of the adoption date (above) police cruisers are exempt from this criterion due to lack of widespread availability. However, we commit to purchasing fuel efficient police cruisers, when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

### *Inventory*

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:

Model	Make	Model Year	Year/month Purchased	Drive System: 2 WD, 4WD or AWD	> 8500 pounds? (Y or N)	Exempt or non-exempt	MPG Rating	Vehicle Function
Ford	F250	2016	08/2017	4WD	Y	Exempt	N/A	DPW - Maintenance

**UPDATED - 2/28/2020**

Ford	Focus	2014	07/2014	2WD	N	NE	32	Assessors
International	Dump Truck	2011	09/2011	RWD	Y	Exempt	N/A	Sander/Snowplowing

**NOTE:** Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

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#### **FUEL EFFICIENT VEHICLE REPLACEMENT PLAN**

All non-exempt vehicles shall be replaced with fuel efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement is more efficient than the vehicle it is replacing. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

(city/town/school district/other local entity) will review on an annual basis the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.

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#### **QUESTIONS / ENFORCEMENT**

All other inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This policy is enforced by the Chief Administrative Officer and/or his/her designee(s).

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## **Appendix B**

### **Sample town adoption letter**

**Letter must be on Town Letterhead**

**MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street – Suite 1040  
Boston, MA 02114**

**{date of letter}**

**At a public Board of Selectmen meeting held on [DATE], the Board of Selectmen voted to adopt the attached Fuel Efficiency Vehicle Policy.**

**Thank you.**

**Signature and Typed Name of Chair**

## **Appendix C**

### **Sample School Adoption Letter**

**Letter must be on School letterhead**

**MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street – Suite 1040  
Boston, MA 02114**

**{date of letter}**

**Please be advised that the Public Schools of [Town] hereby adopted the attached Fuel Efficiency Vehicle Policy.**

**Thank you.**

**Signature and Typed Name of Superintendent of Schools**

## Appendix D

*This model policy was prepared to assist cities and towns in developing an alternative compliance fuel efficient vehicle policy. This model policy is intended for illustration purposes. Communities are free to utilize the format provided.*

### (city/town/school district/other local entity name) Alternative Compliance Fuel Efficient Vehicle Policy

FEVP Effective Date	
Date of Municipal Approval	
Date of Board of Selectmen Approval	
Date of School Superintendent Approval	

## INTRODUCTION

Criterion Four of the Green Communities Program states that a Green Community must purchase fuel efficient vehicles for municipal use, including schools, whenever such vehicles are commercially available and practicable. (city/town/school district/other local entity name) currently owns XX vehicles for municipal use. All vehicles fall into the exempt status according to the Green Community's Criterion 4 guidance. (city/town/school district/other local entity name) has adopted this Fuel Efficient Vehicle Policy (FEVP) to purchase the most fuel efficient vehicles for all departments/divisions whenever they become commercially available.

This policy is established to reduce the consumption of fossil fuels, which in turn will have a positive impact on the environment and save tax dollars. Under this policy (city/town/school district/other local entity name) hereby establishes a monitoring system to help facilitate the municipality's reduction in vehicle consumption. (city/town/school district/other local entity name) XX will establish and oversee the monitoring system in conjunction with the town and school officials and staff as appropriate.

## ALTERNATIVE COMPLIANCE

(city/town/school district/other local entity name) has all exempt vehicles (see attachment A, vehicle inventory). Therefore, (city/town/school district/other local entity) is seeking Alternative Compliance for Criterion 4 based on the following actions (**must select at least two**):

- 1) The annual miles driven (or hours used) and total fuel consumption will be determined starting in the municipal fiscal years of 2020, beginning on July 1, 2019. (city/town/school district/other local

entity) will review this information in September of each year for potential ways to reduce consumption, including: reducing vehicle miles traveled, replacing exempt vehicles with fuel efficient non-exempt vehicles, replacing exempt vehicles with more efficient exempt vehicles.

