



Wellfleet Selectboard

Note: Start Time of 6pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, November 14, 2023, at 6:00 p.m.** The Chapter 2 of the Acts of 2023, this meeting will be conducted in person and as a courtesy via remote means, per 940 MCR 29.10 and the Town's Remote Participation Policy. While an option for remote attendance and/or participation is provided as a courtesy to the public, the meeting/hearing may not be suspended or terminated if technological problems interrupt the virtual broadcast unless otherwise required by law.

Joining the Meeting:

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

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

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

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

To Participate during public comment:

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

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

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

I. *Announcements, and Public Comments*

Note: Public comments are limited to no more than three minutes per speaker.

The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments

II. *Public Hearings*

- A. Application received 10/16/2023 ~ for the transfer of shellfish grant license #'s 95-23 and 95-24 consisting of approximately two acres on Egg Island from Zach Rennert to Zach Rennert and Blake Olson.

- B. Application received 10/18/2023 ~ for the transfer of shellfish grant license # 2008-01 consisting of 0.5 acres on Lieutenant Island from Ralph Bassett and Russel Junkins to Ralph Bassett, Russell Junkins, and Sheila Avery.
- C. Application Received 10/18/2023 ~ for the transfer of shellfish grant license #'s 01-01 and 01-01 ext. consisting of a total of three acres on Lieutenant Island from Rodney Avery to Rodney Avery and Shiela Avery.
- D. Assignment of shellfish grant license #851 consisting of approximately one acre on Field Point to the October 17, 2023, lottery winner Devon Nunez.
- E. Assignment of shellfish grant license #01-06-B1 consisting of approximately 1.5 acres off Indian Neck to the October 17, 2023, lottery winner Daniel Ho.
- F. Assignment of shellfish grant license #01-06-B2 consisting of approximately 1.5 acres off Indian Neck to the October 17, 2023, lottery winner Raymond Rowell.
- G. Assignment of shellfish grant license #792-B1 consisting of approximately 1.5 acres off Indian Neck to the October 17, 2023, lottery winner Zack Doucette.
- H. Assignment of shellfish grant license #792-B2 consisting of approximately 1.5 acres off Indian Neck to the October 17, 2023, lottery winner Francis Travers.

III. *FY 2024 Goals*

- A. Selectboard Goals, review and prioritize town wide goals.

IV. *FY2025 Budget Policy*

- A. Policy Statement and Management Goals to be reviewed and discussed.

V. *Adjournment*



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

I

ANNOUNCEMENTS AND PUBLIC COMMENTS

REQUESTED BY:	Wellfleet Selectboard
DESIRED ACTION:	Announcements to the board and public
PROPOSED MOTION: SUMMARY:	<i>NOTE: Public comments are limited to no more than three minutes per speaker and be allowed to speak twice.</i> The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 58, 60 and 62 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Selectboard will hold a hybrid public hearing on Tuesday, November 14, 2023, at **6:00 p.m.** to consider the following:

- 1) Application received 10/16/2023 for the transfer of shellfish grant license #s 95-23 and 95-24 consisting of approximately two acres on Egg Island from Zach Rennert (Wellfleet, MA) to Zach Rennert and Blake Olson (Wellfleet, MA).
- 2) Application received 10/18/2023 for the transfer of shellfish grant license # 2008-01 consisting of 0.5 acres on Lieutenant Island from Ralph Bassett (Wellfleet, MA) and Russell Junkins (Wellfleet, MA) to Ralph Bassett, Russell Junkins and Sheila Avery (Wellfleet, MA).
- 3) Application received 10/18/2023 for the transfer of shellfish grant license #s 01-01 and 01-01 Ext consisting of a total of three acres on Lieutenant Island from Rodney Avery (Wellfleet, MA) to Rodney Avery and Sheila Avery (Wellfleet, MA).
- 4) Assignment of shellfish grant license # 851 consisting of approximately one acre on Field Point to the Oct. 17, 2023, lottery winner Devon Nunez (Wellfleet, MA).
- 5) Assignment of shellfish grant license # 01-06-B1 consisting of approximately 1.5 acres off Indian Neck to the Oct. 17, 2023, lottery winner Daniel Ho (Wellfleet, MA).
- 6) Assignment of shellfish grant license # 01-06-B2 consisting of approximately 1.5 acres off Indian Neck to the Oct. 17, 2023, lottery winner Raymond Rowell (Wellfleet, MA).
- 7) Assignment of shellfish grant license # 792-B1 consisting of approximately 1.5 acres off Indian Neck to the Oct. 17, 2023, lottery winner Zack Doucette (Wellfleet, MA).
- 8) Assignment of shellfish grant license # 792-B2 consisting of approximately 1.5 acres off Indian Neck to the Oct. 17, 2023, lottery winner Francis Travers (Wellfleet, MA).

Recommendation of the Shellfish Constable will be available in the 11/14/2023 Selectboard's packet.

In person: 715 Old King's Highway (Adult Community Center)

Join Zoom Meeting

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

Phone: 929 205 6099 ~ Meeting ID: 856 8960 4806 ~ Passcode: 611877

WELLFLEET SELECTBOARD



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ A ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	Approve the transfer of shellfish grant license #'s 95-23 and 95-24
PROPOSED MOTION: SUMMARY:	I move to approve the transfer of shellfish grant license #'s 95-23 and 95-24 consisting of a total of approximately two acres on Egg Island from Zach Rennert to Zach Rennert and Blake Olson.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

Date: November 8, 2023

To: Selectboard Chair Carboni, Vice Chair Wolf and members Curley, DeVasto and Sayre

Re: Grant transfer recommendation

From: Nancy Civetta, Shellfish Constable

Dear Selectboard members:

I received an application dated 10/16/2023 from Zach Rennert (Wellfleet, MA) for the transfer of shellfish grant license #s 95-23 and 95-24 consisting of approximately two acres on Egg Island from Zach Rennert to Zach Rennert and Blake Olson (Wellfleet, MA).


I reviewed last year's annual grant report for #95-23/24 and compared it with the grant inspection we conducted to ensure this grant was meeting minimum production requirements. There is more than ample oyster production on this grant to meet minimum productivity.

I reviewed their state and Town commercial shellfishing permits, and they both have them. Zach's state propagation permit is also in good standing. Blake has extensive experience over many years working with Zach on his Egg Island farm.

I recommend that shellfish grant license #s 95-23 and 95-24 consisting of approximately two acres on Egg Island be transferred from Zach Rennert to Zach Rennert and Blake Olson.

Attached please find the transfer application and other required documentation.

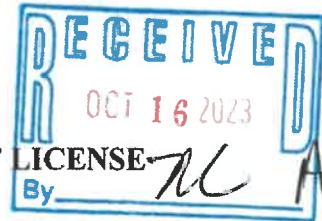
Respectfully submitted,


Nancy Civetta
Shellfish Constable

Phone (508) 349-0325



Fax (508) 349-0305



APPLICATION FOR TRANSFER OF SHELLFISH GRANT LICENSE

Date: 10/16/23

To: Town of Wellfleet Selectboard
300 Main Street
Wellfleet, MA 02667

I/We hereby request transfer of Shellfish Grant License # 95-23 + 93-24

From Zach Rennert

To Zach Rennert and Blake Olson

Said grant license is located at EGG ISLAND, in Wellfleet, MA

and consisting of N 2 acres, as shown on a plan prepared

by SLADE ASSOC. and dated 8/21/1995

Zach Rennert [Signature]

Signature
Zach Rennert

Name
P.O. Box 1450 Wellfleet MA. 02667

Telephone
508 364 0635

Email
rennertzach@gmail

Signature

Name

Telephone

Email

Signature

Name

Telephone

Email

Blake Olson

115 Browns Neck Rd Wellfleet MA 02667

774 801 8217

BlakeOlson189@gmail.com

BLAKE OLSON

TOWN OF WELFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.
- All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.
- At this time, there are no more than three lease holders named to the lease.

MA If applicant is applying for a lease on private property, permission from the owner has been obtained.

The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,

The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.

This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.

The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.

MA For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.

The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.

The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with [MGL Ch. 130](#) and [CMR 322](#), as well as the most recent [SEMAC Best](#)

[Management Practices](#), [DMF's vibrio control plan](#), [National Shellfish Sanitation Program's Guide](#) and [DPH's Regulations for Fish and Fishery Products](#), as they apply to the harvest of shellfish governing his/her business operations.

The applicant does not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

FROM WELLFLEET SHELLFISH POLICY AND REGULATIONS

SECTION 1: DEFINITIONS

Aquaculture License - An authorization, granted by a vote of the Board of Selectmen, to utilize a specific tract of land, under coastal waters (1) to plant and grow shellfish using in-bottom or off-bottom culture; (2) to place shellfish in or under protective devices affixed directly to the tidal flats or land under Wellfleet's coastal waters, such as boxes, pens, trays, bags or nets; (3) to harvest and take legal shellfish; (4) to plant cultch for the purpose of catching shellfish seed; and (5) to grow shellfish by means of racks, rafts or floats ([MGL Chapter 130; Section 57](#)).

Licensed Area (Grant) - a designated bottom area, certified by the Division of Marine Fisheries (DMF) and licensed by a vote of the Board of Selectmen, on which the licensee may plant, grow and harvest shellfish ([MGL Chapter 130; Sections 57 & 68](#)).

Resident - A declared resident of the Town of Wellfleet. Written proof that Wellfleet is the domicile as well as the legal residence of the applicant shall be required to the satisfaction of the Shellfish Constable and Board of Selectmen. Domicile will be established after one year of residency in Wellfleet is demonstrated. Proof of legal residence may include voter registration, automobile registration, driver's license, income tax filings, census data, or passport.

7.8. Issuance of Licenses for Aquaculture

7.8.1. Eligibility Requirements: Licenses shall only be issued to domiciled residents (See Sec.1 Definitions) of the Town, 18 years of age or older, who have the knowledge and experience to fulfill the responsibilities specified in the license, provided that the applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for a license. Applicant shall submit copies of state-filed catch reports. OR, provided the applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department. This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant. The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations. In addition, any applicant shall not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

At such time as a licensee ceases to be a domiciled resident of the Town that individual shall be removed from the license. The status of all other licensees will not change. If that licensee is the sole licensee then the license shall be revoked.

To: Wellfleet Selectboard

From: Blake Olson

Date: 10/16/23

I, Blake Olson, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely,



Nancy Civetta

From: Zach Rennert <rennertzach@yahoo.com>
Sent: Tuesday, May 12, 2020 12:08 PM
To: Nancy Civetta
Subject: Recommendation

I Zach Rennert recommend Blake Olson for the current grant application. He has worked full time with me for the past 4-5 years as my business partner. He has played an important role with the big picture organization as well as the day to day tasks of running my farm. I believe he is familiar with the ins and outs of the aquaculture industry and could operate his own grant.

Zachary Rennert

Sent from Yahoo Mail for iPhone



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARING

~ B ~

REQUESTED BY:	Shellfish Constable ~ Nancy Civetta
DESIRED ACTION:	Approve the transfer of shellfish grant license #2008-01
PROPOSED MOTION:	I move to approve the transfer of Shellfish Grant License #2008-01 consisting of approximately one half acre on Lieutenant Island from Ralph Bassett and Russell Junkins to Ralph Bassett, Russell Junkins and Sheila Avery.
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

Date: November 8, 2023

To: Selectboard Chair Carboni, Vice Chair Wolf and members Curley, DeVasto and Sayre

Re: Grant transfer recommendation

From: Nancy Civetta, Shellfish Constable

Dear Selectboard members:

I received an application dated 10/18/2023 from Ralph Bassett (Wellfleet, MA) and Russell Junkins (Wellfleet, MA) for the transfer of shellfish grant license # 2008-01 consisting of approximately a half acre on Lieutenant Island from Ralph Bassett and Russell Junkins to Ralph Bassett, Russell Junkins and Sheila Avery (Wellfleet, MA).

I reviewed last year's annual grant report for grant # 2008-01 and compared it with the grant inspection we conducted to ensure this grant was meeting minimum production requirements. It is.

I reviewed their state and Town commercial shellfishing permits, and all three have them. All three of their state propagation permits are also in good standing.

I recommend that shellfish grant license # 2008-01 consisting of approximately a half acre on Lieutenant Island be approved for transfer from Ralph Bassett and Russell Junkins to Ralph Bassett, Russell Junkins and Sheila Avery.

Attached please find the transfer application and other required documentation.

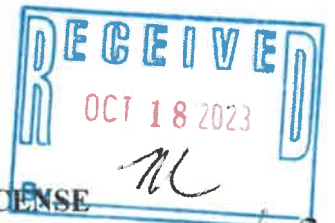
Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Nancy Civetta".

Nancy Civetta
Shellfish Constable



\$175 ADFEE



APPLICATION FOR TRANSFER OF SHELLFISH GRANT LICENSE

ad fee received

Date: 10/18/23

To: Town of Wellfleet Selectboard
300 Main Street
Wellfleet, MA 02667

I/We hereby request transfer of Shellfish Grant License # 2008-01
From RALPH BASSETT + RUSSELL JUNKINS
To Ralph Bassett + Russell Junkins + Sheila Avery
Said grant license is located at Lieutenant Island, in Wellfleet, MA
and consisting of 0.5 acres, as shown on a plan prepared
by Slade Assoc. and dated 9/8/2008

[Handwritten signatures of Russell A. Junkins, Ralph Bassett, and Sheila Avery]

Signature	Signature	Signature	
<u>RUSSELL A JUNKINS</u>	<u>RALPH BASSETT</u>	<u>SHEILA AVERY</u>	<u>Sheila Avery</u>
Name	Name	Name	<u>PO Box 734</u>
<u>PO BOX 920</u>	<u>PO BOX 841</u>	<u>WELLFLEET MA</u>	<u>02667</u>
Mailing Address	Mailing Address	Mailing Address	
<u>WELLFLEET</u>	<u>Wellfleet</u>	<u>MASS</u>	
<u>(508)349-7457</u>	<u>508-237-3483</u>		
Telephone	Telephone	Telephone	
			<u>sheilammj@aol.com</u>
Email	Email	Email	

STELLA AVERY

TOWN OF WELLFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing. *x 2 - 2008-0*
01-01 + 01-01 ext
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.
- All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.
- At this time, there are no more than three lease holders named to the lease.

NA

If applicant is applying for a lease on private property, permission from the owner has been obtained.

The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,

The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.

Current license holder NA

This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.

The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.

NA

For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.

The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.

The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with [MGL Ch. 130](#) and [CMR 322](#), as well as the most recent [SEMAC Best](#)

[Management Practices](#), [DMF's vibrio control plan](#), [National Shellfish Sanitation Program's Guide](#) and [DPH's Regulations for Fish and Fishery Products](#), as they apply to the harvest of shellfish governing his/her business operations.

The applicant does not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

FROM WELLFLEET SHELLFISH POLICY AND REGULATIONS

SECTION 1: DEFINITIONS

Aquaculture License - An authorization, granted by a vote of the Board of Selectmen, to utilize a specific tract of land, under coastal waters (1) to plant and grow shellfish using in-bottom or off-bottom culture; (2) to place shellfish in or under protective devices affixed directly to the tidal flats or land under Wellfleet's coastal waters, such as boxes, pens, trays, bags or nets; (3) to harvest and take legal shellfish; (4) to plant cultch for the purpose of catching shellfish seed; and (5) to grow shellfish by means of racks, rafts or floats ([MGL Chapter 130; Section 57](#)).

Licensed Area (Grant) - a designated bottom area, certified by the Division of Marine Fisheries (DMF) and licensed by a vote of the Board of Selectmen, on which the licensee may plant, grow and harvest shellfish ([MGL Chapter 130; Sections 57 & 68](#)).

Resident - A declared resident of the Town of Wellfleet. Written proof that Wellfleet is the domicile as well as the legal residence of the applicant shall be required to the satisfaction of the Shellfish Constable and Board of Selectmen. Domicile will be established after one year of residency in Wellfleet is demonstrated. Proof of legal residence may include voter registration, automobile registration, driver's license, income tax filings, census data, or passport.

7.8. Issuance of Licenses for Aquaculture

7.8.1. Eligibility Requirements: Licenses shall only be issued to domiciled residents (See Sec.1 Definitions) of the Town, 18 years of age or older, who have the knowledge and experience to fulfill the responsibilities specified in the license, provided that the applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for a license. Applicant shall submit copies of state-filed catch reports. OR, provided the applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department. This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant. The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations. In addition, any applicant shall not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

At such time as a licensee ceases to be a domiciled resident of the Town that individual shall be removed from the license. The status of all other licensees will not change. If that licensee is the sole licensee then the license shall be revoked.

