



Wellfleet Selectboard

Note: Start Time of 6pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, November 9, 2021, at 6:00 p.m.** **This meeting will be held via Zoom Video Conference** in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker. Instructions for a Zoom video conference meeting which also allows phone dial-in are given below:

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

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

Audio, video, chat, and screen sharing functions will be disabled during the public session. Request to participate by using the “raise hand” function. **Meeting ID: 856 8960 4806 | Passcode: 611877**

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

I. *Announcements, Open Session and Public Comments*

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

II. *COVID 19 Updates*

A. Reopening of Town Offices

- An update will be given to the Board on the meeting with Department Heads; November 3, 2021.

III. *Use of Town Property*

A. Wellfleet Shellfishermen's Association ~ Town Marina

B. Wellfleet Elementary School Parent Teacher Association ~ Parking Lot behind town hall

IV. *Business*

A. Media Services Contract

B. Town Finances

C. Special Town Meeting/Annual Town Meeting

D. Proposed Alterations to Town Landings

1) Gull Pond

2) Long Pond

E. Execution of Contracts

F. Future Meeting Schedule

G. Presentations of Wellfleet Wastewater Plans

V. *Selectboard Reports*

VI. *Town Administrator's Report*

VII. *Topics for Future Discussion*

VIII. *Correspondence and Vacancy Reports*

IX. *Minutes*

A. October 12, 2021

X. *Adjournment*



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

I

ANNOUNCEMENTS, OPEN SESSION & PUBLIC COMMENTS

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



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

II

COVID-19 UPDATES AND RECOMMENDATIONS

REQUESTED BY:	Chair Curley/Health Agent Lemos
DESIRED ACTION:	A report will be given on the meeting with department heads on the reopening of Town Hall.
PROPOSED MOTION:	TBD
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

III

USE OF TOWN PROPERTY

~ A ~

REQUESTED BY:	Wellfleet Shellfishermen's Association ~ Ginny Parker
DESIRED ACTION:	To use the Wellfleet Marina in front of the bandstand
PROPOSED MOTION:	I move to approve the use of the Wellfleet Marina (Bandstand) every Sunday from November 20, 2021, until Saturday May 14, 2022, also to include Wednesday November 24, 2021; December 23, 2021, and December 30, 2021 from 10am to 12pm. For a total fee of \$760.
SUMMARY:	(Initial fee of \$110 and \$25 per day thereafter) The association would like to begin the Shellfishermen's Farmer's Market. *details are in the application*
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Use of Town Property Fee Schedule

Approved 9/28/2021

*Note all fees may be adjusted on a case by case basis by the Selectboard.

\$500 per day for a Roadrace

\$300 per day for a swim event

\$800 per day for a swim and road race event

\$110 per day for single-day use at a single location and \$25/day thereafter

\$200 per day for the memorial garden if the Preservation hall is hosting the main event

\$110 per day for a wedding, reunion, or other personal events

\$110 per day for public art which may be waived if said art is a betterment

\$110 per day for a single day class under 30 ppl in which a fee is charged, \$250 for a class of 30 people or greater in which a fee is charged. For Multi-Day Classes the initial fee shall be charged and for each date \$25 thereafter.

\$600 for large events utilizing town parking or roads per day.

\$600 per location for a Food Truck or highest bid whichever is greater.

\$385 Surf or watercraft instructional lessons per landing used

\$385 Commercial Small Watercraft drop off per landing used. Not allowed at Gull Pond.

\$1000 minimum per parcel for commercial filming (this might be low but it was charged in the past)

\$800 for staging construction equipment or for traversing a town landing or town-owned property to affect work on seawalls or beach renourishment or anything of nature and must be bonded.

\$500 Fine for use town property without permission per day.

Long-term use of an outdoor location shall be charged by the sq ft and shall be non-exclusive unless otherwise specified. \$8/sq ft/yr is a recommended starting rate.

Total sq/ft x Price per Sq Ft. ÷ 12 (months) = Monthly Rent

From Policy on Use of Town Property & Fees:

- *No fee is required of Town departments, boards, commissions or committees.*
- *Not-for-profit organizations formed solely to support Town government operations, such as the PTA, Friends of Recreation, and Friends of the Library, would qualify for a reduced fee or no fee.*
- *For beach cleanups, the fee is waived.*
- *Not-for-profit organizations formed to support a specific segment of the community or region as opposed to directly supporting Town operations would pay a larger fee than not for profits which directly support Town government.*
- *Organizations with commercial or quasi-commercial purposes pay a larger fee. An example would be a commercial film crew.*

Bond or deposit: *As a condition of approving any application, the Town, in its sole discretion, may require the sponsoring organization to furnish a bond or security deposit to insure the payment of all costs and the restoration of the property to its original condition.*

Other conditions: *As a condition of approving any application, the Town, in its sole discretion, may impose such additional conditions as it determines are reasonably necessary to protect the interests of the Town.*

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

**TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667**

Applicant Ginny Parker on behalf of the Wellfleet Shellfishermen's Association

Affiliation or Group _____

Telephone Number 508-214-0158

Mailing Address P.O. Box 756
Wellfleet, MA 02667

Email info@wellfleetshellfishermen.org _____

Town Property to be used (include specific area) Wellfleet Marina in front of the bandstand

Date(s) and hours of use: Every Saturday from November 20, 2021 to Saturday May 14, 2022 plus Wednesday November 24, December 23, 2021 and December 30, 2021 from 10 a.m.-12 p.m.