- 2) (city/town/school district/other local entity name) has adopted an anti-idling policy, in accordance with MGL chapter 90, Section 16A (see Attachment B) applicable to all municipal vehicles to reduce vehicle fuel consumption and emissions. All town employees who drive municipal vehicles have been given this policy.
- 3) (city/town/school district/other local entity name) commits to using biodiesel blended fuels in light, medium or heavy duty fleet vehicles.
- 4) (city/town/school district/other local entity name) commits to installing a Level II charging station at a publicly accessible location.
- 5) (city/town/school district/other local entity name) will pursue after-market conversion of existing vehicles, which includes modifying a vehicle or engine to operate using a different fuel or power source that which it was originally designed for. Many conventional vehicles can be converted to run on fuels like electricity, propane or natural gas, helping to reduce petroleum consumption and GHG emissions and often significantly increasing the fuel efficiency of the vehicle.
- 6) (city/town/school district/other local entity name) will install vehicle parts and/or equipment to conserve fuel. There are many technologies available that, when added to existing vehicles, can help save fuel, reduce emissions, and save money. This includes engine idle management systems, telematics, cab and/or engine block heaters, auxiliary power units, and using synthetic oils.
- 7) (city/town/school district/other local entity name) commits to fleet right sizing, which refers to striking the optimal balance between fleet composition and operational requirements such that each asset within a fleet is not only fully utilized but the right size and type for the job. Right sizing is a management practice that can help vehicle fleet managers build and maintain sustainable, fuel efficient fleets. Fleet inventories often grow over time to include vehicles that are highly specialized, rarely used, or unsuitable for current applications.

## POLICY STATEMENT

In an effort to reduce (city/town/school district/other local entity name)'s fuel consumption and energy costs, (city/town/school district/other local entity name)'s hereby adopts this policy to purchase the most fuel-efficient vehicles to meet this goal.

## APPLICABILITY

This policy applies to all divisions and departments of (city/town/school district/other local entity name).

## GUIDELINES

All departments/divisions will purchase the most fuel efficient vehicles for municipal use (including police, fire and highway) whenever such vehicles are commercially available and practicable.



(city/town/school district/other local entity name) will maintain an annual vehicle inventory for all vehicles and a plan for acquiring any non-exempt vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles. The most recent Green Communities Guidance for Criterion 4 will be checked for updates prior to ordering replacement vehicles.

### **Exemptions**

- Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.
- As of the adoption date (above) police cruisers are exempt from this criterion due to lack of widespread availability. However, **we commit to purchasing fuel efficient police cruisers, when they become commercially available.** Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

### **Inventory**

An inventory of all Town vehicles is contained in Attachment A and shall be updated on an annual basis.

### **FUEL EFFICIENT VEHICLE REPLACEMENT PLAN**

Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle is more efficient than the vehicle it is replacing. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

The Vehicle Inventory will be reviewed on an annual basis along with the Green Communities Criterion 4 Guidance to plan for new acquisitions as part of planning for the new fiscal year budget.

### **DEFINITIONS**

Combined City and Highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 percent highway miles and is calculated as follows:

$$\text{Combined City and highway MPG} = \frac{1}{\left(\frac{0.43}{\text{CityMPG}}\right) + \left(\frac{0.57}{\text{HighwayMPG}}\right)}$$

**Drive System:** The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: four-wheel drive automatically controlled by the vehicle power train system
- 4WD = 4 Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD = 2-wheel Drive

**Heavy-duty vehicle:** A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

#### **QUESTIONS AND ENFORCEMENT**

All inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This Fuel Efficient Vehicle Replacement Plan is enforced by the Chief Administrative Officer and/or his/her designee(s).

### **ATTACHMENT A**

(city/town/school district/other local entity name) MUNICIPAL VEHICLE INVENTORY

<b>Make</b>	<b>Model</b>	<b>Model Year</b>	<b>Date Purchased (month/yr)</b>	<b>Drive System</b>	<b>GVWR&gt; 8,500 pounds? (Y or N)</b>	<b>Exempt or Non-Exempt (E or NE)</b>	<b>MPG Rating</b>	<b>Function</b>
Ford		2004	11/04	4WD	Y	E		Ambulance
GMC	Yukon	1999	12/10	4WD	N	E	14	Fire Chief — emergency response
Ford	Crown Vic	2018	8/17	2WD	N	E	16	police cruiser

## ATTACHMENT B

*This sample policy was taken from the MA DEP's idling reduction toolkit, found at <http://www.mass.gov/dep/air/community/depikit.doc>.*

### (city/town/school district/other local entity name) ANTI-IDLING POLICY

This policy applies to [Insert target audience: residents, municipal fleet, school] vehicles operated by or within the town/city of [name of municipality].