To: Wellfleet Selectboard

From: Sheila Avery

Date: 10/18/23

I, *Sheila Avery*, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely,
Sheila Avery



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ C ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To approve the transfer of shellfish, grant license #'s 01-01 and 01-01 EXT.
PROPOSED MOTION: Summary:	I move to approve the transfer of shellfish grant license #'s 01-01 and 01-01 EXT. consisting of approximately three acres total on Lieutenant Island from Rodney Avery to Rodney Avery and Sheila Avery.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

Date: November 8, 2023

To: Selectboard Chair Carboni, Vice Chair Wolf and members Curley, DeVasto and Sayre

Re: Grant transfer recommendation

From: Nancy Civetta, Shellfish Constable

Dear Selectboard members:

I received an application dated 10/18/2023 from Rodney Avery (Wellfleet, MA) for the transfer of shellfish grant license #s 01-01 and 01-01 Ext consisting of approximately three acres total on Lieutenant Island from Rodney Avery to Rodney Avery and Sheila Avery (Wellfleet, MA).


I reviewed last year's annual grant report for grant #s 01-01 and 01-01 Ext and compared them with the grant inspection we conducted to ensure this grant was meeting minimum production requirements. They are meeting and exceeding minimum productivity.

I reviewed their state and Town commercial shellfishing permits, and they both have them. Both Rodney's and Sheila's state propagation permits are also in good standing.

I recommend that shellfish grant license #s 01-01 and 01-01 Ext consisting of approximately three acres total on Lieutenant Island be approved for transfer from Rodney Avery to Rodney Avery and Sheila Avery.

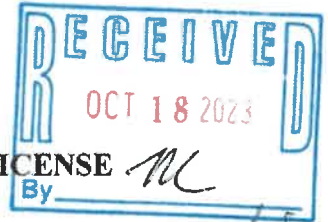
Attached please find the transfer application and other required documentation.

Respectfully submitted,


Nancy Civetta
Shellfish Constable



\$175 AD FEE



APPLICATION FOR TRANSFER OF SHELLFISH GRANT LICENSE

Date: 10/18/23 ^{ad fee} received

To: Town of Wellfleet Selectboard
300 Main Street
Wellfleet, MA 02667

I/We hereby request transfer of Shellfish Grant License # 01-01 and 01-01 ext

From RODNEY AVERY

To RODNEY AVERY + SHEILA AVERY

Said grant license is located at LT. ISLE, in Wellfleet, MA

and consisting of 3 TOTAL acres, as shown on a plan prepared

by A. Henry Nickerson and dated 5/30/1989
and Slade Assoc. 8/4/2004

[Signature]

[Signature]

Signature Rodney Avery
Name

Signature
Name

Signature Sheila Avery
Name

Mailing Address PO Box 734
Wellfleet MA 02667

Mailing Address

Mailing Address PO Box 734
Wellfleet MA

Telephone 508 922 4729

Telephone

Telephone 508 728 6173

Email

Email

Email sheilamm@aol.com



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ D ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To assign shellfish grant license #851 consisting of approximately one acre on Field Point to Devon Nunez
PROPOSED MOTION: SUMMARY:	I move to approve the application form Devon Nunez for shellfish grant license #851 consisting of approximately one acre on Field Point, for which she was selected in a lottery on October 17, 2023.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

DATE: November 8, 2023

TO: Selectboard Chair Carboni, Vice Chair Wolf and members Curley, DeVasto and Sayre

FROM: Nancy Civetta, Shellfish Constable

RE: Assigning grant lottery winners to their respective grants

Dear Selectboard members:

On October 17, 2023, the following shellfishermen were selected in the lottery for the respective shellfish grant licenses as follows:

Devon Nunez - #851, consisting of about one acre on Field Point
Danny Ho - #01-06-B1, consisting of about 1.5 acres off Indian Neck
Raymond Rowell - #01-06-B2, consisting of about 1.5 acres off Indian Neck
Zack Doucette - #792-B1, consisting of about 1.5 acres off Indian Neck
Frank Travers - #792-B2, consisting of about 1.5 acres off Indian Neck

As part of the Mass. Division of Marine Fisheries administrative procedure to formally assign these grants to the respective people they were awarded to in the lottery, we needed to advertise a public hearing. We advertised this public hearing, associating each of their names with the grants they were awarded in the lottery in the November 2, 2023, issue of The Provincetown Independent.

I would ask you to please approve the assignments listed above per the motions submitted herein. The four Indian Neck grant holders have a lot of paperwork ahead of them to certify these for use by the next growing season, so time is of the essence. Thank you for your time and consideration.

Sincerely,

Nancy Civetta
Shellfish Constable

DEVON NUÑEZ - 851

TOWN OF WELLFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.

N/A All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.

N/A At this time, there are no more than three lease holders named to the lease.

N/A If applicant is applying for a lease on private property, permission from the owner has been obtained.

The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,

The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.

This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.

The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.

For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.

The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.

The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best

APPLICATION FOR SHELLFISH GRANT LICENSE #861



DATE: 9/21/23

This request is being made under Mass. General Law, Chapter 130, Sections 57 & 59 and the Town of Wellfleet Shellfishing Policy and Regulations 7.2. Previously Established Grants that Become Available.

Name Devon Nunez

Address 205 Chequessett Neck Rd, P.O. Box 1404, Wellfleet, MA 02667

Telephone _____ Cell Phone 203-507-6304

Email devonnunez@snet.net

GENERAL INFORMATION

Previous shellfishing experience:

Degree in Marine Biology + Aquaculture and aquarium Sciences. work for SIBOC in Wellfleet. Shellfish Technician and Deputy Shellfish Constable for town of barnstable.

How long have you had a commercial shellfish permit? (list years) OF barnstable.

December 2022

How long have you lived in Wellfleet?

March 2020

Additional comments:

By applying for this license and signing below, the applicant agrees to comply with the Town of Wellfleet's Shellfish Policy and Regulations. The applicant also acknowledges that s/he will be held responsible to MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

Devon Nunez
Signature of Applicant

[Signature]
Shellfish Constable

GRANT EXPERIENCE

AQUACULTURE DESCRIPTION FORM

Clear Fields

Name: Last Nunez First Devon M.I. N

Business Name (optional): Oceanside Sea Farms

Mailing Address P.O. Box 1404

City/Town Wellfleet State MA Zip Code 02667

Telephone _____ Cell Phone 203-507-6304

E-Mail Address devonnunez@snet.net

A. SITE DESCRIPTION

Location of proposed aquaculture license site(s) and access routes (Include a site map in USGS 1:24,000 or 1:25,000 format with site boundaries clearly outlined and both current and historic Massachusetts Department of Environmental Protection (MassDEP) mapped eelgrass layers depicted on the map. The MA-ShellFAST tool may be used for generating the map and measuring distances/acreage).

City/Town: Wellfleet

Shellfish Growing Area (SGA): CCB14

of Acres: 1

Site boundaries defined by latitude and longitude in decimal degrees (i.e. 42.36115°, -71.057083°):
(see attached maps)

41.905543, -70.012141 41.905707, -70.01144 41.904972, -70.011901
41.905136, -70.0112

Have you conducted a survey of the site (Y/N)? Yes Date? 10/30/2023

Method of Survey:

Properly marked grant and checked for previous gear.

Average Depth at Mean Low Tide (MLW): 0 ft

Mean High Tide (MHW): 8.7-11.2 ft

The site is located in an: intertidal area; subtidal area; spans both intertidal and subtidal areas.

What type of sediment or bottom substrate is on the site? (Benthic Habitat Conditions):

Majority sand, some peat

Is eelgrass currently present on or within twenty-five (25) ft. of the proposed site? (Y/N)? NO

If eelgrass is present or currently/historically mapped by DEP within the shellfish growing area, what is the shortest distance to actual or mapped eelgrass from the proposed site? _____ ft.

Are there shellfish currently on the site (Y/N)? NO

If yes what species and approximate densities?

Is the proposed grant site located within an Area of Critical Environmental Concern (ACEC) (Y/N)? YES

Is the proposed grant site located within Natural Heritage Endangered Species Project (NHESP) mapped habitat (Y/N)? YES *If yes, you must submit a MESA Project Review Checklist to NHESP.*

Is the proposed grant site located within an Outstanding Resource Waters (Y/N)? NO

Is there an Environmental Justice (EJ) population located within 1-mile of the project site (Y/N)? NO

If so, please complete the attached supplement to this form for projects located within 1-mile of EJ populations.

Describe whether alternative locations were considered and identify the siting criteria used to select this site and the characteristics of the site that make it suitable for aquaculture use. It may be helpful for this evaluation to be based on the siting criteria identified in DMF's Shellfish Planting Guidelines and the Army Corps of Engineers General Permit for Aquaculture.

NO, this was a previously established aquaculture site.

Has the site been used for private shellfish propagation within the last two years (Y/N)? YES

Has the site been used for municipal shellfish propagation within the last two years (Y/N)? NO

1. Proposed aquaculture license sites with eelgrass present within the footprint or within 25 ft. of eelgrass will not be granted certification by DMF.

B. SPECIES TO BE CULTURED

What species of shellfish do you plan to cultivate? (Select all that apply)

- Eastern Oyster
- Quahog or Hard Clam
- Softshell Clam or Steamer
- Surf Clam
- Razor Clam
- Bay Scallop
- Blue Mussel
- Other _____

Do you propose on-bottom placement of cultch or spat on shell on the site ~~Y/N~~

If yes, explain. *May use shell as substrate for larvae collection*

C. GEAR

What methods of culture will be used (specify by species if necessary)?

On- bottom Off- bottom submerged Off- bottom floating

Describe the type of gear to be utilized for each species to be cultured, include dimensions (Cages, Racks, Trays, Bags, Nets, Floating): *Depending on the gear type used, the project may require additional permitting by the Massachusetts Department of Environmental Protection (MassDEP). Consult with your Harbormaster, and if needed, with the MassDEP Waterways Program.*

*Oysters - racks and bags, aqua trays, wire cages
Quahogs - nets, rebar, whorks
Steamers - nets, rebar, whorks*

*Include with your submission of this form a site map on a USGS 1:24,000 map with site boundaries clearly outlined and a cross-section schematic of the gear to be deployed on the site. 3

If you will utilize floating gear, what measures will you take to deter birds (bird deterrence plan required)?

- Spikes
- Zip ties
- Kites/streamers
- Faux predators
- Wire cage exclusion
- Sweeps/spinners
- Sonic deterrents
- Other

Please describe your bird deterrence plan:

N/A

What methods will you utilize to harvest shellfish? (Hand, Drag, Other) Please describe:

Only by hand using hand rakes and bullrakes if needed.

How will the proposed license site be marked? (Buoy color, Type, Lines, Anchor)

1 yellow buoy on each corner attached to a screw anchor.

How will you access the license site?

By truck, foot or boat.

What equipment do you plan on utilizing to maintain the license site and transport product?

Vehicle: Make: Toyota Model: Pick up

Boat: Make: Carolina Skiff Model: 24

Will any accessory structures be used on the license site? (barge, float, upweller, etc.)

No

Will this be a seasonal operation (gear and product removed from site in winter) or year-round?

Racks and any other gear that needs to be removed before winter will be removed. Quahog nets will stay on bottom year round.

Please include any additional information here:

D. CUMULATIVE IMPACTS

After voting to grant the site license at a duly advertised public hearing (M.G.L. c.130 §60), the Select Board of the municipality must submit a request for site certification to the Division of Marine Fisheries (DMF). A site inspection that may include a site survey will be performed by DMF. If DMF determines that issuance of the site license and operational activities thereunder will have no substantial adverse impacts to natural resources and existing fisheries, DMF will issue a conditional certification letter to the municipality and include a summary table that identifies other existing and conditionally certified aquaculture sites, gear types, and acreage within the same embayment as the proposed site.

This table will be used to assess cumulative impacts if the project is subject to environmental review by the Massachusetts Environmental Policy Act (MEPA) Office and should be submitted as an attachment with your MEPA filing. If the project is subject to the MEPA Special Review Procedure (SRP), the applicant hereby acknowledges and agrees to following the procedures set forth in the SRP. The SRP can be viewed [here](#).




All information furnished on this application is true and accurate to the best of my knowledge. I will notify the Division Marine Fisheries Shellfish Sanitation and Management Program immediately of any changes.

Signature of Applicant  Date 11/6/23

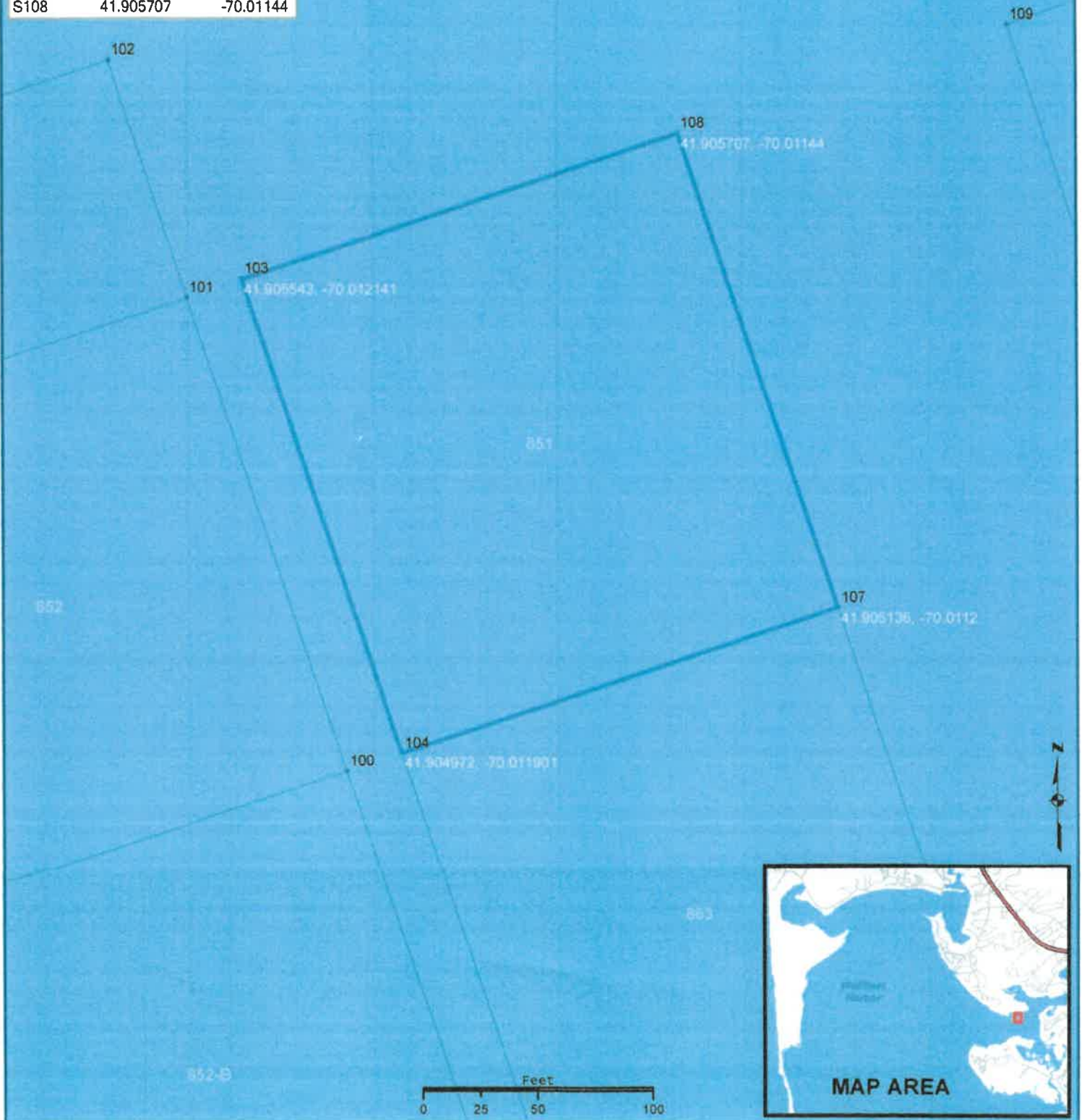
Division of Marine Fisheries
ATTN: Aquaculture Coordinator
706 South Rodney French Boulevard
New Bedford, MA 02744
Phone: (508) 742-9766