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

The Wellfleet Shellfishermen's Farmers Market started in December of 2020 in response to COVID and the fact that Wellfleet Shellfishermen had very few outlets to sell their products due to the nationwide restaurant closures. The Wellfleet Shellfishermen's Association partnered with the Wellfleet Shellfish Department to launch a first of its kind Shellfish Farmer's Market. The "market" turned into a tremendous success and created a loyal following of customers who love Wellfleet Oysters and who want to support the shellfishermen of Wellfleet. This market is a continuation of the grass roots event we started last year. This year, Cape Tip Seafood, owned by Wellfleet resident Chris King, will be acting as the wholesaler/retailer for the shellfish market. The Cape Tip Seafood truck will be parked in front of the bandstand while customers drive up and have their shellfish placed into their vehicles by Wellfleet Shellfishermen.

We plan to follow the same protocols as the previous market. All sales will be made online and the customers will remain in their vehicles while the shellfishermen place the products in their iced coolers. We will maintain social distancing and wear masks as mandated by the Wellfleet Board of Health. Last year's market allowed us to develop a safe and solid pickup process. The participants are well versed in shellfish handling protocol with several of them successfully passing Servsafe Certification Training in September 2022. In addition to building community, the Shellfish Market brings great value to our town by boosting the economy of the shellfish industry during the winter months while providing the ONLY retail option to buy Wellfleet Oysters during the winter months within our town limits. The Wellfleet Shellfishermen's Association is a non-profit organization.

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

We do not require any town services.

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: OK per Shirley Comments/Conditions: 10/25/21 Permits/Inspections needed: needs to apply for market permit	Inspector of Buildings: OK per Victor Comments/Conditions: Staley 10/25/21 Permits/Inspections needed:
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Police Department: OK per Chief Comments/Conditions: Shirley 10/25/21	Fire Department: OK per Chief Comments/Conditions: Pauley 10/25/21
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DPW: OK per Jay Norton Comments/Conditions: 10/25/21	Community Services Director: OK per Suzanne Comments/Conditions: 10/25/21
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Harbormaster: OK per wife Comments/Conditions: 10/25/21	Shellfish: OK per Nancy Comments/Conditions: 10/25/21
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Recreation: N/A Comments/Conditions	Town Administrator: N/A Comments/Conditions
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

III

USE OF TOWN PROPERTY

~ B ~

REQUESTED BY:	Wellfleet Elementary PTA
DESIRED ACTION:	To approve the use of the Town Hall Parking lot
PROPOSED MOTION:	I move to approve the use of the Wellfleet Town Hall Parking lot to the Wellfleet Elementary PTA on December 11, 2021 for their Holiday Bazaar with a rain date of December 12, 2021 from 1pm to 8pm and to waive the fee.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Use of Town Property Fee Schedule

Approved 9/28/2021

*Note all fees may be adjusted on a case by case basis by the Selectboard.

\$500 per day for a Roadrace

\$300 per day for a swim event

\$800 per day for a swim and road race event

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\$200 per day for the memorial garden if the Preservation hall is hosting the main event

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\$110 per day for a single day class under 30 ppl in which a fee is charged, \$250 for a class of 30 people or greater in which a fee is charged. For Multi-Day Classes the initial fee shall be charged and for each date \$25 thereafter.

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\$600 per location for a Food Truck or highest bid whichever is greater.

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\$800 for staging construction equipment or for traversing a town landing or town-owned property to affect work on seawalls or beach renourishment or anything of nature and must be bonded.

\$500 Fine for use town property without permission per day.

Long-term use of an outdoor location shall be charged by the sq ft and shall be non-exclusive unless otherwise specified. \$8/sq ft/yr is a recommended starting rate.

Total sq/ft x Price per Sq Ft. ÷ 12 (months) = Monthly Rent

From **Policy on Use of Town Property & Fees:**

- *No fee is required of Town departments, boards, commissions or committees.*
- *Not-for-profit organizations formed solely to support Town government operations, such as the PTA, Friends of Recreation, and Friends of the Library, would qualify for a reduced fee or no fee.*
- *For beach cleanups, the fee is waived.*
- *Not-for-profit organizations formed to support a specific segment of the community or region as opposed to directly supporting Town operations would pay a larger fee than not for profits which directly support Town government.*
- *Organizations with commercial or quasi-commercial purposes pay a larger fee. An example would be a commercial film crew.*

Bond or deposit: *As a condition of approving any application, the Town, in its sole discretion, may require the sponsoring organization to furnish a bond or security deposit to insure the payment of all costs and the restoration of the property to its original condition.*

Other conditions: *As a condition of approving any application, the Town, in its sole discretion, may impose such additional conditions as it determines are reasonably necessary to protect the interests of the Town.*

TOWN OF WELFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant WES - PTA Affiliation or Group WES - PTA
Telephone Number 413-230-9314 Mailing Address 100 Lawrence Rd.
Email address charityanne75@aol.com Welfleet, Ma 02647
Town Property to be used (include specific area) Parking lot behind the town hall.