#### OBJECTIVES

- 1) To eliminate unnecessary idling of vehicles in order to reduce the community's exposure to exhaust from gasoline and diesel engines.
- 2) To educate and inform municipal employees and residents about the health and environmental effects of gasoline and diesel exhaust.

#### PURPOSE

Idling vehicles pollute the air and present several health and environmental hazards. Gasoline and diesel vehicles produce carbon monoxide, carbon dioxide, volatile organic compounds (VOCs) and oxides of nitrogen (NOx). Carbon monoxide causes respiratory distress and in high concentrations can be lethal; carbon dioxide is a primary contributor to global warming; and VOCs and NOx form ozone, ground-level smog and impair lung function. In addition, diesel exhaust contains fine particulate matter, which the U.S. Environmental Protection Agency has designated as a likely carcinogen. The elderly, chronically ill and children are all particularly vulnerable to these health effects because their lung function is respectively decreased, impaired or still in development.

In addition, Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11(1)(b)) both prohibit unnecessary vehicle idling by stating that the engine must be shut down if the vehicle will be stopped for more than five minutes. Exemptions include: 1) the vehicle is being serviced and the idling is required to repair the vehicle; or 2) the vehicle is making deliveries and needs to keep its engine running (to power refrigerators, for example); and, 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, or a wheelchair lift in a bus or van. To provide additional protections for children, MGL Chapter 90, Section 16B further restricts unnecessary idling in school zones.

In order to reduce the health and environmental effects of vehicle exhaust, comply with the state's idling reduction regulation and law, and decrease our use of fuel by reducing unnecessary idling, the following actions shall be implemented to the maximum extent practicable:

*[Municipality would insert specific actions it will implement in its Idling Reduction Campaign such as: posting of signs in public areas, educating municipal employees and residents, establishing best management practices for municipal vehicle operations, etc.]*

This policy is hereby approved by the [Governing Body], this [date], to eliminate unnecessary idling.

Signature: \_\_\_\_\_  
Authorized Official





## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

V

## SELECTBOARD REPORTS

[illegible]



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

VI

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# TOWN ADMINISTRATOR'S REPORT



## TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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

[www.wellfleetma.org](http://www.wellfleetma.org)

To: Board of Selectmen  
From: Maria T. Broadbent, Town Administrator  
Subject: Town Administrator's Report  
Date: October 23, 2020

This report is for the period October 9, 2020 through October 23, 2020.

### 1. General

- Town Hall remains closed to the public, except by appointment only, as precaution to the COVID-19 virus. Town staff is available by appointment.
- The Health/Conservation Agent and a retired medical professional member of the Board of Health toured Town Hall to determine what measures need to be taken to safely and comfortably return all staff to working in person in a way that follows Governor Baker's COVID-19 directives. With some relatively minor movement of staff and office equipment, staff will be brought back to work at Town Hall but the building will continue to operate by appointment only for the public. The draft of the recommendations was reviewed by the Board of Health and their comments and the draft report are included on the October 27, 2020 Selectboard agenda.
- The space used by inspection staff in the Public Works Department building will be examined more closely once the new Building Official is on board.

### 2. Fiscal Matters

- The Town Treasurer continues to work closely with the Eastham Finance Director to finish up the tax rate filing. The Eastham Director has been helping Wellfleet staff to review information needed by the Department of Revenue.
- The Town received a deposit of the June – September Rooms Tax in the amount of \$554,783, and \$74,232 in prepaid real estate taxes.
- An assessment payment to the Nauset Regional School District is due on December 1. It is recommended that the Town initiate internal short-term borrowing to cover the payment until tax receipts cover the cost. The approval for this internal borrowing is included on the Selectboard's October 27, 2020 agenda.