Field Point Grant #851 – Wellfleet, MA

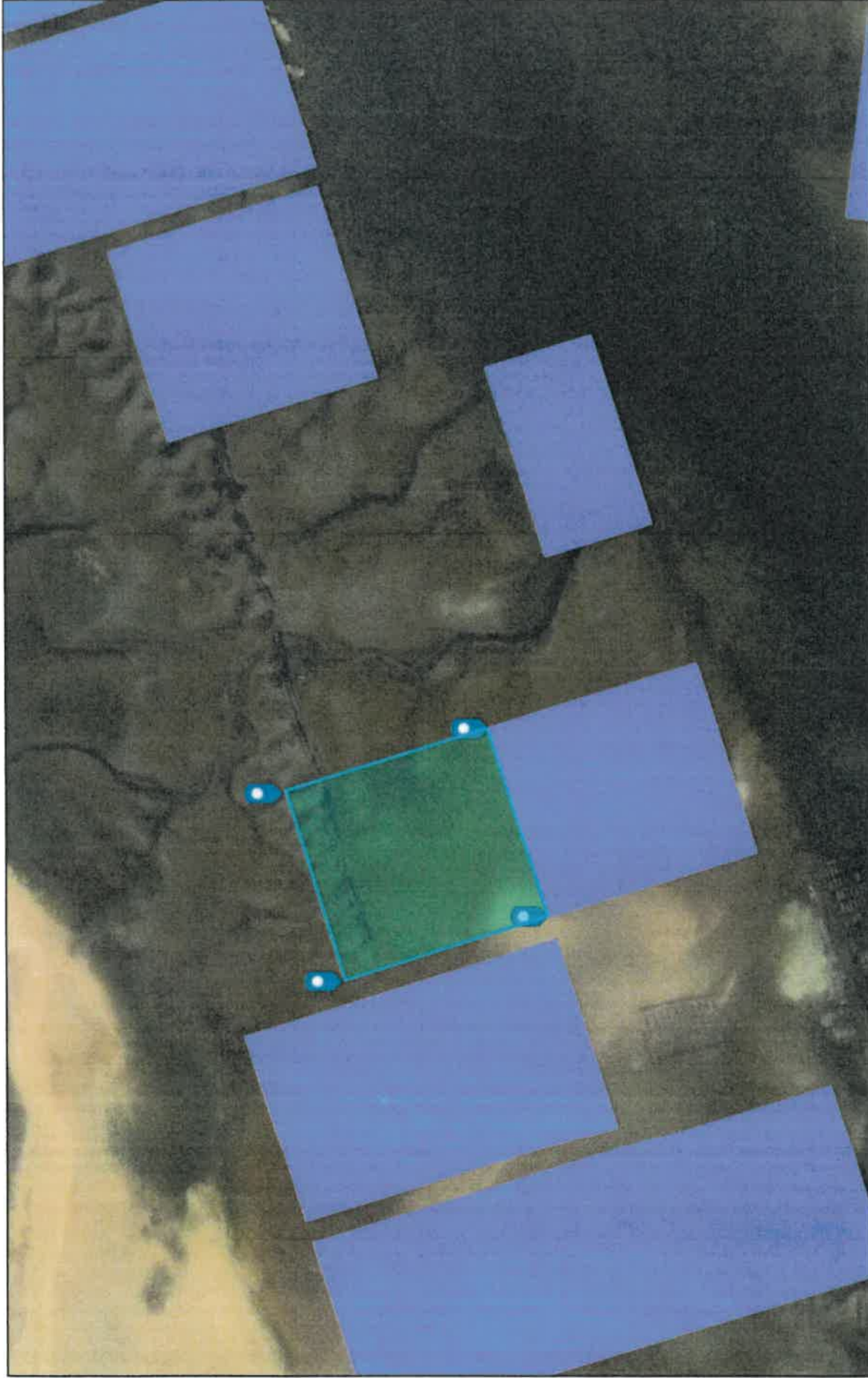
LEGEND

-  Grant #851
-  Other grant boundaries
-  Grant corners

NAME	LAT	LON
S103	41.905543	-70.012141
S104	41.904972	-70.011901
S107	41.905136	-70.0112
S108	41.905707	-70.01144



Permit Application



11/6/2023, 9:01:39 PM

Areas
Override 2 Aquaculture
Override 1 Shellfish

Permit Application

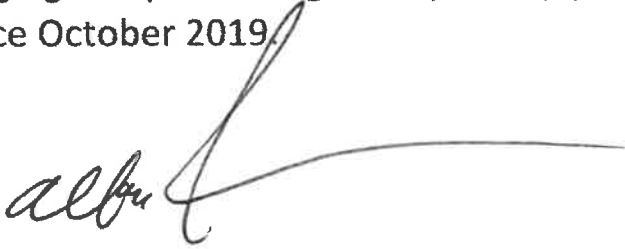


December 6, 2022

Wellfleet Shellfish Department
300 Main Street
Wellfleet, MA 02667

RE: application for grant # 95-15

Please be advised that I have first hand knowledge that DEVON NUNEZ has experience in shellfish propagation and aquaculture. She has worked (planting seed, maintaining nets, digging and processing clams) on my grants #95-5 and 95-6 since October 2019.

A handwritten signature in cursive script, appearing to read 'Alfred J. Pickard', with a long horizontal flourish extending to the right.

Alfred J. Pickard

December 7, 2022

Wellfleet Shellfish Department
300 Main Street
Wellfleet, MA 02667

RE: application for grant # 95-15

Please be advised that I have first hand knowledge that Devon Nunez has experience in shellfish propagation and aquaculture. She has worked (planting seed, maintaining nets, digging and processing clams) on my grants #95-9, 95-10, 95-11, and 95-12 since 2019.



Jeffrey W. Pickard

December 7, 2022

Wellfleet Shellfish Department
300 Main Street
Wellfleet, MA 02667

RE: application for grant # 95-15

Please be advised that I have first hand knowledge that Devon Nunez has experience in shellfish propagation and aquaculture and have personally seen and worked beside her on various shellfish grants on Egg Island over the past three years.

Edwin C. Berrio

Edwin C. Berrio (BUOBY)

December 7, 2022

Wellfleet Shellfish Department
300 Main Street
Wellfleet, MA 02667

RE: application for grant # 95-15

Please be advised that I have first hand knowledge that Devon Nunez has experience in shellfish propagation and aquaculture. She has worked (planting seed, maintaining nets, digging and processing clams) on my grant #2000-2 since 2019.


Stephen D. Pickard

To: Wellfleet Selectboard

From: Devon Nunez

Date: 11/6/23

I, Devon Nunez, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely,

A handwritten signature in cursive script that reads "Devon Nunez". The signature is written in dark ink and is positioned below the word "Sincerely,".



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ E ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To assign shellfish grant license #01-06-B1 consisting of approximately 1.5 acres off Indian Neck to Daniel Ho.
PROPOSED MOTION: SUMMARY:	I move to approve the application from Daniel Ho for shellfish grant license #01-06-B1 consisting of approximately 1.5 acres off Indian Neck, for which he was selected in a lottery on October 17, 2023.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

DANNY HO - 01-06-31

TOWN OF WELFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.

MA All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.

MA At this time, there are no more than three lease holders named to the lease.

MA If applicant is applying for a lease on private property, permission from the owner has been obtained.

The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,

The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.

This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.

The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.

For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.

The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.

The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best

Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

The applicant does not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

FROM WELLFLEET SHELLFISH POLICY AND REGULATIONS

SECTION 1: DEFINITIONS

Aquaculture License - An authorization, granted by a vote of the Board of Selectmen, to utilize a specific tract of land, under coastal waters (1) to plant and grow shellfish using in-bottom or off-bottom culture; (2) to place shellfish in or under protective devices affixed directly to the tidal flats or land under Wellfleet's coastal waters, such as boxes, pens, trays, bags or nets; (3) to harvest and take legal shellfish; (4) to plant cultch for the purpose of catching shellfish seed; and (5) to grow shellfish by means of racks, rafts or floats (MGL Chapter 130; Section 57).

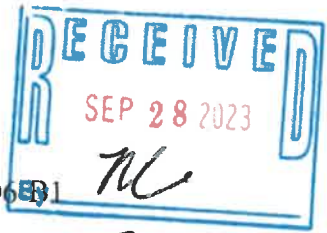
Licensed Area (Grant) - a designated bottom area, certified by the Division of Marine Fisheries (DMF) and licensed by a vote of the Board of Selectmen, on which the licensee may plant, grow and harvest shellfish (MGL Chapter 130; Sections 57 & 68).

Resident - A declared resident of the Town of Wellfleet. Written proof that Wellfleet is the domicile as well as the legal residence of the applicant shall be required to the satisfaction of the Shellfish Constable and Board of Selectmen. Domicile will be established after one year of residency in Wellfleet is demonstrated. Proof of legal residence may include voter registration, automobile registration, driver's license, income tax filings, census data, or passport.

7.8. Issuance of Licenses for Aquaculture

7.8.1. Eligibility Requirements: Licenses shall only be issued to domiciled residents (See Sec.1 Definitions) of the Town, 18 years of age or older, who have the knowledge and experience to fulfill the responsibilities specified in the license, provided that the applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for a license. Applicant shall submit copies of state-filed catch reports. OR, provided the applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department. This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant. The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations. In addition, any applicant shall not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

At such time as a licensee ceases to be a domiciled resident of the Town that individual shall be removed from the license. The status of all other licensees will not change. If that licensee is the sole licensee then the license shall be revoked.



APPLICATION FOR SHELLFISH GRANT LICENSE #01-06531

DATE: 9-27-23

This request is being made under Mass. General Law, Chapter 130, Sections 57 & 59 and the Town of Wellfleet Shellfishing Policy and Regulations 7.2. Previously Established Grants that Become Available.

Name Daniel Ho

Address 15 Dow Drive Wellfleet, MA 02667

Telephone _____ Cell Phone 508-737-6790

Email dtho927@gmail.com

GENERAL INFORMATION

Previous shellfishing experience:

Employed by Pat Winslow full-time year-round 2020-2023

How long have you had a commercial shellfish permit? (list years)

2023

How long have you lived in Wellfleet?

3 years

Additional comments: I have experience in every step of the oyster business including wild seed/hatchery seed acquisition, farm setup, culling/sorting, preparing oysters for market, icing oysters during vibrio season, and pitting/unpitting gear during the winter months.

By applying for this license and signing below, the applicant agrees to comply with the Town of Wellfleet's Shellfish Policy and Regulations. The applicant also acknowledges that s/he will be held responsible to MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

Daniel T. Ho
Signature of Applicant

Harry Little
Shellfish Constable

ORANT EXPERIENCE

AQUACULTURE DESCRIPTION FORM

Clear Fields

Name: Last Ho First Daniel M.I. T

Business Name (optional): _____

Mailing Address PO Box 1143

City/Town South Wellfleet State MA ZipCode 02663

Telephone _____ Cell Phone (508) 737-6790

E-Mail Address dtho927@gmail.com

A. SITE DESCRIPTION

Location of proposed aquaculture license site(s) and access routes (Include a site map in USGS 1:24,000 or 1:25,000 format with site boundaries clearly outlined and both current and historic Massachusetts Department of Environmental Protection (MassDEP) mapped eelgrass layers depicted on the map. The MA-ShellFAST tool may be used for generating the map and measuring distances/acreage).

City/Town: Wellfleet

Shellfish Growing Area (SGA): CCB VI

of Acres: 1.5

Site boundaries defined by latitude and longitude in decimal degrees (i.e. 42.36115°, -71.057083°):

41.909426, -70.029766 41.910013, -70.028698 41.909017, -70.029375 41.909604, -70.028305

Have you conducted a survey of the site (Y/N)? No Date? _____

Method of Survey:

Average Depth at Mean Low Tide (MLW): 2 ft.

Mean High Tide (MHW): 12 ft.

The site is located in an: intertidal area; subtidal area; spans both intertidal and subtidal areas.

What type of sediment or bottom substrate is on the site? (Benthic Habitat Conditions):

mostly sandy bottom

Is eelgrass currently present on or within twenty-five (25) ft. of the proposed site¹ (Y/N)? NO

If eelgrass is present or currently/historically mapped by DEP within the shellfish growing area, what is the shortest distance to actual or mapped eelgrass from the proposed site? _____ ft.

Are there shellfish currently on the site (Y/N)? NO

If yes what species and approximate densities?

Is the proposed grant site located within an Area of Critical Environmental Concern (ACEC) (Y/N)?

Yes

Is the proposed grant site located within Natural Heritage Endangered Species Project (NHESP) mapped habitat (Y/N)? *If yes, you must submit a MESA Project Review Checklist to NHESP.*

Yes

Is the proposed grant site located within an Outstanding Resource Waters (Y/N)? NO

Is there an Environmental Justice (EJ) population located within 1-mile of the project site (Y/N)? NO

-

If so, please complete the attached supplement to this form for projects located within 1-mile of EJ populations.

Describe whether alternative locations were considered and identify the siting criteria used to select this site and the characteristics of the site that make it suitable for aquaculture use. It may be helpful for this evaluation to be based on the siting criteria identified in DMF's Shellfish Planting Guidelines and the Army Corps of Engineers General Permit for Aquaculture.

No town decided to move older grant in and lottery this specific area off as a new shellfish grant

Has the site been used for private shellfish propagation within the last two years (Y/N)? NO

Has the site been used for municipal shellfish propagation within the last two years (Y/N)? NO

1. Proposed aquaculture license sites with eelgrass present within the footprint or within 25 ft. of eelgrass will not be granted certification by DMF.

B. SPECIES TO BE CULTURED

What species of shellfish do you plan to cultivate? (Select all that apply)

- Eastern Oyster
- Quahog or Hard Clam
- Softshell Clam or Steamer
- Surf Clam
- Razor Clam
- Bay Scallop
- Blue Mussel
- Other _____

Do you propose on-bottom placement of cultch or spat on shell on the site (Y/N)?

If yes, explain.

Yes may eventually use shell as substrate for oyster larvae collection (spat).

C. GEAR

What methods of culture will be used (specify by species if necessary)?

On- bottom Off- bottom submerged Off- bottom floating

Describe the type of gear to be utilized for each species to be cultured, include dimensions (Cages, Racks, Trays, Bags, Nets, Floating): **Depending on the gear type used, the project may require additional permitting by the Massachusetts Department of Environmental Protection (MassDEP). Consult with your Harbormaster, and if needed, with the MassDEP Waterways Program.**

Oysters
- mesh grow bags
- rebar racks
- bottom cages (condos)

Clams
- clam netting
- lengths of rebar
- U-hooks

*Include with your submission of this form a site map on a USGS 1:24,000 map with site boundaries clearly outlined and a cross-section schematic of the gear to be deployed on the site. 3

If you will utilize floating gear, what measures will you take to deter birds (bird deterrence plan required)?

- Spikes
- Zip ties
- Kites/streamers
- Faux predators
- Wire cage exclusion
- Sweeps/spinners
- Sonic deterrents
- Other

Please describe your bird deterrence plan:

What methods will you utilize to harvest shellfish? (Hand, Drag, Other) Please describe:

Hand harvesting of oysters
Bull-raking of quahogs

How will the proposed license site be marked? (Buoy color, Type, Lines, Anchor)

yellow buoys with braided line attached to anchors.

How will you access the license site?

I will ^{with permission} drive truck and trailer to the site using the Indian neck access. I will employ jon-boats to work the grant. Use power boat to access the grant from the harbor

What equipment do you plan on utilizing to maintain the license site and transport product?

Vehicle: Make: Ford Model: F-150

Boat: Make: Carolina skiff Model: _____

Will any accessory structures be used on the license site? (barge, float, upweller, etc.)

Will this be a seasonal operation (gear and product removed from site in winter) or year-round?

seasonal - gear and product will be removed in winter

Please include any additional information here:

D. CUMULATIVE IMPACTS

After voting to grant the site license at a duly advertised public hearing (M.G.L. c.130 §60), the Select Board of the municipality must submit a request for site certification to the Division of Marine Fisheries (DMF). A site inspection that may include a site survey will be performed by DMF. If DMF determines that issuance of the site license and operational activities thereunder will have no substantial adverse impacts to natural resources and existing fisheries, DMF will issue a conditional certification letter to the municipality and include a summary table that identifies other existing and conditionally certified aquaculture sites, gear types, and acreage within the same embayment as the proposed site.

This table will be used to assess cumulative impacts if the project is subject to environmental review by the Massachusetts Environmental Policy Act (MEPA) Office and should be submitted as an attachment with your MEPA filing. If the project is subject to the MEPA Special Review Procedure (SRP), the applicant hereby acknowledges and agrees to following the procedures set forth in the SRP. The SRP can be viewed [here](#).

All information furnished on this application is true and accurate to the best of my knowledge. I will notify the Division Marine Fisheries Shellfish Sanitation and Management Program immediately of any changes.