Date(s) and hours of use: 12/11/21 1pm - 8pm / rain date 12/12/21

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

Holiday bazaar fundraiser for the WES PTA to include vendor tents, craft tents and food tents. As well as port-a-potty, hand washing and sanitizing stations. The # of tents to be determined after approval. There will be no fee charged for the event. There will be goods for sale to raise money. Donations to PTA will be accepted.

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

as determined by the select board.

NOTE TO APPLICANTS: All applications must be accompanied by a non refundable \$20.00 processing fee. Applications must be received at least 30 days prior to the first event date to insure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Date:

Processing Fee: 50.00 paid

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: 11/2/2021 Comments/Conditions: If there is food for sales Permits/Inspections needed: Temp food permits or retail food service permits required	Inspector of Buildings Signature: 11/2/2021 Comments/Conditions: See attached Permits/Inspections needed:
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Police Dept. Signature: 11/2/2021 Comments/Conditions: Coordinate w/ Police re: closing back of lot	Fire Dept. Signature: 11/3/2021 Comments/Conditions: Food tents need to be inspected by Captain Cappella
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DPW Signature: 11/2/2021 Comments/Conditions: Trash collection/disposal the responsibility of applicant	Beach Dept. Signature:  Comments/Conditions:
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Shellfish Constable Signature:  Comments/Conditions:	Harbormaster Signature:  Comments/Conditions:
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Recreation Dept. Signature:  Comments/Conditions:	Town Administrator:  Comments/Conditions:
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TOWN OF WELFLEET

Building Department

220 West Main Street
Wellfleet, MA 02667
Phone: 508-349-0309

Office of
Inspector of Buildings
Fax: 508-349-0327

Tent Permit & Requirements

Temporary tents in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and written approval from the Building Department.

EXCEPTION FROM PERMIT REQUIREMENT: Tents used exclusively for recreational camping purposes.

A permit application shall include:

- Sketch drawn on permit application with the proposed tent location on property.
- General seating arrangement if proposed occupancy is 50 or more.
- If the tent has sidewall curtains and a proposed occupancy of 50 people or more the location of exit signage, emergency lights and fire extinguishers shall be indicated on the seating arrangement.
- Certificate of Flame Resistance indicating that the tent, sidewall curtains and other tarpaulin material have been treated or manufactured with an approved flame retardant.
- Workmens Compensation Insurance Certificate for tent erectors.
- Fee

A site visit will be performed by Public Safety Officials to ensure that the erected tent appears safe and that all applicable fabrics have a permanently affixed label indicating appropriate flame retardancy.

- ❖ The aggregate area of multiple tents placed side by side shall have a 12 ft. fire break clearance on all sides for every 700 square feet of tent.
- ❖ Parked vehicles or internal combustion engines shall not be located closer than 20 feet to any tent or membrane structure 400 sq ft or more and multiple tents placed side by side with an aggregate area of 700 sq ft. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure or tents.
- ❖ Access to field exhibitors by fire department vehicles shall not be blocked.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~ A ~

REQUESTED BY:	Chair Curley/Town Administrator Charlie Sumner
DESIRED ACTION:	Approve Town Media Services Contract
PROPOSED MOTION:	I move to approve the Media Services Contract as presented and printed.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

Attachment A BID FORM

Bidder's Name: JAMES LUDWIG
Location: _____
Mailing Address: Box 382, N. EASTHAM, MA 02651
Telephone: 774-840-0811
Email: videopaul@comcast.net

Hourly Rate Field Production: \$80 per Hour
Hourly Rate Editing: \$85 per hour
Hourly Rate All Other Services: \$60 per Hour

Please note, my bid, as proposed, contains the following substitutions, exceptions or variations from the specifications as defined by the Town:

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other "person." As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Signed [Signature]
J.P. LUDWIG CONSULTING
Company

JAMES LUDWIG - SOLE PROPRIETOR
Print name and title
10/29/2021
Date

Bid Package must include the following forms:

- 1- Completed and Signed Bid Proposal
- 2- Payment of State Tax Certificate
- 3- Non-Collusion Affidavit
- 4- Submission Requirements

Digital Services Coordination and Management of Video Services for Governmental Cable TV Station

PRICE PROPOSAL

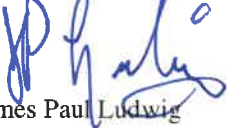
HOURLY RATES

- \$60 an hour for general services
- \$80 an hour – Field production
- \$85 an hour - Editing

Many of these services can be web based and remotely accessed from my home on a timely basis. The hourly rate could be broken down to 15 minute increments. I will provide an invoice for services monthly to the Town of Wellfleet. It is up to the town as to how many hours I would work on any given week, hopefully no less than 10 and no more than 40.