### 3. Meetings – Most meetings are via conference call/Zoom

- October 13-Cable Advisory Committee
- October 14-Fred Magee-FinComm
- October 15-Cape Code Climate Action Plan
- October 15-MA Interlocal Insurance Association

## TOWN ADMINISTRATOR'S REPORT TO THE SELECTMEN

- October 20-Emergency Management Team
- October 20-Jim Nowak-School fire suppression system bid process
- October 23-Carolyn Murray, KP Law,

### 4. Personnel Matters:

- Recommended changes to the Town Accountant position and the reorganization of finance staff have been included on the Selectboard's October 27, 2020 agenda. It is hoped that the position can be advertised shortly.



[illegible]



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

VIII

### CORRESPONDENCE REPORT

*Thursday, October 8, 2020 through Thursday, October 22, 2020*

**Letters (emails):**

0/8	Courtney Butler	Packet for 10/13 Meeting
0/9	Peter Cass Noble	Bicyclist, 55, dies after being hit by truck in McCully-Moiliili bike lane   Honolulu Star-Advertiser
0/12	Heather Doyle	Cape Cod Ocean community, appreciation and recap.
0/12	Helen Miranda Wilson	Additional information for the Bldg. Inspector agenda item.
0/13	Ryan Curley	Herring River Ruppia – Wastewater
0/13	Justina Carlson	Building Inspector Resumes
0/13	Courtney Butler	Out of Office - Prepping for Absence
0/13	Courtney Butler	Amendments to 10/5 minutes
0/13	Helen Miranda Wilson	Fwd: DRAFT letter to NPS Superintendent.
0/13	Don Thimas	MET CONTRACT APPROVAL
0/14	Courtney Butler	OIG Guide to Serving on a Board/Committee
0/14	Courtney Butler	For your signature
0/14	MMA	Justina, Governor Baker Files Revised FY21 Budget
0/15	Courtney Butler	Residency Requirement for Boards/Committees
10/20	Elaine McIlroy	FW: Municipal Affordable Housing Trust Fund
10/21	MA Division of Marine Fisheries	Division of Marine Fisheries Welcomes Two New Members to the Massachusetts Marine Fisheries Advisory Commission
10/22	MA Division of Marine Fisheries	DMF Proposing In-Season Increase to Commercial Summer Flounder Limits
10/22	MMA	Registration is Open for MMA 2021 Annual Meeting!
10/22	Courtney Butler	REMINDER - AGENDA ITEMS DUE TODAY
10/22	Courtney Butler	Resignation of Public Rights of Access Committee – Baron
10/22	Courtney Butler	Resignation of Public Rights of Access Committee - Falcone
10/22	Courtney Butler	Courtney, Would you kindly forward a copy of my attachments to the Selectboard and others
10/22	Michael DeVasto	Back to Work Plan?
10/22	Ryan Curley	FYI
10/22	Lilli Green	Proposed resolution with letter to the Governor in support



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

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10/22	Hillary Greenberg-Lemos	of shellfishers
10/22	Maria Broadbent	employee training manual 10-6-20
		CIP FY 2022-2026

**Board & Committee Minutes:**

0/9	Jack Dixon	AB minutes June 29
0/9	Jack Dixon	AB minutes corrected version



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

# IX

## MINUTES

<b>REQUESTED BY:</b>	<b>Executive Assistant</b>
<b>DESIRED ACTION:</b>	<b>Approval of meeting minutes</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the minutes of October 13, 2020 as printed in draft</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**DRAFT – A full audio recording of this virtual meeting can be found on the Town’s website under Wellfleet Town Media.**

**Wellfleet Selectboard Meeting  
Tuesday, October 13, 2020 at 7pm  
Zoom Virtual Meeting**

**Selectboard Members Present:** Chair Michael DeVasto; Janet Reinhart; Helen Miranda Wilson; Justina Carlson; Ryan Curley

**Also Present:** Town Administrator Maria Broadbent; Assistant Town Administrator Mike Trovato; Executive Assistant Courtney Butler; Police Chief Michael Hurley; Fire Chief Rich Pauley; Health Agent Hillary Greenberg-Lemos

Chair DeVasto called the meeting to order at 7:00 p.m. This meeting was held via Zoom and the recording is available on the Town website.