Signature of Applicant  Date 11-07-23

Division of Marine Fisheries
ATTN: Aquaculture Coordinator
706 South Rodney French Boulevard
New Bedford, MA 02744
Phone: (508) 742-9766

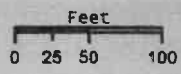
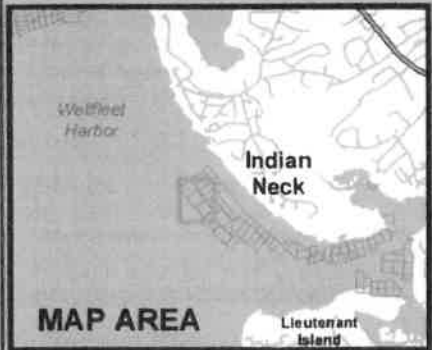
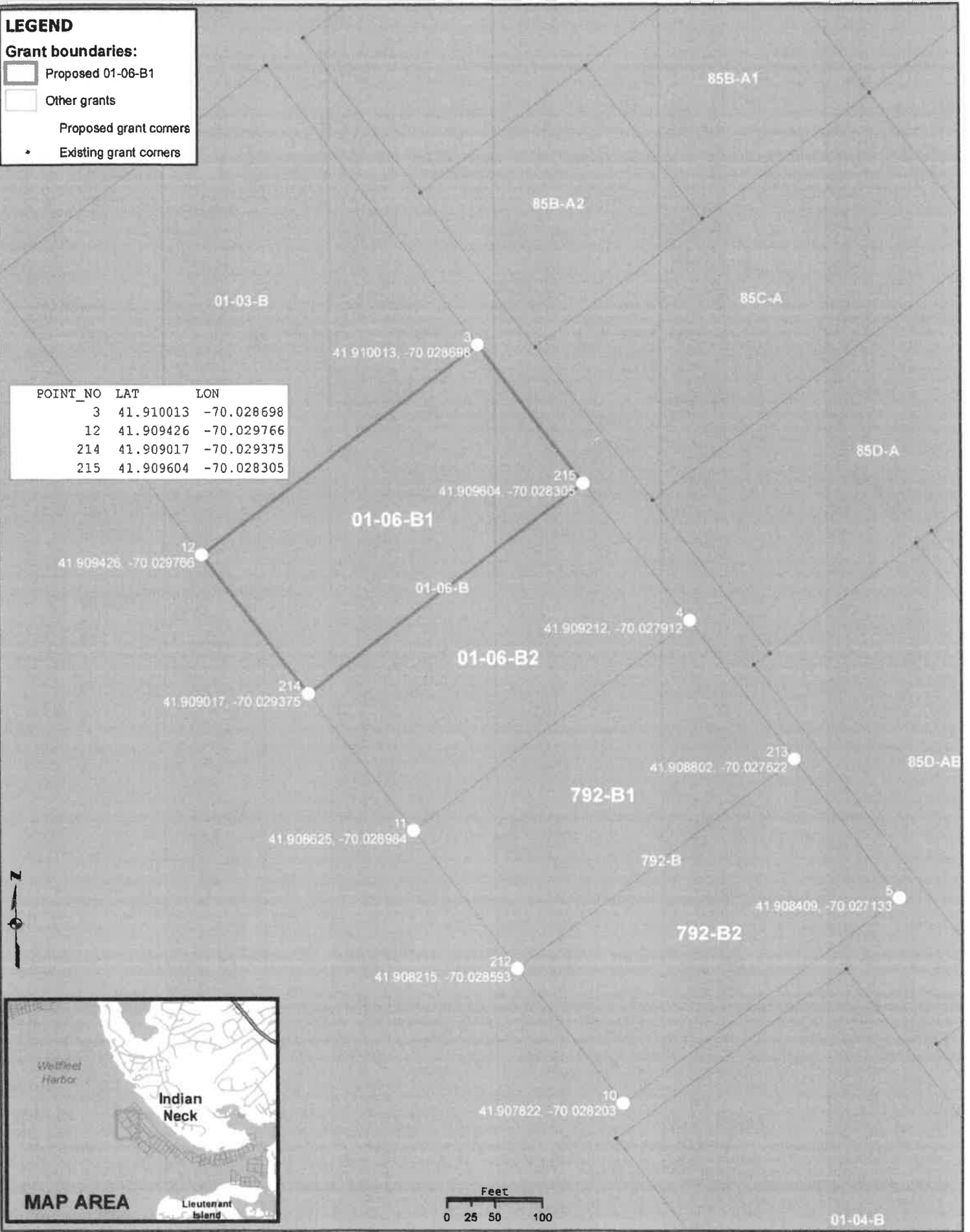
Proposed subdivision: Grant 01-06-B1 – Indian Neck, Wellfleet

LEGEND

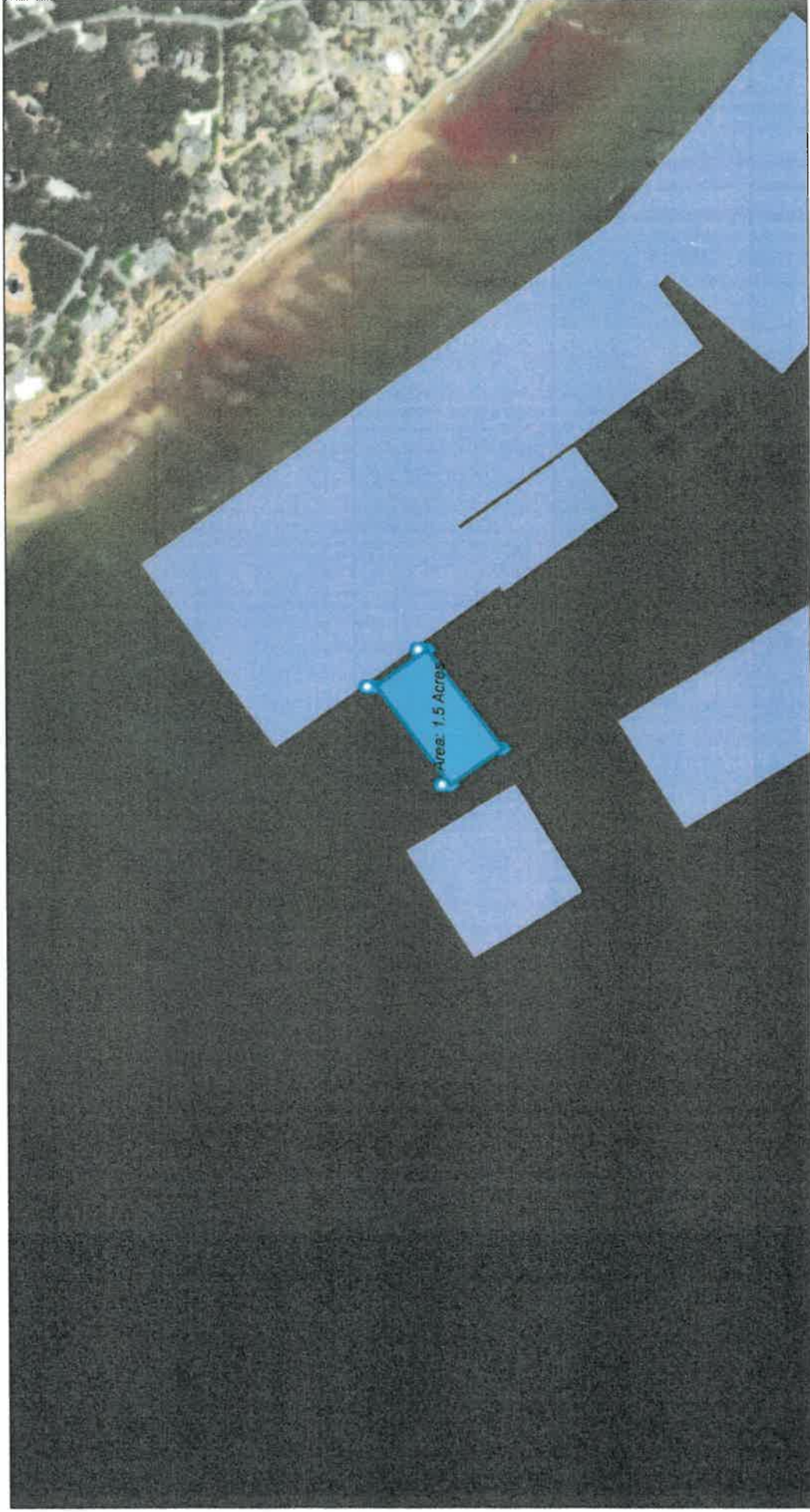
Grant boundaries:

-  Proposed 01-06-B1
-  Other grants
-  Proposed grant corners
-  Existing grant corners

POINT_NO	LAT	LON
3	41.910013	-70.028698
12	41.909426	-70.029766
214	41.909017	-70.029375
215	41.909604	-70.028305



Wellfleet Shellfish Grant #01-06-B1 Daniel Ho



11/7/2023, 2:31:30 PM

- Override 1
- Aquaculture
- Shellfish



Daniel Ho <dtho927@gmail.com>

Grant lottery letter of recommendation

1 message

Patrick Winslow <wellfleetpat@yahoo.com>

Thu, Sep 28, 2023 at 6:25 PM

To: Nancy Civetta <Nancy.Civetta@wellfleet-ma.gov>, dtho927@gmail.com

Hi Nancy,

I'm writing to give my support for Danny's application into the grant lottery. He has been working for me on the farm for a little over three years. He is well versed in all aspects of the farm and is very capable of running his own.

Thanks -Pat Winslow

To: Wellfleet Selectboard

From: Daniel Ho

Date: 11-07-23

I, Daniel Ho, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely,

A handwritten signature in black ink that reads "Daniel T. Ho". The signature is written in a cursive style with a large, stylized initial "D" and a distinct "Ho" at the end.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ F ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To assign shellfish grant license #01-06-B2 consisting of approximately 1.5 acres off Indian Neck to Raymond Rowell
PROPOSED MOTION:	I move to approve the application from Raymond Rowell for shellfish grant license #01-06-B2 consisting of approximately 1.5 acres off Indian Neck, for which he was selected in a lottery on October 17, 2023.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

RAY ROWELL - 01-06-132

TOWN OF WELFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.
- N/A All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.
- N/A At this time, there are no more than three lease holders named to the lease.
- N/A If applicant is applying for a lease on private property, permission from the owner has been obtained.
- The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,
 - The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.
 - This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.
- The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.
- For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.
- The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.
- The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best

Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

The applicant does not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

FROM WELLFLEET SHELLFISH POLICY AND REGULATIONS

SECTION 1: DEFINITIONS

Aquaculture License - An authorization, granted by a vote of the Board of Selectmen, to utilize a specific tract of land, under coastal waters (1) to plant and grow shellfish using in-bottom or off-bottom culture; (2) to place shellfish in or under protective devices affixed directly to the tidal flats or land under Wellfleet's coastal waters, such as boxes, pens, trays, bags or nets; (3) to harvest and take legal shellfish; (4) to plant cultch for the purpose of catching shellfish seed; and (5) to grow shellfish by means of racks, rafts or floats (MGL Chapter 130; Section 57).

Licensed Area (Grant) - a designated bottom area, certified by the Division of Marine Fisheries (DMF) and licensed by a vote of the Board of Selectmen, on which the licensee may plant, grow and harvest shellfish (MGL Chapter 130; Sections 57 & 68).

Resident - A declared resident of the Town of Wellfleet. Written proof that Wellfleet is the domicile as well as the legal residence of the applicant shall be required to the satisfaction of the Shellfish Constable and Board of Selectmen. Domicile will be established after one year of residency in Wellfleet is demonstrated. Proof of legal residence may include voter registration, automobile registration, driver's license, income tax filings, census data, or passport.

7.8. Issuance of Licenses for Aquaculture

7.8.1. Eligibility Requirements: Licenses shall only be issued to domiciled residents (See Sec.1 Definitions) of the Town, 18 years of age or older, who have the knowledge and experience to fulfill the responsibilities specified in the license, provided that the applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for a license. Applicant shall submit copies of state-filed catch reports. OR, provided the applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department. This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant. The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations. In addition, any applicant shall not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

At such time as a licensee ceases to be a domiciled resident of the Town that individual shall be removed from the license. The status of all other licensees will not change. If that licensee is the sole licensee then the license shall be revoked.



APPLICATION FOR SHELLFISH GRANT LICENSE #01-06-B2

DATE: 9/24/23 _____

This request is being made under Mass. General Law, Chapter 130, Sections 57 & 59 and the Town of Wellfleet Shellfishing Policy and Regulations 7.2. Previously Established Grants that Become Available.

Name Raymond Rowell

Address 595 gull pond road

Telephone 5082377184 _____

Cell Phone 5082377184 _____

Email rayrowell94@gmail.com _____

GENERAL INFORMATION

Previous shellfishing experience:

4 years' experience on commercial draggers in Wellfleet harbor. Deckhand responsible for handling and repairing gear such as quahog dredge, oyster dredge, and bay scallop dredge. General boat maintenance doing everything from cleaning the bilge and applying bottom paint to being present and assisting in mechanical projects on engine, hydraulics, etc. While working on commercial draggers in the harbor, I was responsible for "picking" the pile. This means that I kept and culled the target species of shellfish of legal size while discarding of the rest of the contents of the dredge overboard. After culling and cleaning the shellfish, it was my responsibility to bag the shellfish into bushels or 100 count bags and write the appropriate tags. In addition to shell fishing in Wellfleet harbor. I have also worked on shellfish boats docked in Wellfleet harbor that target species in both state and federal waters. While the gear and species targeted are different, many of my responsibilities remain the same while working as a part of these operations. In addition to dragging in the wild, I have done many tides for oysters and clams in the wild for commercial purposes. Likewise, I have helped others on their grants with a variety of tasks throughout the years.

How long have you had a commercial shellfish permit? (list years)

2011,2015,2020,2021,2022,2023

How long have you lived in Wellfleet?

I was born at home in the oldest house in Wellfleet on November, 19, 1994. I am now 28 and this house has always been my primary residence

Additional comments:

While I am only 28 years old I have seen a lot of change in my life in this town. Growing up here and attending every oysterfest, I have always known commercial shell fishing is the central driver of this small town's economy. Since graduating college in 2018 with a degree in business management from Bentley University, I have worked full-time as a commercial fisherman in Wellfleet and have learned firsthand about the blood, sweat, and tears it take to deliver shellfish to market. I have seen how essential the oyster is to the livelihood of both myself and many hard working individuals in this town. I have worked for years on draggers out of Wellfleet harbor targeting a variety of shellfish species in both town, state, and federal waters. At times I work through the night or days at a time in hopes of making a living. Despite these efforts, the rising costs of living in this town makes it practically impossible for a young man with the aspirations of owning a home and having a family to achieve these goals. I truly see having a grant as the only way a fisherman who was born and raised in this town could have the ability to have a home and family here.

By applying for this license and signing below, the applicant agrees to comply with the Town of Wellfleet's Shellfish Policy and Regulations. The applicant also acknowledges that s/he will be held responsible to MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

Raymond Rowell _____
Signature of Applicant

Shellfish Constable FIVE-YEAR

What type of sediment or bottom substrate is on the site? (Benthic Habitat Conditions)
Sandy Bottom

Is eelgrass currently present on or within twenty five (25%) ft of the proposed site? (Y/N) No

If eelgrass is present or was recently historically mapped by DEP within the shellfish growing area, what is the shortest distance to actual or mapped eelgrass from the proposed site?

Are there shellfish currently on the site? (Y/N) No

If yes, what species and approximate densities?

Is the proposed grant site located within an Area of Critical Environmental Concern (ACEC)? (Y/N) No Yes

Is the proposed grant site located within Natural Heritage Endangered Species Project (NHESP) mapped habitat? (Y/N) No Yes
If yes, you must submit a MESA Project Review Checklist to NHESP.

Is the proposed grant site located within an Outstanding Resource Waters? (Y/N) No

Is there an Environmental Justice (EJ) population located within 1-mile of the project site? (Y/N) No NO

If so, please complete the attached supplement to this form for projects located within 1-mile of EJ populations.

Describe whether alternative locations were considered and identify the siting criteria used to select this site and the characteristics of the site that make it suitable for aquaculture use. It may be helpful for this evaluation to be based on the siting criteria identified in DEP's Shellfish Planting Guidelines and the Army Corps of Engineers' General Permit for Aquaculture.

NO because the town decided to move other grant in and to offer this specific area off as a new shellfish grant

Has the site been used for private shellfish propagation within the last two years? (Y/N) No NO

Has the site been used for municipal shellfish propagation within the last two years? (Y/N) No

B. SPECIES TO BE CULTURED

What species of shellfish do you plan to cultivate? (Select all that apply.)