A minimum of two weeks notice in scheduling would be appreciated in the undertaking of any field production so that the production details can be planned efficiently.

Respectively submitted,



James Paul Ludwig

Box 382

Eastham, MA, 02651

Bid Opening - Media Services 11AM
November 1, 2021

Rebecca Slick - ATA

Rebekah Eldridge - Executive Assistant

• J.P. Ludwig - sealed two envelopes

- tax certification ✓
- Non colusion ✓
- references ✓
- Bid form ✓

We recieved one submissions

- J.P. Ludwig is the apparent low bidder
this will be reviewed and taken under
ad visement.

James Paul Ludwig
Box 382
North Eastham, MA 02651
October 28th, 2021

Rebecca Slick
Assistant Town Administrator
Wellfleet Town Hall
300 Main Street
Wellfleet, MA 02667

Dear Ms. Slick

I am responding to the recent Request for Proposal by the Town of Wellfleet, MA for WGTV (CH.18) Media Services and One-time Re-Design and Upgrade. This correspondence outlines the complete services that I could provide, including objectives, procedures, and identification of responsibilities.

I have begun to inspect the town's current media systems and have a good idea as to how to improve and expand the town's media capabilities and streamline media operations. I also have been maintaining Master Control media operations for the Towns of Brewster and Truro for the last ten and eight years respectively. And in Yarmouth for almost two years.

OBJECTIVES

Develop and maintain the operation, oversight, and programming of Wellfleet's Government Channel 18. Oversee the purchase, engineering, installation, and testing of new equipment to be purchased by the town. Regularly record Selectmen's meetings and any other meetings or content requested by the town. Provide professional assistance and training to designated town departments relating to the interface of the electronic bulletin board, and any other town designated employees in the use of the recording and playback systems of Channel 18. The successful integration and education of town staff, community volunteers, town committees, boards, and town departments in the use of the Wellfleet Government Channel 18 will provide an excellent resource for the community at large and a great communications tool for the Town of Wellfleet

SCOPE OF SERVICES

Essential Functions (Manager of the Town's video and digital services in relation to the production of video and digital content for broadcast on the Town Government Cable TV Station, Channel 18, as put forth in the description provided by the Town of Wellfleet with some modifications and additions)

- Regularly records, cablecasts and/or plays back municipal meetings, community functions and topics of interest as provided and/or approved. Some meetings are cablecast live.
- Prepares analog and digital video for cable/webcasting, including editing, graphics, and music.
- Manages in-house and remote field cable setup and production, special projects, and government channel outreach activities.

WGTV (CH.18) Media Services and One-time Re-Design and Upgrade

Page 2

- Maintains a video library in compliance with all public records statutes and retention schedules in concert with the town's IT Coordinator.
- Uploads, categorizes, and maintains all WGTV content on the town's web site (Tightrope Media System VOD has been recommended and once installed it will vastly improve and streamline operations as well as give the town more control over its content.) Also proficient in the use of Earth Channel cloud storage of content
- Coordinates with town IT Director in posting programming and announcements to town's social media
- Operates computers, network devices and digital video equipment, including cameras, mixers, video servers, video file recorders and bulletin board systems. Maintains, tracks, and documents the use of equipment at the facility and on location.
- Identifies, researches, and resolves technical problems for the digital broadcast production systems. Responds to telephone calls, email, and personal requests for technical support regarding cable TV.
- Installs, configures, maintains, and updates software and hardware used in digital broadcast production systems.

1. Electronic Bulletin Board and Town Employee Training

- Post announcements on the electronic bulletin board as directed by the Town of Wellfleet and its administration.
- Identify and communicate with specific town departments that would benefit from the use of the channel and/or the electronic bulletin board and explain the procedures, and train designated individuals in the use of the web interface for posting announcements.
- Establish user accounts for the electronic bulletin board Carousel interface, once purchased, for town departments and oversee and administrate those accounts.
- Exercise editorial control over content of the electronic bulletin board and Government Channel 18, in the best interest of and in what is appropriate for the Town of Wellfleet.

3. Field Production and Editing

- Manages remote field production of programs, special projects, and events, as designated by the Town of Wellfleet Administration using TV production equipment provided by the town as well as personally owned equipment and resources where useful and appropriate. This includes transporting equipment in my own vehicle to and from Town Hall. This may also include full audio/video production of Town Meeting as well as operating any in-house sound system.
- Edit field production source content for programs to be cablecast on Government Channel 18 upon request. This requires using my own editing software and relevant equipment at my home, but sometimes may require me bringing the town's media sources home to download source footage into my computer.