**ANNOUNCEMENTS, OPEN SESSION AND PUBLIC COMMENT**

- Wilson: There is a new Ballot Box in the Town Hall parking lot, on the Winslow Tavern’s side.
- DeVasto: Wellfleet received a Habitat Community Partner Award and thanked the Housing Authority and Elaine McIlroy for all of their efforts to provide affordable and attainable housing in Wellfleet.

**BOARD/COMMITTEE APPOINTMENTS AND UPDATES**

***Comprehensive Wastewater Management Planning Committee – Update***

Scott Horsley, consultant, was also present. Horsley said he has been working with the Board of Health and Wastewater Committee on the 208 Plan. Horsley described some of the work being done, including that for the 95 Lawrence Road wastewater system.

Wilson asked that a prior meeting recording be posted on the website; Butler said she would do so. Curley expressed concerns around the housing project and asked for more in-depth information about the current work of the Wastewater Committee. Carlson said it was important to remember that the Town was aiming to obtain its watershed permit first. She spoke about the efforts of the Cape Cod Water Protection Collaborative, which she sits on as the Wellfleet representative.

Curley discussed nitrogen removal by oysters in the water with Horsley, who said that 1500kg (over a 20-30 year period) of nitrogen removal was possible. Wilson asked how the benefit was right now; Horsley said he would have to get back to the Board with that information.

Audience member Kathleen Bacon, member of the 95 Lawrence Road Task Force, said she has been championing a state-of-the-art septic system for the site and asked the Board to support the Wastewater Committees recommendations for the system. Gary Sorkin, also a member of the Task Force, expressed his desire for the support of the system. Sorkin said the RFP will be issued for the housing project after January 1, 2021, which needs a statement about the wastewater system. DeVasto asked the cost of the system; Horsley said it was about \$4.4 million. There was further discussion.

**DRAFT – A full audio recording of this virtual meeting can be found on the Town’s website under Wellfleet Town Media.**

Horsley provided a slideshow presentation that further demonstrated his work as a consultant with the Town. The Board provided their comments on his presentation.

- Curley moved to support the scenario three Wastewater Plan for the 95 Lawrence Road Housing Project.
- Wilson seconded, and the motion carried 5-0.

***Marina Advisory Committee – Sam Peper***

Peper was present and discussed why he wanted to join a Town board. Peper said he was a part-time resident and served on committees in other Towns he has lived in. He also has personal interests in sailing and the marina. Reinhart thanked Peper for his application.

There was discussion about the residency requirements for members of Town committees.

- Reinhart moved to appoint Sam Peper as an alternate to the Marina Advisory Committee for a term ending June 30, 2021.
- DeVasto seconded, and the motion carried 5-0.

***Bike and Walkways – Lance Miller***

Miller was present and discussed why he wanted to join the Bike and Walkways Committee.

- Reinhart moved to appoint Lance Miller to the Bike and Walkways Committee for a term ending June 30, 2022.
- Carlson seconded, and the motion carried 5-0.

***Library Board of Trustees – Robert Shreefter***

Shreefter was present and discussed why he wanted to serve on the Library Board of Trustees, saying he has served on the Library Art Committee and served on the Board of Trustees a few years ago.

- Reinhart moved to appoint Robert Shreefter to the Library Board of Trustees to fill a term, until an election can be held in.
- Carlson seconded, and the motion carried 5-0.

***Approval of Community Preservation Act Grant Agreement – Wellfleet Historical Society and Museum***

- Reinhart moved to approve the Community Preservation Act Grant Agreement with the Wellfleet Historical Society and Museum and authorize the Board to sign it.
- Wilson seconded, and the motion carried 5-0.

***Approval of Community Preservation Act Grant Agreement – Lower Cape Community Development Partnership***

- Reinhart moved to approve the Community Preservation Act Grant Agreement with the Lower Cape Community Development Partnership and authorize the Board to sign it.
- Wilson seconded, and the motion carried 5-0.

**COVID-19 UPDATES AND RECOMMENDATIONS**

***Update on Staff Return-to-Work Plan***

Broadbent thanked Greenberg-Lemos and Janet Drohan, from the Board of Health, for walking through Town Hall and other office spaces in Town. Broadbent said that nothing will change to

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public access, meaning that appointments will still need to be made to conduct business. She described potential changes to staff workspaces in order to bring all staff back to the office to work and be separated.