- Eastern Oyster
- Quahog or Hard Clam
- Softshell Clam or Mercator
- Surf Clam
- Razor Clam
- Bay Scallop
- Blue Mussel
- Other:

Do you propose on-bottom placement of cultch or spat on shell on the site? (Y/N) Yes No

If yes, explain:
*Should have to use cultch as a cultch or spat collecting device

C. GEAR

What methods of culture will be used (specify by species if necessary)?

- On-bottom Off-bottom submerged Off-bottom floating

Describe the type of gear to be utilized for each species to be cultured (include dimensions (Gages, Buoys, Trays, Bags, Nets, Floating). Depending on the gear type used, the project may require additional permitting by the Massachusetts Department of Environmental Protection (MassDEP). Consult with your Harbormaster, and if needed, with the MassDEP Waterways Program.

condos for oysters, then racks and bags
Tenax nets, rebar and V-hooks for quahogs
cages for other shellfish

*Include with your submission of this form a site map on a USGS 1:24,000 map with site boundaries clearly outlined and a cross-section schematic of the gear to be deployed on the site.

If you will utilize floating gear, what measures will you take to deter birds (bird deterrence plan required)?

- Spikes
- Zap nets
- Kites streamers
- Fencing/exclusion
- Waterage exclusion
- Sweeps/spinners
- Sonic deterrents
- Other

Please describe your bird deterrence plan:
specify netting and any other items

N/A

What methods will you utilize to harvest shellfish? (Hand, Drag, Other) Please describe

Hand pulling for oysters
Pultraking for quahogs

How will the proposed license site be marked? (Bay color, Twp, Lines, Anchor)

Mark of approval color defined by these signs

How will you access the license site?

via boat and ~~_____~~ _____

What equipment do you plan on utilizing to maintain the license site and transport product?

Vehicle: Make: _____ Model: _____
Boat: Make: _____ Model: _____

Will any accessory structures be used on the license site? (docks, float, operator, etc.)

I will require these additions in the future.

Will this be a seasonal operation (gear and product removed from site on a winter or year-round)?

seasonal

Please include any additional information here:

all oyster gear will be removed
for winter

D. CUMULATIVE IMPACTS

After voting to grant the site license at a duly advertised public hearing (M.G.L. c. 130 §60), the Select Board of the municipality must submit a request for site certification to the Division of Marine Fisheries (DMF). A site inspection that may include a site survey will be performed by DMF. If DMF determines that issuance of the site license and operational activities thereunder will have no substantial adverse impacts to natural resources and existing fisheries, DMF will issue a conditional certification letter to the municipality and include a summary table that identifies other existing and conditionally certified aquaculture sites, gear types, and acreage within the same embayment as the proposed site.

This table will be used to assess cumulative impacts of the project as subject to environmental review by the Massachusetts Environmental Policy Act (MEPA) Office and should be submitted as an attachment with your MEPA filing. If the project is subject to the MEPA Special Review Procedure (SRP), the applicant hereby acknowledges and agrees to following the procedures set forth in the SRP. The SRP can be viewed [here](#).

All information furnished on this application is true and accurate to the best of my knowledge. I will notify the Division of Marine Fisheries Shellfish Nutrition and Management Program immediately of any changes.

Signature of Applicant:







Date: 11/08/2023

Division of Marine Fisheries
AQUACULTURE COORDINATOR
706 South Rodney French Boulevard
New Bedford, MA 02744
Phone: (508) 745-0766

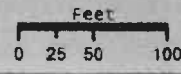
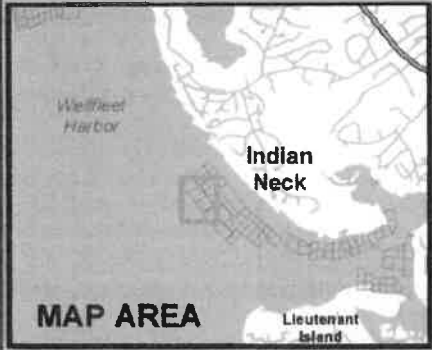
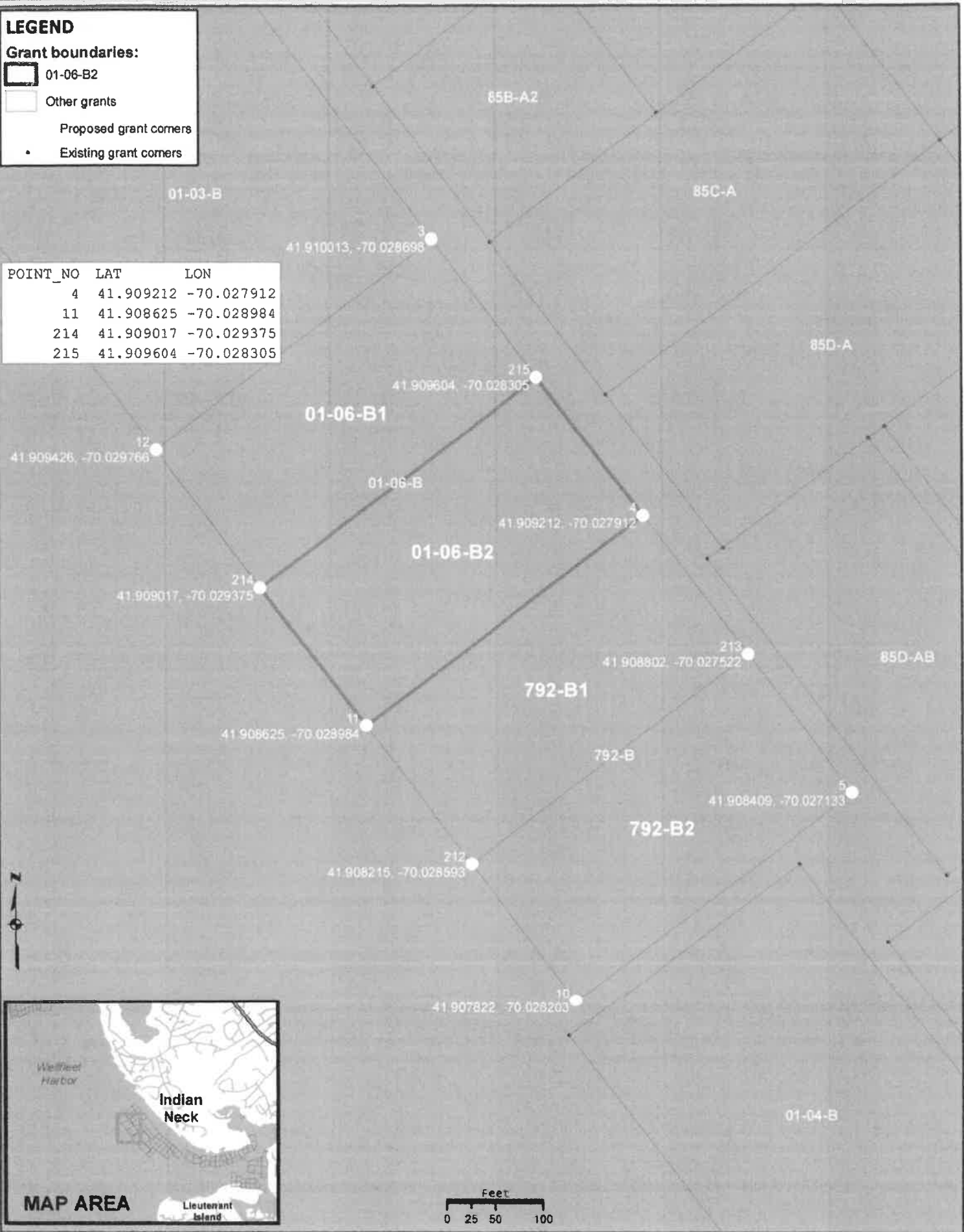
Proposed subdivision: Grant 01-06-B2 – Indian Neck, Wellfleet

LEGEND

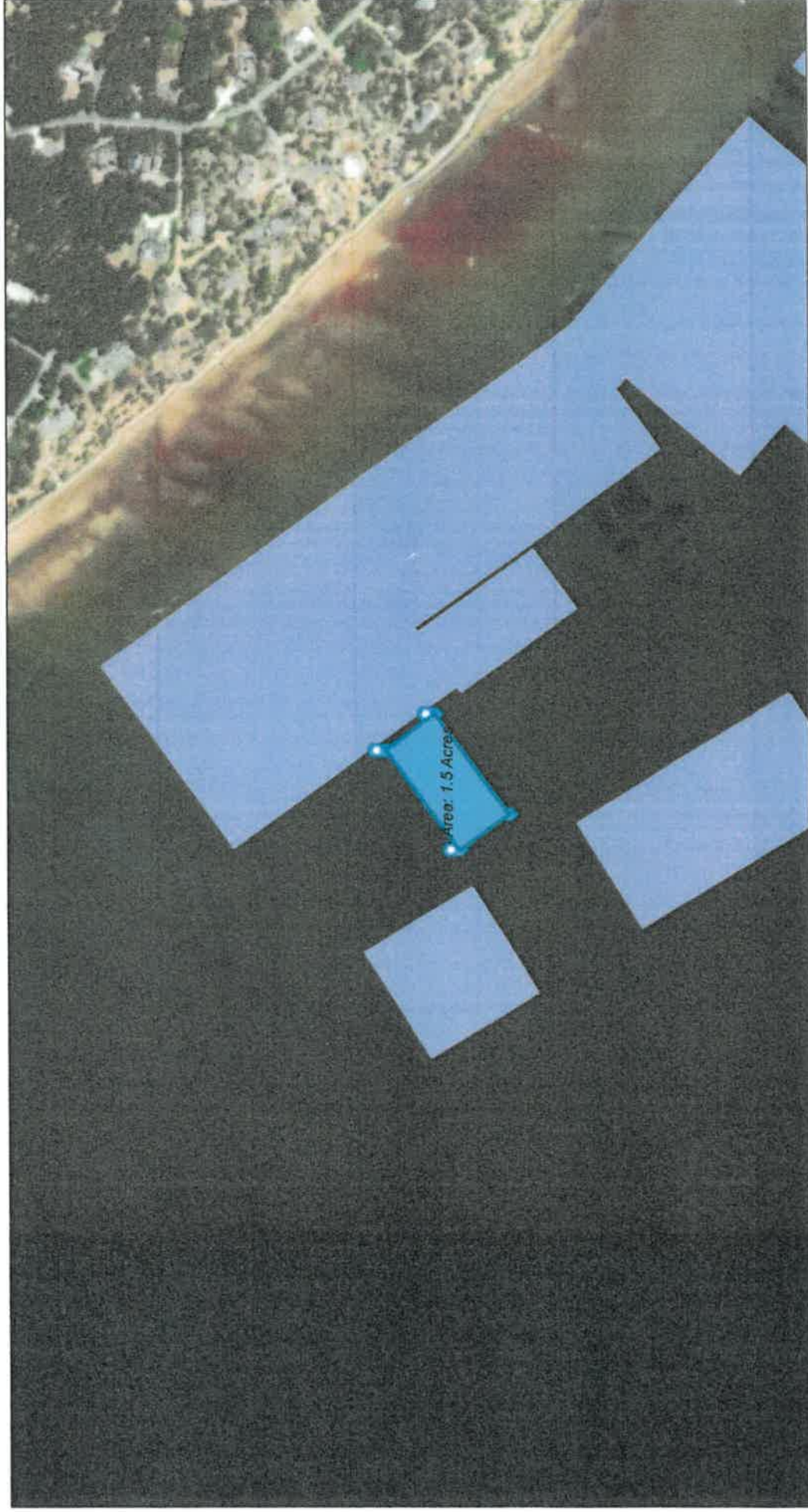
Grant boundaries:

-  01-06-B2
-  Other grants
-  Proposed grant corners
-  Existing grant corners

POINT_NO	LAT	LON
4	41.909212	-70.027912
11	41.908625	-70.028984
214	41.909017	-70.029375
215	41.909604	-70.028305



Wellfleet Shellfish Grant #01-06-B2 Raymond Rowell



Wellfleet Shellfish Grant #01-06-B2 Raymond Rowell



To: Wellfleet Selectboard

From: RAYMOND ROWELL

Date: 11.8.2023

I, Raymond Rowell, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely, Raymond Rowell



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ G ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To assign grant license #792-B1 consisting of approximately 1.5 acres off Indian Neck to Zack Doucette
PROPOSED MOTION:	I move to approve the application from Zack Doucette for shellfish grant license #792-B1 consisting of approximately 1.5 acres off Indian Neck, for which he was selected in a lottery on October 17, 2023.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

ZACK DOUCETTE - 792-B1

TOWN OF WELFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.
- MA All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.
- N/A At this time, there are no more than three lease holders named to the lease.
- N/A If applicant is applying for a lease on private property, permission from the owner has been obtained.
- The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,
- The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.
 - This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.
- The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.
- For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.
- The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.
- The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best

Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

The applicant does not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

FROM WELLFLEET SHELLFISH POLICY AND REGULATIONS

SECTION 1: DEFINITIONS

Aquaculture License - An authorization, granted by a vote of the Board of Selectmen, to utilize a specific tract of land, under coastal waters (1) to plant and grow shellfish using in-bottom or off-bottom culture; (2) to place shellfish in or under protective devices affixed directly to the tidal flats or land under Wellfleet's coastal waters, such as boxes, pens, trays, bags or nets; (3) to harvest and take legal shellfish; (4) to plant cultch for the purpose of catching shellfish seed; and (5) to grow shellfish by means of racks, rafts or floats (MGL Chapter 130; Section 57).

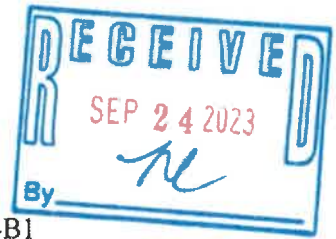
Licensed Area (Grant) - a designated bottom area, certified by the Division of Marine Fisheries (DMF) and licensed by a vote of the Board of Selectmen, on which the licensee may plant, grow and harvest shellfish (MGL Chapter 130; Sections 57 & 68).

Resident - A declared resident of the Town of Wellfleet. Written proof that Wellfleet is the domicile as well as the legal residence of the applicant shall be required to the satisfaction of the Shellfish Constable and Board of Selectmen. Domicile will be established after one year of residency in Wellfleet is demonstrated. Proof of legal residence may include voter registration, automobile registration, driver's license, income tax filings, census data, or passport.

7.8. Issuance of Licenses for Aquaculture

7.8.1. Eligibility Requirements: Licenses shall only be issued to domiciled residents (See Sec.1 Definitions) of the Town, 18 years of age or older, who have the knowledge and experience to fulfill the responsibilities specified in the license, provided that the applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for a license. Applicant shall submit copies of state-filed catch reports. OR, provided the applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department. This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant. The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations. In addition, any applicant shall not show a pattern of violations of Wellfleet's Shellfishing Policy and Regulations within the last three (3) years.

At such time as a licensee ceases to be a domiciled resident of the Town that individual shall be removed from the license. The status of all other licensees will not change. If that licensee is the sole licensee then the license shall be revoked.



APPLICATION FOR SHELLFISH GRANT LICENSE #792-B1

DATE: 09/24/2023

This request is being made under Mass. General Law, Chapter 130, Sections 57 & 59 and the Town of Wellfleet Shellfishing Policy and Regulations 7.2. Previously Established Grants that Become Available.

Name Zack Doucette

Address 20 Franklin Ln

Telephone 508-247-7544 Cell Phone _____

Email zackdou@comcast.net

GENERAL INFORMATION

Previous shellfishing experience:

I have been picking oysters and digging clams in the wild on and off since 2012. I grew up helping my father on his grant and have been working with Ethan Esty over the past few years putting out oyster cages filled with seed along with Chinese Hats. In 2013 I helped the shellfish department lay net on their grant over beds of clams. I also worked with Keith Rose on the F/V Clamnation in Wellfleet Harbor harvesting various types of shellfish.

How long have you had a commercial shellfish permit? (list years)

10 years

How long have you lived in Wellfleet?

25 years

Additional comments:

By applying for this license and signing below, the applicant agrees to comply with the Town of Wellfleet's Shellfish Policy and Regulations. The applicant also acknowledges that s/he will be held responsible to MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

Zack Doucette
Signature of Applicant

[Signature]
Shellfish Constable

GRANT EXPERIENCE

AQUACULTURE DESCRIPTION FORM

Clear Fields

Name: Last Doucette First Zachory M.I. C

Business Name (optional): _____

Mailing Address 20 Franklin Ln

City/Town Weymouth State Ma Zip Code 02667

Telephone 508-247-7544 Cell Phone "

E-Mail Address zack.doucette@comcast.net

A. SITE DESCRIPTION

Location of proposed aquaculture license site(s) and access routes (Include a site map in USGS 1:24,000 or 1:25,000 format with site boundaries clearly outlined and both current and historic Massachusetts Department of Environmental Protection (MassDEP) mapped eelgrass layers depicted on the map. The MA-ShellFAST tool may be used for generating the map and measuring distances/acreage).