WGTV (CH.18) Media Services and One-time Re-Design and Upgrade

Page 3

WORK SAMPLES

- Recently added VOD page for Yarmouth at <https://vod.yarmouth.ma.us/CablecastPublicSite/?channel=1>
- Current examples of my video field production work for the Town of Brewster are available in HD at <https://vimeo.com/brewsterma> and VOD page for Brewster at <http://video.brewster-ma.gov/CablecastPublicSite/?channel=1>
- VOD for Truro at <http://truroiv.truro-ma.gov/CablecastPublicSite/?channel=1>
- Current examples of my social networking work are available for Brewster at:
Facebook <https://www.facebook.com/brewstermass/>
Twitter: <https://twitter.com/brewstercapcod/>

CLOSING

I have 26 years' experience in administrating policies, rules, and procedures regarding PEG (Public, Educational, Government) Access TV. I am well versed in all the requirements of running an access channel, as well as being proficient in video production. I'm aware of the editorial control of content that town governments require in managing their access channels as well as copyright limitations, liabilities, and compliances. I have also personally and substantially invested in equipment and a network of my own at home to augment and enhance the quality of productions and communications of my contracting business. This investment is a benefit to the towns I serve as it saves the towns from added expense yet adds more quality to the services that I provide. I have sent copies of my liability insurance and workman's compensation. I can provide quality services to the Town of Wellfleet in all manners possible and will do my best in maintaining and expanding this asset, WGTV (Wellfleet Television), for the town. In the many years that I have been contracting and managing media services for PEG media. I am happy to say that I thoroughly enjoy my interactions with the administrations, town staff, boards, committees, and volunteers.

RESPONSE

This letter correctly sets forth the understanding of the services to be contracted by the Town of Wellfleet on a timetable already consistent with services that are currently being provided in other towns that I have contracts with. I would be happy to meet with town representatives in person to go over any details of this proposal. Thanks for your consideration and I look forward to hearing from you.

Sincerely,



James Paul Ludwig
Contractor for Video Services

James Paul Ludwig

videopaul@comcast.net

PO Box 382
North Eastham, MA 02651
774-207-0014

Experience

Video Services Coordinator for the Town of Brewster, MA.

February 2010-Current

- Exercises editorial control over content of the electronic bulletin board and Government Channel 18, in the best interest of and in what is appropriate for the Town of Brewster
- Regularly records, cablecasts and/or plays back municipal meetings, community functions and topics of interest as provided and/or approved by the town
- Prepares analog and digital video for cable/webcasting, including editing, graphics and music
- Manages in-house and remote field cable setup and production, special projects, and government channel outreach activities
- Maintains a video library in compliance with all public records statutes and retention schedules in concert with the town's IT Coordinator
- Operates computers, network devices and digital video equipment, including cameras, mixers, video servers, DVD recorders and electronic bulletin board systems. Maintains tracks and documents the use of equipment at the facility and on location
- Identifies researches and resolves technical problems for the digital broadcast production systems
- Installs, configures, maintains and updates software and hardware used in digital broadcast production systems
- Coordinates the audio/video field production for town meetings and other special town events

Media Services Coordinator for the Town of Truro, MA.

May 2012-Current

- Exercises editorial control over content of the electronic bulletin board and Government Channel 18, in the best interest of and in what is appropriate for the Town of Truro
- Regularly cablecasts/publishes municipal meetings, community functions and topics of interest as provided and/or approved by the town
- Prepares analog and digital video for cable/webcasting, including editing, graphics and music when requested
- Maintains an online video library in compliance with all public records statutes and retention schedules in concert with the town's IT Coordinator

- Operates computers, network devices and digital video equipment, including cameras, mixers, video servers, DVD recorders and electronic bulletin board systems. Maintains tracks and documents the use of equipment at the facility
- Identifies researches and resolves technical problems for the digital broadcast production systems
- Installs, configures, maintains and updates software and hardware used in digital broadcast production systems

Media Services Coordinator for the Town of Yarmouth, MA.

March 2020-Current

- Exercises editorial control over content of the electronic bulletin board and Government Channel 18, in the best interest of and in what is appropriate for the Town of Truro
- Regularly cablecasts/publishes municipal meetings, community functions and topics of interest as provided and/or approved by the town
- Prepares analog and digital video for cable/webcasting, including editing, graphics and music when requested
- Maintains an online video library in compliance with all public records statutes and retention schedules in concert with the town's IT Coordinator
- Operates computers, network devices and digital video equipment, including cameras, mixers, video servers, DVD recorders and electronic bulletin board systems. Maintains tracks and documents the use of equipment at the facility
- Identifies researches and resolves technical problems for the digital broadcast production systems
- Installs, configures, maintains and updates software and hardware used in digital broadcast production systems

Media Services and Technical Consulting for LCCAT Inc. (Lower Cape TV) May 2014-Current

- General consulting regarding technical direction and mobile unit live TV production of Cape Cod League Baseball with the Brewster Whitecaps

**Community Access TV Station Manager,
Lower Cape Television, Orleans, MA, Comcast Inc.**

October, 1999-May, 2010

Performed all aspects of community access station management including:

- Had oversight on all PEG cable access programming operations of Lower Cape TV (LCTV), which served the towns of Brewster, Orleans, Eastham, Wellfleet, Truro, and Provincetown
- Trained volunteers and staff at the LCTV facility in all facets of television production including field and studio production.
- Administrated rules, policies, and procedures and prepared financial, legal, insurance and organizational documents for corporate, state and federal entities
- Initiated and maintained public and community relations with municipalities and governmental groups, educational institutions, religious and non-profit organizations

and various other entities of the Lower Cape as well as engaged in community outreach and increased community participation in television productions