There was further discussion about the plan, being worked on by the Board of Health. The Selectboard expressed concerns for staff safety, health, and well-being, asking questions about remote-work capabilities for staff who are uncomfortable, the HVAC system in Town Hall, and the ventilation during winter months. Lemos described some of the plan, which requires face coverings. Wilson reminded people to “mask when they move”, in Town buildings. The Board requested to see the plan.

- No action taken.

## **BUSINESS**

### ***Approval of Contract with the MA Environmental Trust (MET) for the restoration of fish passage along the Upper Herring River***

Lemos described the project, for which an application was submitted by the Town, CCNS, and Friends of Herring River. Curley asked about the impact of waterflow during the restoration; Lemos said it would improve inflow and outflow. Curley thanked Lemos and John Portnoy for their efforts.

- Wilson moved to approve the Contract with the MA Environmental Trust (MET) for the restoration fish passage along the Upper Herring River and authorize the Town Administrator to sign it.
- Reinhart seconded, and the motion carried 5-0.

### ***Woodland Fire Management***

Curley requested this agenda item and described concerns over woodland fires occurring due to the high amount of droughts the Cape has faced recently. Chief Pauley said that 33% of the Commonwealth is currently still in an extreme drought, including Barnstable County. He described his partnership with local, county, state, and federal agencies including the Cape Cod National Seashore, which has a robust fire management program and is where a lot of Wellfleet woodlands are located. Chief Pauley described possible public education and outreach actions the Department could make.

Wilson asked how well control burns would work in Town; Chief Pauley said he did not feel comfortable starting any sort of control burn policy or program in place in Town, due to resources, but with the assistance of state and federal agencies, they can be done. There was further discussion.

### ***Sign the November 3<sup>rd</sup> Election Warrant***

- Reinhart moved and authorized that the Board sign the November 3, 2020 election warrant.
- Wilson seconded, and the motion carried 5-0.

### ***FY 2021 Selectboard Goals***

Wilson discussed the goals, as consolidated by Butler, and presented in the packet. There was further discussion about the format of the goals.

- No action taken.

### ***Review and approval of letter to National Seashore Superintendent, re: Bike Trail Projects***

DeVasto noted that he re-wrote the letter approved at the September 30, 2020 meeting. The Board



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discussed additional edits to the letter. The Board requested that Butler work to schedule a meeting with the Board and Carlstrom.

- DeVasto moved to rescind the September 30, 2020 motion to send the letter drafted at that meeting to Brian Carlstrom.
- Curley seconded, and the motion carried 5-0.
- DeVasto moved to approve the letter to Brian Carlstrom, as drafted by Michael DeVasto and as amended at this meeting and authorize the Chair to sign it on behalf of the Board.
- Wilson seconded, and the motion carried 5-0.

***Review of Chosen Applicant for Building Inspector, per Section 5.4.2 of the Town Charter***

Trovato described the process for searching and hiring a Building Inspector to replace Justin Post. He said that they received 8 applicants, 5 of which were extremely qualified. Trovato said that of those interviewed, Paul Fowler of Dennis, rose to the top. He listed his qualifications and noted that Fowler’s references spoke very highly of him. Trovato said that Fowler was offered and accepted a conditional offer of employment, contingent upon the Selectboard’s right to disapprove within 14 days.

DeVasto expressed concerns that no member of the Building, Conservation or Planning department or boards was involved. Trovato said he did speak with Post and the Planning Board Chair prior to the interviews. There was further discussion about the hiring process.

**SELECTBOARD REPORTS**

- Reinhart: attended Cape Cod and Islands Selectmen’s Association meeting
- Curley: attending Rights of Public Access Committee meetings
- Wilson: attended Herring River Technical Team meeting
- Wilson: attended Shellfish Advisory Board meeting

**TOWN ADMINISTRATOR’S REPORT**

This report is for the period September 19, 2020 through October 8, 2020.