City/Town: Weymouth

Shellfish Growing Area (SGA): CCB11

of Acres: 1.5

Site boundaries defined by latitude and longitude in decimal degrees (i.e. 42.36115°, -71.057083°):

(41.404212 - 70.027912), (41.408625 - 70.028994), (41.40825 - 70.028693),

(41.407802 - 70.027522)

Have you conducted a survey of the site (Y/N)? N Date? _____

Method of Survey: _____

Average Depth at Mean Low Tide (MLW): 2'

Mean High Tide (MHW): 12'

The site is located in an: intertidal area; subtidal area; spans both intertidal and subtidal areas.

What type of sediment or bottom substrate is on the site? (Benthic Habitat Conditions):

muddy sand bottom

Is eelgrass currently present on or within twenty-five (25) ft. of the proposed site? (Y/N)? N

If eelgrass is present or currently/historically mapped by DEP within the shellfish growing area, what is the shortest distance to actual or mapped eelgrass from the proposed site? _____ ft.

Are there shellfish currently on the site (Y/N)? No

If yes what species and approximate densities?

Is the proposed grant site located within an Area of Critical Environmental Concern (ACEC) (Y/N)?

Y

Is the proposed grant site located within Natural Heritage Endangered Species Project (NHESP) mapped habitat (Y/N)? *If yes, you must submit a MESA Project Review Checklist to NHESP.*

Y

Is the proposed grant site located within an Outstanding Resource Waters (Y/N)? N

Is there an Environmental Justice (EJ) population located within 1-mile of the project site (Y/N)? N

If so, please complete the attached supplement to this form for projects located within 1-mile of EJ populations.

Describe whether alternative locations were considered and identify the siting criteria used to select this site and the characteristics of the site that make it suitable for aquaculture use. It may be helpful for this evaluation to be based on the siting criteria identified in DMF's Shellfish Planting Guidelines and the Army Corps of Engineers General Permit for Aquaculture.

No town decided to have older grant in lottery this specific area off as new shellfish grant

Has the site been used for private shellfish propagation within the last two years (Y/N)? N

Has the site been used for municipal shellfish propagation within the last two years (Y/N)? N

B. SPECIES TO BE CULTURED

What species of shellfish do you plan to cultivate? (Select all that apply)

- Eastern Oyster
- Quahog or Hard Clam
- Softshell Clam or Steamer
- Surf Clam
- Razor Clam
- Bay Scallop
- Blue Mussel
- Other _____

Do you propose on-bottom placement of cultch or spat on shell on the site (Y/N)?

If yes, explain.

may eventually use shell as larvae/spat collection

C. GEAR

What methods of culture will be used (specify by species if necessary)?

On- bottom Off- bottom submerged Off- bottom floating

Describe the type of gear to be utilized for each species to be cultured, include dimensions (Cages, Racks, Trays, Bags, Nets, Floating): *Depending on the gear type used, the project may require additional permitting by the Massachusetts Department of Environmental Protection (MassDEP). Consult with your Harbormaster, and if needed, with the MassDEP Waterways Program.*

Oyster
mesh grow bags
rebar racks
bottom cages

Clams
clam netting
lengths of rebar
U-hooks

*Include with your submission of this form a site map on a USGS 1:24,000 map with site boundaries clearly outlined and a cross-section schematic of the gear to be deployed on the site. 3

If you will utilize floating gear, what measures will you take to deter birds (bird deterrence plan required)?

- Spikes
- Zip ties
- Kites/streamers
- Faux predators
- Wire cage exclusion
- Sweeps/spinners
- Sonic deterrents
- Other

Please describe your bird deterrence plan:

What methods will you utilize to harvest shellfish? (Hand, Drag, Other) Please describe:

Hands to hand rakes

How will the proposed license site be marked? (Buoy color, Type, Lines, Anchor)

yellow buoys w/ braided line attached to anchors

How will you access the license site?

Boat

What equipment do you plan on utilizing to maintain the license site and transport product?

Vehicle: Make: 2022 Model: GMC

Boat: Make: _____ Model: _____

Will any accessory structures be used on the license site? (barge, float, upweller, etc.)

No

Will this be a seasonal operation (gear and product removed from site in winter) or year-round?

Yes all will be removed in the winter

Please include any additional information here:

D. CUMULATIVE IMPACTS

After voting to grant the site license at a duly advertised public hearing (M.G.L. c.130 §60), the Select Board of the municipality must submit a request for site certification to the Division of Marine Fisheries (DMF). A site inspection that may include a site survey will be performed by DMF. If DMF determines that issuance of the site license and operational activities thereunder will have no substantial adverse impacts to natural resources and existing fisheries, DMF will issue a conditional certification letter to the municipality and include a summary table that identifies other existing and conditionally certified aquaculture sites, gear types, and acreage within the same embayment as the proposed site.

This table will be used to assess cumulative impacts if the project is subject to environmental review by the Massachusetts Environmental Policy Act (MEPA) Office and should be submitted as an attachment with your MEPA filing. If the project is subject to the MEPA Special Review Procedure (SRP), the applicant hereby acknowledges and agrees to following the procedures set forth in the SRP. The SRP can be viewed [here](#).

All information furnished on this application is true and accurate to the best of my knowledge. I will notify the Division Marine Fisheries Shellfish Sanitation and Management Program immediately of any changes.





Signature of Applicant  Date 11/7/2023

Division of Marine Fisheries
ATTN: Aquaculture Coordinator
706 South Rodney French Boulevard
New Bedford, MA 02744
Phone: (508) 742-9766

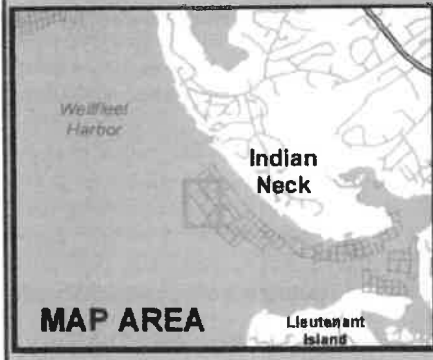
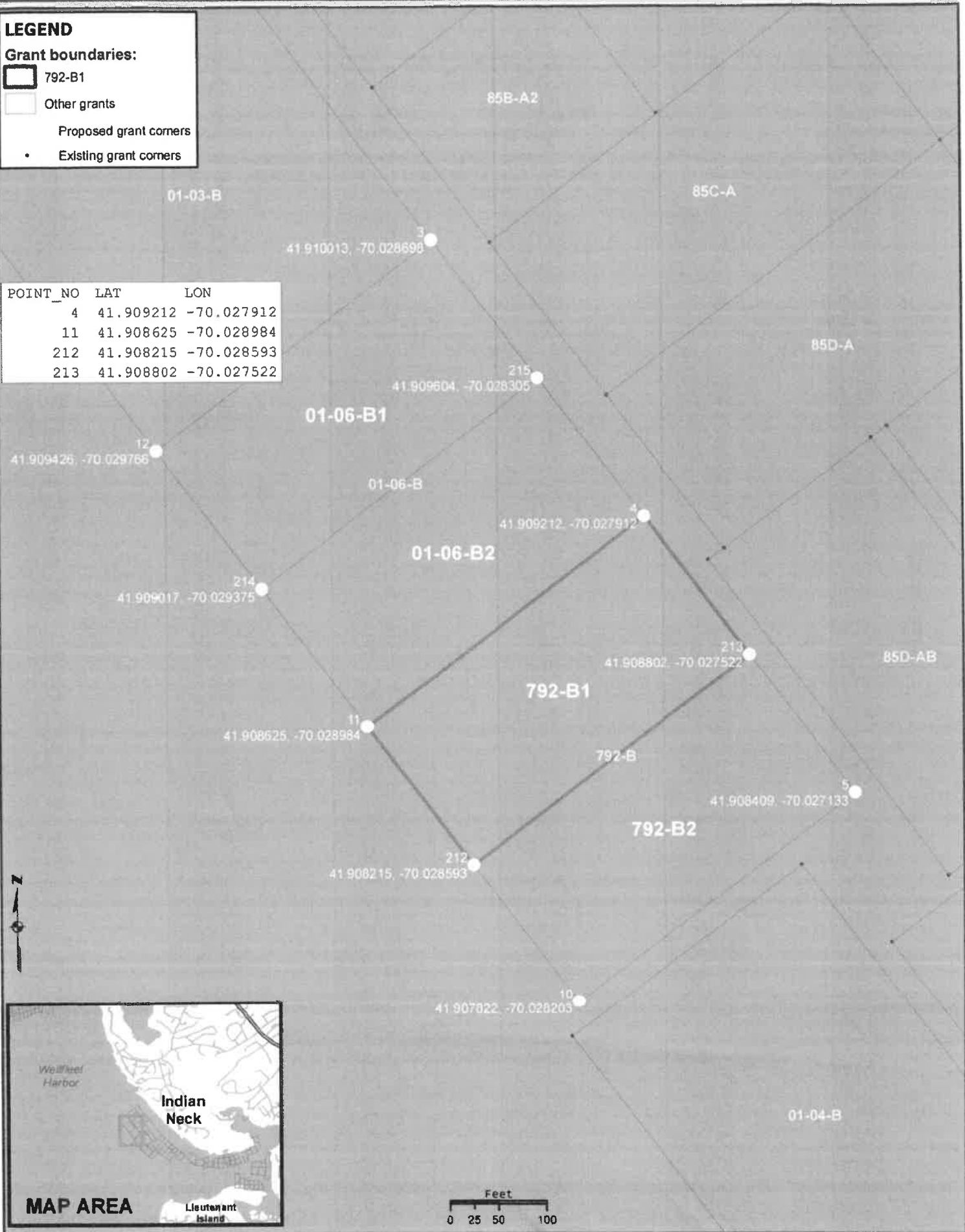
Proposed subdivision: Grant 792-B1 – Indian Neck, Wellfleet

LEGEND

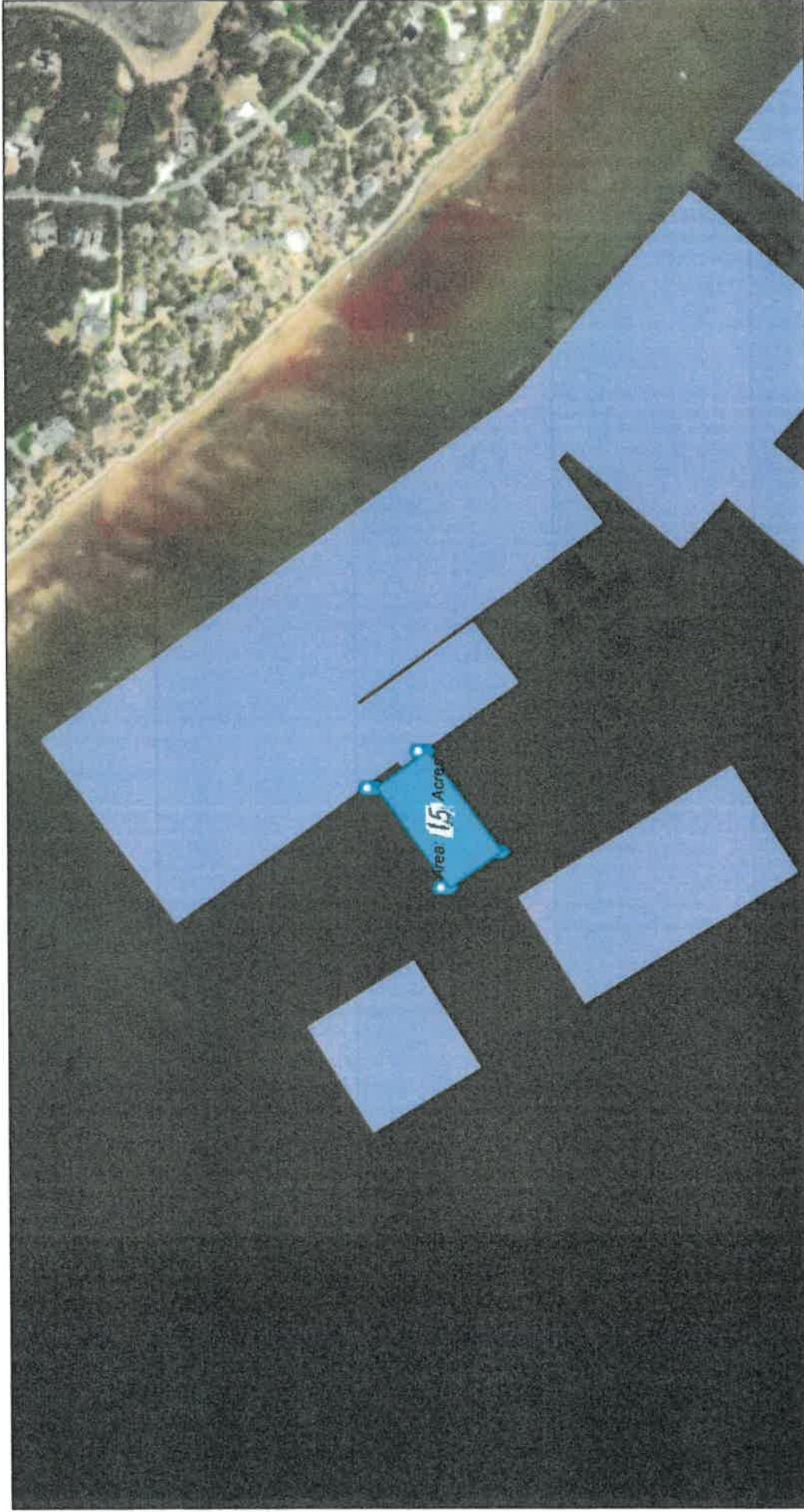
Grant boundaries:

-  792-B1
-  Other grants
-  Proposed grant corners
-  Existing grant corners

POINT_NO	LAT	LON
4	41.909212	-70.027912
11	41.908625	-70.028984
212	41.908215	-70.028593
213	41.908802	-70.027522



Wellfleet Shellfish Grant #792-B1



11/7/2023, 4:02:15 PM

- Override 1
- Aquaculture
- Shellfish

1:4,514




0 0.04 0.08 0.16 mi
0 0.05 0.1 0.2 km

Maxat

Wellfleet Shellfish Grant #792-B1



11/7/2023, 4:04:16 PM

-  Override 1
-  Aquaculture
-  Shellfish

To the Wellfleet Shellfish Department,

I am writing this letter in support of Zach Doucette applying for a shellfish grant in Wellfleet Harbor. If Zach becomes a Wellfleet grant holder I realize his actions will directly impact all of our livelihoods. He will also become one of my closest grant neighbors which undoubtedly means will have to rely on each other at some point in time. I have confidence in Zach in both of these areas and that is why I support him becoming a shellfish grant holder.

Zach and I first met at the boathouse when he was probably ten years old. I was standing around talking to his dad when we both noticed he was getting a little impatient to start fishing. I joked with him and apologized for holding his dad up and that I was going to just talk for another minute. He looked at me straight faced and calmly said, "Well...OK, if that's what you got to do", sounding more like an old timer than your average ten year old. He turned right around and walked down to the tideline and started looking for oysters, leaving his dad and I so astonished we didn't even start laughing for a few seconds.

Since then, Zach has grown up shellfishing in Wellfleet, which makes him an ideal candidate for this grant lease. Important things like driving a boat in the harbor, handling shellfish for market, and dealing with increment weather on the flats are aspects of shellfishing you can only learn through experience. Since Zach has already done these things for years, I think he will become a successful shellfish farmer.

I would like to hire Zach more often but unfortunately for me he is over-qualified to be a grant laborer. For Zach to continue on in our shellfish industry he needs to farm his own shellfish grant and I am in full support of that.