- Exercised oversight of all master control and playback systems of LCTV
- Maintained equipment inventory and provided Comcast management with plans for future equipment/facility needs as well as troubleshooting and light engineering of systems
- Served as spokesperson for LCTV, responding to media inquires, and generated press releases for special events and news coverage, as well as community outreach
- Provided monthly reports to Comcast management
- Worked closely with Comcast Engineering and local government officials and boards in the community to facilitate VRL installations in Orleans, Eastham and Brewster for government channel operations
- Maintained and personally paid for LowerCapeTV.com, LCTV's web site

**Production Coordinator, Channel 8, Orleans, MA, MediaOne Inc. and AT & T Broadband
November, 1997-September, 1999**

**Master Control Operator, Channel 8, Orleans, MA, Continental Cablevision Inc.
October, 1995-November, 1997**

**Wildlife videographer for the Whale Video Company aboard the Dolphin Fleet Whale
Watch of Provincetown April 1994-October 2000**

- Videotaped whales and other sea life of interest in various behaviors in the field for sale to the tourist passengers aboard whale watch tour boats
- Made video documentation available to research scientists at the Provincetown Center for Coastal Studies.
- Spent thousands of hours at sea

**Sound engineer for Cape Cod Radio Mystery Theater performances at the Cape Cod
Museum of Fine Arts, 1995**

Sound engineer for Wellfleet Harbor Actors Theater Summer Season, 1994

**Owner/Operator/Manager WYZ Choice Music Studio, Oakland California,
1981-1993**

**Contractor with Bill Graham Productions, San Francisco, CA,
1986-1993**

Technical Skills

- Proficient in all aspects of television production, pre-production and post production, field production, editing techniques and various graphics applications

- Proficient in Microsoft Office applications: Word, Excel, Power Point
- Proficient in Adobe Premiere and Final Cut Pro X DV editing software
- Proficient with Broadcast Pix studio production platform and Tightrope Media Systems playback and electronic bulletin board apparatus
- Proficient with social media platforms
- Proficient with Earth Channel and TRMS (Tightrope Media Systems) VOD platforms for online video publishing
- Highly skilled in music recording and music production techniques as well as the operation of sound systems for live events

Education

Undergraduate: Ohlone College

Graduate Certificate in Media and Philanthropy: Suffolk University

Community Activities

- Former Director on the Board of Lower Cape Communications Inc. overseeing non-profit community radio station WOMR 92.1 FM, Provincetown and WFMR 93.1 FM, Orleans, 2014
- Special events videographer for Cape Air
- Current examples of my video production work for the Town of Brewster are available in HD at www.vimeo.com/brewsterma and SD at <http://www.brewster-ma.gov>

References

Peter Lombardi, Brewster Town Administrator

2198 Main Street, Brewster, MA 02631

(508)-896-3701 X134

David Wennerberg, MIS Coordinator, Town of Truro, MA

24 Town Hall Rd., P.O. Box 2030, Truro, MA 02666

(508) 349-7004 X 12

Teresa Martin, Executive Director, Lower Cape TV/LCCAT (Lower Cape Community Access Television) Inc.

Nauset Regional High School, 100 Cable Rd., Building B, Eastham, MA 02642

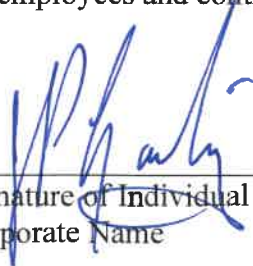
(774)-316-4362

Attachment B

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, JAMES LUDWIG, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

492-60-0914
Social Security Number or
Federal Identification Number



Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF WELLFLEET

By

by its Town Administrator

JAMES LUDWIG

SOLE PROPRIETOR

Printed Name and Title

Approved as to Availability of Funds:

Town Accountant
530276/99999/0003

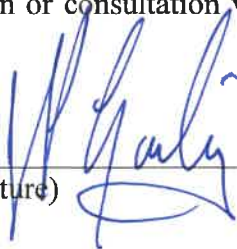
(\$ _____)
Contract Sum

Attachment C

CERTIFICATE OF NON-COLLUSION/GOOD FAITH

The undersigned hereby certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. This bid or proposal is made without any connection or consultation with any other person making any bid or proposal for the same work.