**1. General**

- Town Hall remains closed to the public, except by appointment only, as precaution to the COVID-19 virus. Town staff is available by appointment.
- The Health/Conservation Agent and a retired medical professional member of the Board of Health toured Town Hall to determine what measures need to be taken to safely and comfortably return all staff to working in person in a way that follows Governor Baker’s COVID-19 directives. With some relatively minor movement of staff and office equipment, staff will be brought back to work at Town Hall but the building will continue to operate by appointment only for the public.
- The space used by inspection staff in the Public Works Department building will be examined more closely once the new Building Official is on board.

**2. Fiscal Matters**

- The Town Treasurer is working closely with the Eastham Finance Director to finish up the tax rate filing. The Eastham Director has been helping Wellfleet staff to review information needed by the Department of Revenue.



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- Staff met with the Town’s financial advisor to discuss options for short-term borrowing and will be coming to the Selectboard with options in the near future.
  - Spending related to COVID-19 measures is being monitored closely as future expenses will not likely be reimbursed through the CARES act and will need to come from departmental budgets.
3. Meetings – Most meetings are via conference call/Zoom
- September 21-Herring River board
  - September 22- Herring River project funding
  - September 22-Wellfleet Seasonal Resident Association
  - October 1-Cape Cod National Seashore Supt re shark awareness
  - October 6-Housing Authority re 5 Lawrence Road
  - October 7-Financial Advisory re borrowing/bonding
4. Personnel Matters:
- A candidate has been chosen to fill the Building Inspector position.
  - The Town Accountant position will be advertised shortly with some likely changes to the title and a clarification of the duties.

**TOPICS FOR FUTURE DISCUSSION**

- Wilson: status of roads in the subdivision
- Wilson: short-term borrowing
- Wilson: meeting with Brian Carlstrom (work meeting)
- Reinhart: minutes of all boards/committees
- Carlson: Wastewater Management Planning Committee Update – oysters as nitrogen mitigators
- Curley: Fuel Tanks at Marina
- Curley: Landfill right-of-way for Solar Array at the Transfer Station
- Curley: follow-up with National Seashore about woodland fire management
- DeVasto: stairway from Historical Society to Town Hall parking lot
- DeVasto: local media policy

**CORRESPONDENCE AND VACANCY REPORTS**

Wilson asked about the removal of jersey barriers at Ceraldi, as asked about in a letter from Kathleen Bacon. Wilson discussed an email from Jerry Houk. Wilson described a letter from Ginny Parker. DeVasto said the use of town property at Ceraldi was approved, contingent upon compliance with the Fire Department and Health Agent, who required the area to be blocked off and said the barriers were being removed shortly. He also noted that the water access was never blocked.

Curley discussed concern with Shellfish Advisory Board member attendance.

**MINUTES**

***September 30, 2020***

- Reinhart moved to approve the minutes of September 30, 2020 as printed in draft.
- Wilson seconded, and the motion carried 4-0-1, with Wilson abstained.

***October 5, 2020***

- Wilson moved to approve the draft minutes of October 5, 2020 as amended.

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

#### **ADJOURNMENT**

- Reinhart moved to adjourn.
- Wilson seconded, and the motion carried 5-0.

The meeting adjourned at 10:25pm.

Respectfully submitted,

Courtney Butler,  
Secretary

Public Records Documents available as of 10/13/2020:

1. Presentation materials from Scott Horsley;
2. Appointment papers for Sam Peper, Lance Miller, and Robert Shreefter;
3. Community Preservation Act Grant Agreements for Wellfleet Historical Society and Museum and the Lower Cape Community Development Partnership;
4. Memo from the Health and Conservation Agent, dated October 6, 2020, re: Signature of Contract with Massachusetts Environmental Trust (MET);
5. Supporting documents for Contract with Massachusetts Environmental Trust (MET);
6. November 3, 2020 Election Warrant;
7. FY2021 Draft Selectboard Goals compiled;
8. Letter to Superintendent Brian Carlstrom, dated October 2, 2020, re: Bike Trail Projects;
9. Draft letter to Superintendent Brian Carlstrom, re: Bike Trail Projects;
10. Building Inspector applicant information;
11. Town Administrator’s Report;
12. Correspondence Report;
13. Vacancy Report;
14. Draft minutes of the September 30, 2020 and October 5, 2020 meetings.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: October 27, 2020

X

### ADJOURNMENT

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