Dr. Ethan Estey

To: Wellfleet Selectboard

From: Zack Doucette

Date: 11/7/2023

I, Zack Doucette, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

Sincerely,

A handwritten signature in black ink, appearing to read "Zack Doucette". The signature is written in a cursive, flowing style.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

II

PUBLIC HEARINGS

~ H ~

REQUESTED BY:	Nancy Civetta ~ Shellfish Constable
DESIRED ACTION:	To assign shellfish grant license #792-B2 consisting of approximately 1.5 acres off Indian Neck to Frank Travers
PROPOSED MOTION:	I move to approve the application from Fank Travers for shellfish grant license #792-B2 consisting of approximately 1.5 acres off Indian Neck, for which he was selected in a lottery on October 17, 2023.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

FRANK TRAVERS

TOWN OF WELFLEET SHELLFISH DEPARTMENT
CHECK LIST FOR AQUACULTURE LEASE APPLICANT

- Applicant has paid \$175 advertising fee for public hearing.
- Applicant is a domiciled resident of Wellfleet, as that is defined in Section 1 of our regulations.
- Applicant is 18 years of age or older.
- Approval of this application will not result in the applicant having more than 7 acres leased to them for aquaculture within the Town's waters.
- N/A All other licensees named to the grant have given written approval for the applicant to be included on their lease. If a corporation is the current lease holder, all persons who are members of the corporation must submit their written approval.
- N/A At this time, there are no more than three lease holders named to the lease.
- N/A If applicant is applying for a lease on private property, permission from the owner has been obtained.
- The applicant has held and been documented by the Shellfish Department using a Wellfleet commercial shellfishing permit during a period of at least three (3) of the four (4) calendar years preceding the date of application for this license. Applicant shall submit copies of state-filed catch reports, OR,
- The applicant demonstrates experience in shellfish propagation and aquaculture, continuously, over at least three (3) years preceding the date of application, documented by the Shellfish Department.
 - This shall be supported by a letter from a license holder who employed the applicant describing the type of work performed and any other information which might be relevant.
- The applicant shall present a detailed five-year business plan for how s/he intends to use the grant, including shellfish species, amounts and sizes, and gear to be used, access routes and any other information relevant to proposed operations.
- For any proposed new grants or extensions, approximate coordinates and a map should be reviewed by the Shellfish Constable, including a site visit, and provided in the documentation for the Selectboard.
- The applicant has received and agreed in writing to comply with the current version of the Town's Shellfish Policy and Regulations.
- The applicant acknowledges that s/he will also be held responsible to and will familiarize him/herself with [MGL Ch. 130](#) and [CMR 322](#), as well as the most recent [SEMAC Best](#)

4



APPLICATION FOR SHELLFISH GRANT LICENSE #792-B2

DATE: 9/26/23

This request is being made under Mass. General Law, Chapter 130, Sections 57 & 59 and the Town of Wellfleet Shellfishing Policy and Regulations 7.2. Previously Established Grants that Become Available.

Name Francis Travels

Address 101 pole dike Rd.

Telephone 774-727-5761 Cell Phone same

Email entropy3@yahoo.com

GENERAL INFORMATION

Previous shellfishing experience: over 30 years

How long have you had a commercial shellfish permit? (list years)

2023, 2022, 2021 + many other non consecutive years prior

How long have you lived in Wellfleet?

last 4 consecutively many more prior to moving to town

Additional comments:

By applying for this license and signing below, the applicant agrees to comply with the Town of Wellfleet's Shellfish Policy and Regulations. The applicant also acknowledges that s/he will be held responsible to MGL Ch. 130 and CMR 322, as well as the most recent SEMAC Best Management Practices, DMF's vibrio control plan, National Shellfish Sanitation Program's Guide and DPH's Regulations for Fish and Fishery Products, as they apply to the harvest of shellfish governing his/her business operations.

[Signature]
Signature of Applicant

[Signature]
Shellfish Constable

GRANT EXPERIENCE

AQUACULTURE DESCRIPTION FORM

Clear Fields

Name: Last Travers First Frank M.I. _____

Business Name (optional): _____

Mailing Address P.O. Box 1058

City/Town Wellfleet State MA. ZipCode 02667

Telephone SAME Cell Phone 774-722-5761

E-Mail Address entropy3@yahoo.com

A. SITE DESCRIPTION

Location of proposed aquaculture license site(s) and access routes (Include a site map in USGS 1:24,000 or 1:25,000 format with site boundaries clearly outlined and both current and historic Massachusetts Department of Environmental Protection (MassDEP) mapped eelgrass layers depicted on the map. The MA-ShellFAST tool may be used for generating the map and measuring distances/acreage).

City/Town: Wellfleet

Shellfish Growing Area (SGA): CCB 11

of Acres: 1.5

Site boundaries defined by latitude and longitude in decimal degrees (i.e. 42.36115°, -71.057083°):

NW 41.909215, 70.028593 / ^{NE} 41.908802, 70.027522 / ^{SE} 41.908409, 70.027133 / ^{SW} 41.907822, 70.028203

Have you conducted a survey of the site (Y/N)? Y 10.21.23 Date? _____

Method of Survey:

Walked around to survey for existing conditions.

Average Depth at Mean Low Tide (MLW): 2ft.

Mean High Tide (MHW): 12ft.

The site is located in an: intertidal area; subtidal area; spans both intertidal and subtidal areas.

B. SPECIES TO BE CULTURED

What species of shellfish do you plan to cultivate? (Select all that apply)

- Eastern Oyster
- Quahog or Hard Clam
- Softshell Clam or Steamer
- Surf Clam
- Razor Clam
- Bay Scallop
- Blue Mussel
- Other _____

Do you propose on-bottom placement of cultch or spat on shell on the site (Y/N)?

If yes, explain. *May eventually use shell as substrate for oyster larvae collection (spat)*

C. GEAR

What methods of culture will be used (specify by species if necessary)?

On- bottom Off- bottom submerged Off- bottom floating

Describe the type of gear to be utilized for each species to be cultured, include dimensions (Cages, Racks, Trays, Bags, Nets, Floating): *Depending on the gear type used, the project may require additional permitting by the Massachusetts Department of Environmental Protection (MassDEP). Consult with your Harbormaster, and if needed, with the MassDEP Waterways Program.*

wire cordos with A.P.I. bags for oysters on bottom. Tenx mesh with lead line for quahog runways

*Include with your submission of this form a site map on a USGS 1:24,000 map with site boundaries clearly outlined and a cross-section schematic of the gear to be deployed on the site. 3

How will you access the license site?

By Boat from the west

What equipment do you plan on utilizing to maintain the license site and transport product?

Vehicle: Make: chevy 1500 Model: 2020 grey 1500

Boat: Make: Kenecraft Model: 18' custom

Will any accessory structures be used on the license site? (barge, float, upweller, etc.)

For Access Only,
a 26' fiberglass pontoon boat currently under construction

Will this be a seasonal operation (gear and product removed from site in winter) or year-round?

seasonal

Please include any additional information here:

D. CUMULATIVE IMPACTS

After voting to grant the site license at a duly advertised public hearing (M.G.L. c.130 §60), the Select Board of the municipality must submit a request for site certification to the Division of Marine Fisheries (DMF). A site inspection that may include a site survey will be performed by DMF. If DMF determines that issuance of the site license and operational activities thereunder will have no substantial adverse impacts to natural resources and existing fisheries, DMF will issue a conditional certification letter to the municipality and include a summary table that identifies other existing and conditionally certified aquaculture sites, gear types, and acreage within the same embayment as the proposed site.

Proposed subdivision: Grant 792-B2 – Indian Neck, Wellfleet

LEGEND

Grant boundaries:



792-B2



Other grants

Proposed grant corners

• Existing grant corners

POINT_NO	LAT	LON
5	41.908409	-70.027133
10	41.907822	-70.028203
212	41.908215	-70.028593
213	41.908802	-70.027522

85C-A

85D-A

01-06-B1

01-06-B

01-06-B2

41.909212, -70.027912

792-B1

41.908802, -70.027522

85D-AB

41.908625, -70.028984

792-B

41.908409, -70.027133

792-B2

41.908215, -70.028593

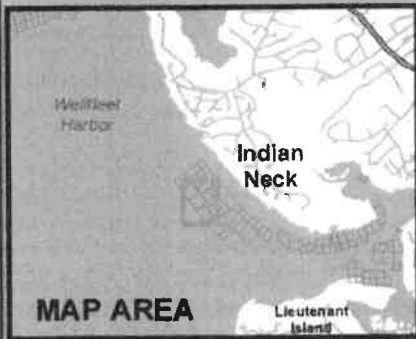
212

41.907822, -70.028203

10

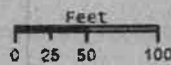
2000-10

01-04-B



MAP AREA

Lieutenant Island



Wellfleet Shellfish Grant #792-B2 Frank Travers

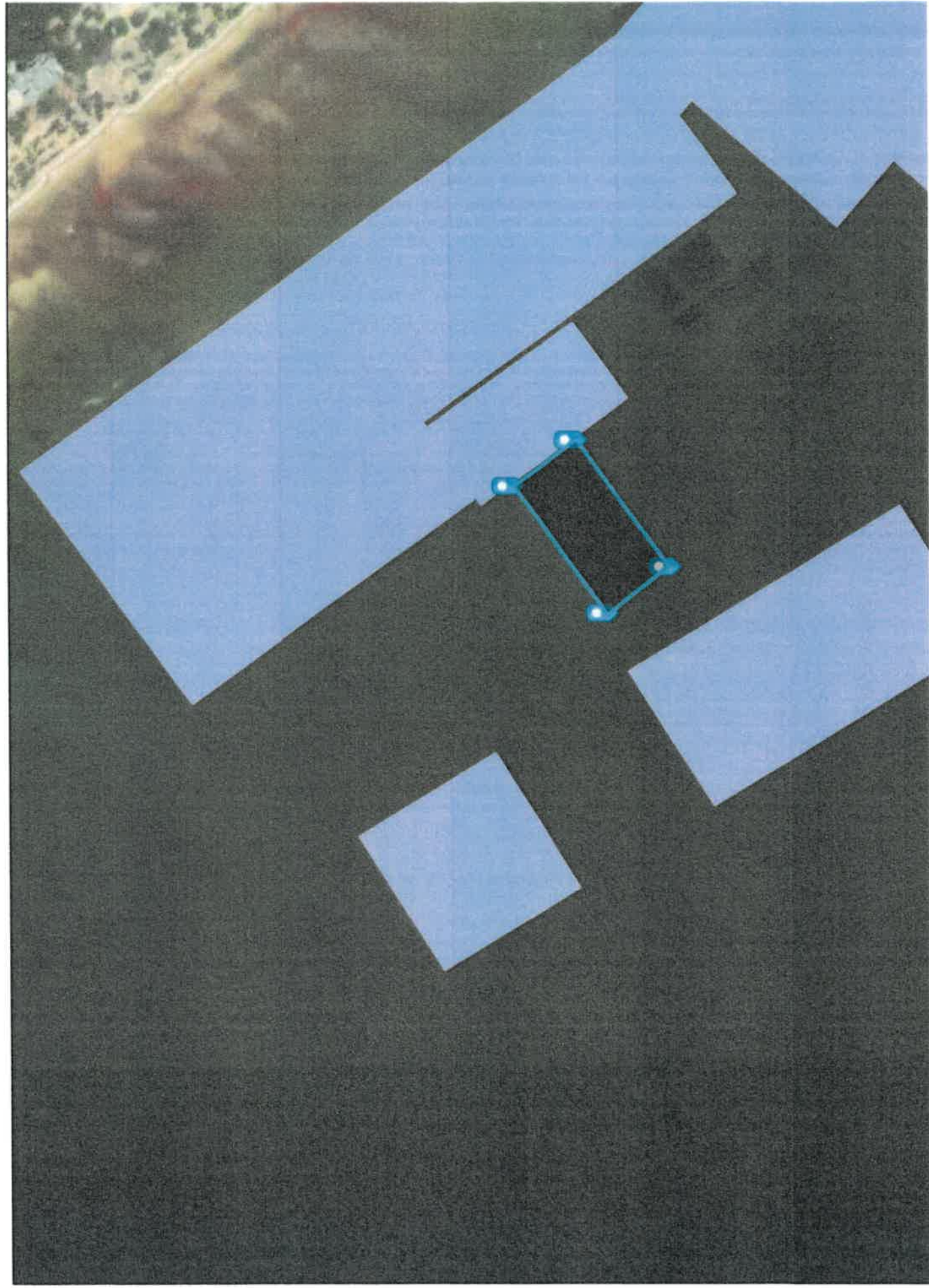


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Aquaculture

Shellfish

Wellfleet Shellfish Grant #792-B2 Frank



12/06/22

To whom it may concern,

I am writing this letter to highly recommend Frank Travers as a qualified candidate for this lottery. As well as to confirm that he has been an extremely reliable and beneficial asset to my shellfish business for more than the last three years. This has included but not limited to activities on both my grants the wild on my commercial Boat, Planting Clams, Breaking down oyster shells overwintering and all stages of Aquaculture. In fact Frank has taught me more about Aquaculture than I have learned myself from his education through Woodshole Institute and being one of the first grants in Brewster. Even beyond Frank's role as an employee of CCB Fisheries LLC. Frank has been of great character and willing to help me and other shellfishermen out from being able to use his reputation to source seed and gear during the current supply crisis. As well as always having a positive attitude and lend a hand to anyone.

If there are anymore questions regarding Frank's qualifications or expertise in being an overqualified candidate for this grant lottery please contact Dave Scitler owner of CCB Fisheries located in Walfleet MA.

DS

774-722-2846
1045 Ridge Street
Walfleet MA 02667

To: Wellfleet Selectboard

From: *Frank Travers*

Date: *11/3/2023*

I, *Frank Travers*, agree to comply with the Town of Wellfleet's Shellfishing Policy and Regulations and assume full responsibility for understanding and adhering to all federal and state regulations as they apply to shellfish propagation, harvest and sales.

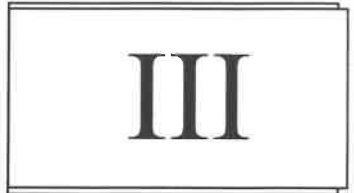
Sincerely,





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023



FY2024 ~ GOALS ~

REQUESTED BY:	Selectboard
DESIRED ACTION:	To review, prioritize and assign the Town Administrator goals
PROPOSED MOTION:	A motion and vote may be made and taken at the time of the meeting.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Selectboard Goals

FY 2024

Barbara Carboni (Chair):

1. To support the administration in recruiting, hiring, and retaining Town staff

John Wolf (Vice Chair):

1. To look into a study for issues at the marina, parking, traffic, etc.

Michael DeVasto:

1. Focus on planning for upcoming projects that have been approved.
2. Move forward existing projects to the extent possible in the fiscal year.
3. Minimize additional burdens placed on Town Administration and Town Staff until relevant and key positions are filled.

Ryan Curley:

- **Please see attached.**

Ryan Curley
FY 24 goals
07/30/2023

(

- Establish a migration plan to platform Town functions to a SaS cloud with a web-based portal for the public.
- Identify or develop a plan to create additional Meeting rooms for boards and committees.
- Local comprehensive plan
 - Restart the Local Comprehensive Planning Process.
 - Establish clear deadlines and expectations for the LCP process
 - Initiate a separate long-term local Climate Change Local Comprehensive plan establishing clear decision trees and points for various adaptations.
- Marina
 - Evaluate the L Pier for reconditioning
 - Explore opportunities for additional dockage
 - Evaluate fee structure
- Government
 - Stabilize town governance and administration.
 - Hire an experienced, capable, and driven ATA.
 - Reduce the number of tasks assigned to the ATA.
 - Hire a dedicated Financial Director with extensive municipal financial experience.
 - Foster enhanced communications between public bodies, public bodies, and town staff.
 - Hold Town Administrator to performance goals and finish reformatting performance reviews.
 - Ensure Effective Oversight of Town Operations
 - Establish better tracking of in-kind contributions to more readily meet the obligations of match requirements for many grants.
 - Pending approval of the Town Meeting, hire a Town Planner.
 - Hold staff accountable for submitting materials for the Selectboard Packets on time.
- Town Finances
 - Require Quarterlyies
 - Normalizing the Town's Financial Operations, (structure, governance, reporting, and policies)
 - Increase the resources devoted to the town's Financial Operations
 - Require additional oversight by the Administration of Town Financial Operations, practices, and controls.