10/29/2021
(date)


(Signature)

JAMES P. LUDWIG
(Printed name of person signing bid or Proposal)

J.P. LUDWIG CONSULTING
(Name of Business)

Box 382, N. EASTHAM, MA 02651
(Business address)

774-840-0811
(Business phone number)

Suzanne E Bryan
PO Box 1412, N. Eastham MA 02651
Sbryan349@gmail.com
774.209.9843

INTERESTS AND QUALIFICATIONS

Environmental: Marine mammal observer/protected species observer; marine conservation; fisheries; field biology; research methodology; resource management; community-based conservation

Technical: Geographic Information Systems – ArcPro and QGIS; Python programming; cleaning data; basic data analysis

Social: Interpersonal communication; international studies; globalization and development; foreign language experience

Other: Strong written and oral communication; competency with Word, Excel, and Powerpoint; ability to read and write critically

EDUCATION

University of Maine, Orono, ME	Sept 2019 - Present
Candidate for MS in Spatial Informatics	
Prescott College, Prescott, AZ	Sept. 2010 – Dec. 2012
Bachelor of Arts in Environmental Studies	
Bachelor of Arts in Cultural and Regional Studies	
LIU Global, Brooklyn, NY	Sept. 2008 – May 2010
Cape Cod Community College, Barnstable, MA	Sept. 2007 – May 2008

PROFESSIONAL EXPERIENCE

James Paul Ludwig Consulting, Eastham, MA	
Assistant Manager of Municipal Media Operations	Mar. 2020 - Present
Technical Assistant	Nov. 2016 – Mar. 2020
Operate video camera and audio recording devices for on-location shoots; record town meetings using Broadcast Pix; update announcements broadcast on local television access station for the town of Brewster, Yarmouth, & Truro; coordinate with town staff	
Massachusetts Department of Conservation & Recreation	May 2019 – Nov. 2019
Seasonal Laborer II – Wellfleet Hollow State Park, Wellfleet, MA	
Seasonal Laborer – Nickerson State Park, Brewster, MA	
Maintain grounds, buildings, and recreational sites; provide high quality of visitor services to campers and visitors; maintain professional and friendly demeanor with park visitors as well as staff; maintain high work ethic while unsupervised; duties as assigned	
AIS Inc., Marion, MA	Sept. 2016 – Dec. 2018
Protected Species Observer	
Maintain watch for protected species sightings/vessel interactions; maintain vessel log; document interactions with protected species; clear dumpsite prior to disposal; identify protected species; follow NOAA sampling protocol for protected species	

- DMF Fisheries Technician** Fall 2016 – Fall 2017
 Conduct Access-Point Angler Intercept Survey as part of the Marine Recreational Information Program (MRIP); collect accurate data; accurately identify species; general outreach representing Mass. Division of Marine Fisheries
- Fathom Resources**, New Bedford, MA Oct. 2015 - June 2016
NOAA Fisheries Observer – 53 Sea Days
 Previously At-Sea Monitor and Industry-Funded Scallop certified
- Deploy on commercial fishing vessels to collect data on kept and discarded species as well as other biological information
 - Follow sampling protocol for protected and commercially important species
- Integrated Statistics**, Falmouth, MA Dec. 2015 - Jan. 2016
Journeyman Editor
- Review electronic monitoring footage
 - Assemble training materials
 - General administrative support
- Coalition for Compassion and Justice**, Prescott AZ June 2014-Aug. 2014
AmeriCorps Vista service member
- Helped develop and implement catering service for the new US Vets facility in Prescott, AZ; assisted as needed with daily functions of CCJ which provided meals and services to homeless and low-income people
- The Nature Conservancy**, Belmopan, Belize Summer 2012
Marine Specialist Assistant Intern
- Worked with the marine specialist, a partner organization, and community members to develop a project proposal for the expansion of a replenishment zone in the Port Honduras Marine Reserve
- Proposal writing; timeline and budget compilation
 - Background research
 - Facilitating Climate Change Adaptations Strategies workshop
 - Grant administration
 - Attending relevant meetings and workshops

WORK EXPERIENCE

From 2006 to Present I have worked in a number of restaurants on Cape Cod and in Arizona. Restaurant duties varied but included high volume customer service, opening and closing procedures, appropriate management of funds, and inventory management. In addition to restaurants, I have experience as a secretary, personal assistant, and retail.

CERTIFICATIONS

FAA Part 107 Licensed UAS Pilot Sept. 2021 - Present

COMMITTEES

Conservation Commission, Town of Eastham, MA Jan. 2021 - Present

T-Time Development Committee, Town of Eastham, MA Dec. 2019 - Present

Serving as Vice Chair – Jan. 2020 - Present

Water Management Committee, Town of Eastham, MA
Served as Committee Clerk - Oct. 2017 – June 2018

Mar. 2016 – June 2018

VOLUNTEER

Massachusetts Estuary Program, Eastham, MA - Sampling Technician Summer 2016/2017
The Nature Conservancy, Wickenburg, AZ - Educator for AZ Project Wet Spring 2010
Wild Care, Eastham, MA – Baby Bird Program Summer 2008

PROFESSIONAL DEVELOPMENT

Resilient Cape Cod Project Winter 2017/2018
Cape Cod Coastal Conference, Hyannis MA December 2017
International Fisheries Observer and Monitoring Conference, San Diego, CA August 2016
Massachusetts Estuary Program, Eastham, MA June 2016

References:

James Paul Ludwig
Media Services Coordinator
Towns of Brewster and Truro, MA
774.840.0811
videopaul@comcast.net

Susie Johnston
Forest and Park Supervisor III
Massachusetts Department of Conservation and Recreation
857.283.4307
Susie.johnston@state.ma.us