Ryan Curley FY 23 Goals
07/12/2023

- Hold the Administration accountable for implementing DOR/DLS FMR recommendations and be willing to discuss discipline if there are deviations from the FMR.
- Enhance the Auditing process with a revised and expanded scope of work put out to bid.
- Develop a Capital Asset Preservation Plan with ongoing tracking and inventory of fixed assets.
 - Develop a Capital Planning Committee
- Staffing
 - Discuss the regionalization of certain departments and services with surrounding towns to increase the resilience of those functions.
 - Require that the Town Administrator perform annual performance reviews with direct reports and performance reviews every three months for the first year of a new hire's employment.
 - Re-evaluate wages with the goal of being able to fill vacancies on a timely basis.
 - Establish a Job Description for the IT Director authorized at the 2023 Annual Town Meeting and fill the position.
 - Have the Administration implement a workforce development program
 - Evaluate the cost/benefit of a part-time grant writer
 - Evaluate the possibility of hiring a full-time Social Worker who would collaborate with Emergency Management Services on calls with mental health or substance issues and establish follow-up visits with the individuals in crisis and post-crisis if agreed to.
 - Establish proper procedures to screen prospective job applicants.
 - Address Benefits Tracking and Education.
- Prepare to start a Charter Amendment Process
 - There are many issues with the Charter I will not list them all.
- Energy
 - Continue Transitioning town department vehicle replacements to plug-in hybrids where available and practicable, as stipulated in the **Fuel-Efficient Vehicle Policy**.
 - Access all town-owned buildings in good repair for their suitability for rooftop solar and the cost-effectiveness of any modifications needed to support rooftop solar.
 - In addition to determining the present-day economic practicality of installing rooftop solar, implement a scale that weighs changes in price per kW installed and the wholesale price per kW for electricity providers enabling the town to judge when it is economically advantageous to fit rooftop solar on buildings where it may not make sense currently.

- Establish a replacement policy for all current fuel-powered equipment classes to replace them with electric equipment where possible and economical.
- **Beaches**
 - Expand LeCount Hollow/Maguire's Landing to the full width away from the beach to create additional parking to make up for the ongoing erosion reducing parking (lost 20 spaces in the 2021-2022 winter)
 - Establish a plan to build a new beach house for Lecount Hollow/Maguire's Landing by 2025. Following the winter storms of 2021-2022, the bathhouse is approximately 15' from the dune's edge
 - Extend Parking Beach Season to pay for lifeguards on at least one beach throughout June and September.
- **Wastewater**
 - Secure watershed permit. Develop an implementation program.
 - Hold the TA accountable for reaching out to Truro and Eastham to reach a MOA in regards to the Wellfleet Harbor watershed as instructed by a vote of the Selectboard in June of 2022.
 - Develop a wastewater implementation structure within the Town with clear lines of responsibilities and communications.
 - Move forward on wastewater initiatives already approved by town meeting, (Pilot IA system upgrades, Pilot PRB, 95 Lawrence Rd Decentralized Cluster System)
 - Develop a cross-departmental reporting program to capture nutrient remediation data.
 - Develop BMP for stormwater system replacements that are done as part of routine maintenance by the DPW
 - Plan a replacement cycle for town-owned septic systems within the Wellfleet Harbor Watershed and replacement or refurbishment of associated bathhouses.
 - Develop a conceptual wastewater treatment system for the Maurice's Campground property.
- **Herring River**
 - Ensure that all monies received for the project are Administered Properly
 - Insist that nutrient levels are being quantified to establish nutrient remediation benefits of the project.
 - Ensure contractors are held to their performance terms.
 - Reach a resolution with NPS regarding land exchange related to the project.
- **Housing**
 - Dedicate a certain percentage of free cash generated in excess of the required reserved funds to the Affordable Housing Trust.

- Continue to look for a diverse set of opportunities to address the housing crisis at multiple levels of income. (Funding, Zoning, opportunities for housing construction)
- Continue to support the 95 Lawrence Rd Housing Project
- Hire Master Planer for Maurice's Campground in a timely fashion.
- Look for opportunities for affordable housing ownership
- Establish a plan to institute staff support for the Housing related Committees, Entities, and Boards.
- Work toward establishing a Housing Land Bank see Acts of 1983 Chapter 669, Massachusetts Legislature, and Acts of 1985 Chapter 736, Massachusetts Legislature.
- Work to secure and maintain public access points
 - Install/refresh town landing signage
 - Install additional small craft racks at in-demand locations
 - Develop a plan for engineering at Bank Street Public Landing for bulkhead with stairs
 - Develop plans for roadside parking w Boat racks at the former Windsufer setup area at Burton Baker Beach/Landing
 - Continue to work with town committees (Rights of Public Access, Open Space Committee, Conservation Commission)
 - Where possible and practicable, incorporate accessibility features.
 - Re-evaluate standards for the disposition of town-owned property with a focus on preserving or enhancing public access to public lands and waters.
- Public Safety
 - Continue to address the issues of Cahoon Hollow Beach
 - See Social Worker Item
 - With the Main St/Rt 6 project and the Mass DOT pavement preservation project enhancing roadway safety and incorporating multiple modes of transportation, look for opportunities to leverage those improvements to improve safety connecting town-owned roadways
- Increase Town Revenues
 - Ensure that all new growth is properly captured.
 - Simplify online transactions for members of the public.
 - Parking
 - Established paid parking for high-demand parking areas to generate revenue and promote enhanced circulation
 - Establish a Parking Department Reporting to the Police Chief for Parking Enforcement Officers
 - Clearly mark municipal parking areas
 - Evaluate the Rec Parking area and 338 Main Street for reconstruction.
 - Evaluate the Town Hall Parking Lot of re-striping
 - Water System Fee Structure

- Transfer Station
 - Re-evaluate the financial model of the transfer station. (See Eastham)
 - Create an Enterprise Fund to provide accurate information on the costs and revenues associated with the transfer station.
 - Phase out/eliminate the PAYT bags
- Implement new fee structures for:
 - Building Department
 - Health & Conservation
 - Marina
 - Others



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

IV

FY2025 ~ BUDGET POLICY ~

REQUESTED BY:	Selectboard
DESIRED ACTION:	To review and discuss the FY2025 policy statement and management goals.
PROPOSED MOTION: Summary:	A motion and vote may be made and taken at the time of the meeting.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

CHAPTER 7
FINANCIAL PROVISIONS AND PROCEDURES

Section 7-1. Finance Committee

- 7-1-1 A Finance Committee of nine members and two alternates shall be appointed by the Moderator for three-year overlapping terms with the approval by vote of the Town Meeting.
- 7-1-2 Any person duly appointed to the Finance Committee shall take up the duties of the office upon final adjournment of the Annual Town Meeting, after having been sworn to the faithful performance of the duties of the office by the Town Clerk.
- 7-1-3 Vacancies on the Finance Committee shall be filled by the Moderator within thirty days on an interim basis. Such appointments shall be approved by vote of the next Special or Annual Town Meeting. Any person appointed to fill out an unexpired term shall take up the duties immediately after being sworn to the faithful performance of the duties of the office by the Town Clerk.
- 7-1-4 No member of the Finance Committee shall hold any other Town office, except that of a member of the Personnel Board, unless appointment to another Town office is specifically authorized by the Moderator.

Section 7-2. Submission of Budget and Budget Message

- 7-2-1 On or before the thirty-first of October of each year, the Selectboard shall prepare and issue a policy statement relating to the budget for the ensuing fiscal year. The statement shall recommend the outer limits of possible budget growth for all municipal departments. The policy statement shall be sent to all officials responsible for preparing budget requests. A copy of the statement shall be filed with the Town Clerk.
- 7-2-2 On or before the thirty-first of October of each year, the Selectboard and the Finance Committee shall set a date by which the Town Administrator shall submit to them the comprehensive budget for all Town functions for the ensuing fiscal year and an accompanying budget message, unless otherwise provided by MGL or bylaws.
- 7-2-3 The message shall explain the budget both in fiscal terms and in terms of work programs and shall be filed with the Town Clerk when issued. It shall:
- (a) outline the proposed financial policies of the Town for the ensuing fiscal year;
 - (b) describe the important features of the budget;
 - (c) indicate any major changes from the current year in financial policies; expenditures, and revenues, together with the reasons for such changes;
 - (d) summarize the Town's debt position; and
 - (e) include such other material as may be deemed appropriate.

7-2-4 The budget shall provide a complete financial plan for all Town funds and activities and shall be in such form as the Finance Committee may require. It shall indicate proposed expenditures for both current operations and capital projects during the ensuing year, detailed by departments, offices, committees, and purposes.

Section 7-3. Action on Proposed Budget - Repealed 4/30/13

Section 7-4. Budget Adoption

7-4-1 The Town Meeting shall adopt the budget, with or without amendments, prior to the beginning of the fiscal year.

Section 7-5. Capital Improvement Plan

7-5-1 The Town Administrator shall, after consultation with members of the Finance Committee, prepare a five year *Capital Improvement Plan* in a form approved by the Finance Committee, consistent with standards established by the Finance Committee. The Plan shall include:

- (a) a clear summary of its contents;
- (b) a list of all capital improvements proposed to be undertaken during the next five fiscal years, together with supporting data;
- (c) cost estimates, methods of financing, and recommended time schedules; and
- (d) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. The information may be revised and shall be extended each year with regard to capital improvement spending or in the process of construction or acquisition.

7-5-2 The *Capital Improvement Plan* shall be submitted to the Finance Committee and the Selectboard not later than the first of October. Within sixty days the Finance Committee shall prepare and submit a report and its recommendations on the *Capital Improvement Plan* to the Town Administrator and the Selectboard. A copy of the report shall be filed with the Town Clerk.

7-5-3 The Finance Committee shall publish, in one or more newspapers of general circulation in the Town, a general summary of the *Capital Improvement Plan* and a notice stating:

- (a) the times and places where copies of the *Capital Improvement Plan* are available for inspection; and
- (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said plan.

Section 7-6. Deleted content moved to 7-5-3 <4-29-2019>

**DRAFT
TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2024**

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

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

BUDGET COMPONENTS: The Budget shall be composed of the General Fund Operating Budget, the Marina Enterprise Fund Budget, the Water System Enterprise Fund Budget, the Capital Budget, the ten-year Capital Improvement Plan, Stabilization Funds, and any budget Articles proposed for the Annual Town Meeting Warrant.

BUDGET CHANGES: ~~The Capital Budget shall consist of capital requests to be funded from available funds including the tax levy; capital requests to be funded by borrowing shall be set forth in separate articles.~~ The Budget should include financial results for the previous year and the current year to date. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

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Certain capital budget items may be funded by borrowing.

CAPITAL IMPROVEMENT PLAN:¹ The Town of Wellfleet shall propose a ten-year Capital Improvement Plan that will encompass any fixed capital project or item with an overall expenditure of at least \$25,000 and a life expectancy of three years or greater. The Town recognizes that there are significant capital expenses in the coming years and forward planning is necessary to minimize or mitigate the impact capital costs to the taxpayers of the Town and limit the impact to the Town's bond rating. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional O&M costs associated with the capital project or item, including any additional personnel that may be required. The Town Administrator shall be charged with developing a ten-year Capital Improvement Plan.

The Town Administrator will review and present the recommended FY 2024⁴ Capital Improvement Plan with Department Heads during the fall budget planning process. **The Finance Committee Report on the FY 2024 Capital Improvement Plan shall be deliver recommendations to the Selectboard by November 30th.**

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RESERVE FUNDS: In accordance with best practices and the Town's Comprehensive Financial Management Policies the Town will maintain a target minimum free cash balance equivalent to 4.5% of the operating budget, a General Stabilization Fund of not less than 5% of the prior year's tax levy, Finance Committee Reserve Fund shall be funded at 0.5% of the Operating Budget. The Town shall have a goal to maintain a Capital Stabilization Fund equal to 2% of the prior year's tax levy. Until this target has been reached, a minimum of \$25,000 will be appropriated to the fund.

HOUSING STABILIZATION FUNDS

The balances available in the Mixed-Income Housing Stabilization Fund and the Affordable Housing Stabilization Fund shall be transferred to the Affordable Housing Trust.

MAURICE'S CAMPGROUND REVENUE

In recognition that the revenue received for the lease of Maurice's Campground has a finite period of time that will be collected, the Town shall use not less than 50% of payments to pay down the debt of the purchase of the campground with the remainder either used to fund capital spending related to the Campground or placed in the Capital Stabilization Fund.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by December 1st 2023. The Town Administrator shall submit the proposed budget to the Selectboard and the Finance Committee on December 29, 2023.

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¹ See Town Charter section 7-5.
Budget Policy FY 2025

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2024⁴³ costs. Required salary adjustments may be proposed in a separate article or articles. A best estimate shall be used for the purpose of forecasting expenses.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET APPROVALS: The Selectboard shall approve its proposed budget by the end of January. The Selectboard's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by the end of February.

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The Selectboard and Finance Committee shall seek to re-establish joint meetings when reasonable to review the proposed budgets. The Town Administrator and the Selectboard Chair shall be charged with the responsibility of informing the Finance Committee of Selectboard agenda items that may have a material financial impact on the Town of Wellfleet.

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

Requests for new or expanded programs or services or substantial increases in ongoing expenditures, programs and services shall be detailed on the FY 2024⁴³ Additional Budget Request form (attached) and included with the proposed budget.

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the user fees, reasonable sponsorships and other non-property tax revenues that may be utilized to help offset the property tax to the fullest extent practical, or for Housing Support. Fees shall be devised to recoup the costs of a service to the fullest extent possible. The Town shall seek to set aside a certain percentage of available free cash for the Affordable Housing Trust. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed appropriate. The Town Administrator shall keep an updated list of comparable fees charged by other towns within Barnstable County.

BUDGET TIMETABLE: Due dates and deadlines are specified in the "Fiscal 2024 Budget and 2023 Annual Town Meeting and Annual Town Election Schedule" to be adopted by the Board.

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THE SELECTBOARD ADOPTS THE FOLLOWING FISCAL MANAGEMENT GOALS FOR FISCAL YEAR 2024:

1. Replenish the Fully Fund Stabilization Fund, the Finance Committee Reserve Fund, and work towards funding the Capital Stabilization Fund
 2. Any one-time source of revenue or the first year of a revenue ~~excepting~~ except those received related to ~~the Maurice's~~ Campground shall be placed in the Stabilization Fund~~s~~ until such a time as it's targeted amount is reached.
 3. Fund a full-time Finance Director
 4. Limit new positions outside of core administrative functions (Town Hall).
 5. Build out Wellfleet's financial and administrative functions to ensure that the Town's budget is properly administered.
 6. Evaluate underserved or unmet needs and the most cost effective means to address them.
 7. Review all fees and fines and ensure that they are consistent with the need to recover costs.
 8. Evaluate Paid Parking Opportunities
 9. Re-evaluate the Transfer Station's financial model
 10. Increase legal budget to reflect the actual costs averaged over the prior three fiscal years.
 11. Transition reoccurring predicable costs from the Capital Improvement Plan back into the regular budgets and limit the issuance of new borrowing for such costs.
 12. Revenue generated from Community Host Agreements shall solely be used to offset any harm or increased needs for services relating to the sale of marijuana products.
 13. Set aside a certain percentage of ~~rental-rooms~~ taxes or free cash for housing
 14. Ensure that departments have quick and accurate access to their YTDs.
 15. Institute robust financial forecasting.
 16. Reduce the subsidization of the Water Enterprise Fund.
 - 16-17. Address the credits generated by the solar array at the transfer station.
- Any new positions shall be valued at a cost that includes both salary and benefits.

- Any pre-existing vacant positions shall be evaluated for continued need as appropriate for the position. Open positions that are redundant shall be re-tasked, reduced, or eliminated.
- The Town of Wellfleet shall investigate regional opportunities that could lead to realized savings or improved services.
- All staff and volunteers shall pursue grant funding opportunities to offset costs that otherwise would be borne by taxpayers.
- The town will continue to provide for an annual Other Post-Employment Benefits (“OPEB”) contribution.
- The Town has a policy goal of a Stabilization Fund balance equal to approximately 5.0% of the annual operating budget. The Town will continue to fund the Stabilization Fund to meet the 5% goal. Each year a transfer equal to 5% of the budget growth will be requested.
- To maintain the Finance Committee Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle.
- To maintain a free cash balance equal to approximately 4.5% of the operating budget.

THE SELECTBOARD ADOPTS THE FOLLOWING FISCAL MANAGEMENT GOALS FOR FISCAL YEAR 2024:

1. Replenish the Fully Fund Stabilization Fund, the Finance Committee Reserve Fund, and work towards funding the Capital Stabilization Fund
 2. Any one-time source of revenue or the first year of a revenue excepting except those received related to the Maurice's Campground shall be placed in the Stabilization Funds until such a time as it's targeted amount is reached.
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- To maintain a free cash balance equal to approximately 4.5% of the operating budget.

**DRAFT
TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2024**

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

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

BUDGET COMPONENTS: The Budget shall be composed of the General Fund Operating Budget, the Marina Enterprise Fund Budget, the Water System Enterprise Fund Budget, the Capital Budget, the ten-year Capital Improvement Plan, Stabilization Funds, and any budget Articles proposed for the Annual Town Meeting Warrant.

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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 14, 2023

V

ADJOURNMENT

REQUESTED BY:	Selectboard Chair Barbara Carboni
DESIRED ACTION:	To Adjourn the meeting
PROPOSED MOTION:	I move to adjourn
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____