David Martins
Massachusetts Division of Marine Fisheries
508.990.2860 Ext 121
dave.martins@state.ma.us

Lauren Wahl
Program Manager
A.I.S. Inc.
508.742.5510
laurenw@aisobservers.com

Julie Robinson
Marine Specialist
The Nature Conservancy Belize
+501.822.0274

+501 011-501-822-0274
jrobinson@tnc.org



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~B~

REQUESTED BY:	Chair Curley/Town Administrator Charlie Sumner
DESIRED ACTION:	Discuss the current town finances
PROPOSED MOTION:	To be Determined
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~ C ~

REQUESTED BY:	Chair Curley/Town Administrator Sumner
DESIRED ACTION:	To discuss Special Town Meeting and Annual Town Meeting
PROPOSED MOTION:	To be determined
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~ D ~

REQUESTED BY:	Suzanne Grout Thomas
DESIRED ACTION:	To discuss proposed alterations to town landings a. Gull Pond b. Long Pond
PROPOSED MOTION: Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

To: Selectboard

Cc: Charles Sumner, Town Administrator

From: Suzanne Grout Thomas

Re: removal of deteriorating steps at Long Pond and at Gull Pond

Date: October 21, 2021

Over the past five or six years, the stairs at Gull Pond and the stairs at Long Pond have required repeated repair. In addition to the wear and tear on stairs that are many years old, there is an additional issue on the last few steps of the stairs on an annual basis. When the water is high and the last few steps are underwater, they become slippery and dangerous. When the water is low, the last few steps, now exposed to the air, have proven to be rotted out from being underwater and need to be replaced. Other years, when the water is low, the distance from the last step to the sand along the beach becomes too high for safety, sometimes in excess of 20". The DPW has always responded to reports of an issue and done what they could to remediate the situation.

At Gull Pond, the stairs were installed by Jack's Boat Rentals to facilitate their customers' access to the boat rental that for many years was sited on the beach. The steps are not up to code and now that the boat rental is no longer there and there are no plans to lease the space out, the stairs are no longer necessary. There is foot access to the beach along with a mobility mat for those who need it, adjacent to the boat ramp at the southern end of the Town property.

At Long Pond, the stairs cut straight down the hill from Long Pond Road to the water's edge. They are in poor condition. There is currently a plastic mesh fence on both sides of the steps to keep people from setting up camp on the hill but it has been stepped on and over repeatedly and is not in good condition either. Encroachments onto the hill on both sides of the stairs are made easier by the presence of the stairs. This summer, the DPW put up signs and closed off access to the stairs because they were deemed dangerous and people simply moved the barriers so they could go halfway down and climb over the fence to get to whichever part of the bank they preferred.

The stairs at both locations are a liability and should not be used by the public in their present condition. This past July, there was a site inspection by Hillary

Greenberg Lemos, Conservation Agent, Jay Norton, DPW Director and myself at both locations and it was a unanimous decision that the stairs could be removed by the DPW this fall and the bank stabilized. To that end, I submitted a request to be on the ConsCom Agenda for both projects. My reasoning was that if the Conscom did not grant approval, the project could go no further. It seemed counterintuitive to bring it to the Selectboard before the Conscom had made a determination.

If you have questions, please direct them to me prior to the Selectboard Meeting where this will be discussed so that I have the opportunity to be prepared to answer them in the meeting.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 88 FERRIES, CANALS AND PUBLIC LANDINGS

Section 14 LAYING OUT OR ALTERATION OF COMMON LANDING PLACES; ERECTION AND MAINTENANCE OF STRUCTURES THEREON

Section 14. In every city or town where the tide ebbs and flows there shall be provided on a tidal shore thereof at least one common landing place and where no common landing place exists the city council or board of selectmen shall lay out at least one common landing place and may from time to time alter the same, but the layout or alteration of such landing place shall not extend below low water mark. In any such city or town the city council or board of selectmen may, upon petition of ten or more voters of the city or town, lay out additional common landing places and alter the same or those already existing, but no layout or alteration of such landing place shall extend below low water mark. All the provisions of law relating to the laying out and alteration of town ways shall apply to the laying out or alteration of common landing places. Any person who is damaged in his property by such laying out or alteration may recover damages under chapter seventy-nine. In any city or town where a common landing place exists or where a layout or alteration is made in accordance with the provisions of this section, the city council or board of selectmen shall file a plan and a description of each such common landing place or layout or alteration with the city clerk or town clerk, with the county commissioners of the county where said city or town is located, and with the department of environmental management and shall record the same in the registry of deeds for said county. A city or town may erect and maintain structures on any such common landing place in keeping with the public nature thereof, but any such structures extending into tidewater shall be subject to the provisions of chapter ninety-one. The city council or board of selectmen shall make rules and regulations governing the operation and use of structures on a common landing place and may appoint a custodian thereof and fix his salary, or it may, on behalf of the city or town, lease said structures.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS **DŽ/Sf9G>> BA@6 STAIRS**

REQUESTED BY:	Suzanne Grout Thomas
DESIRED ACTION:	To discuss proposed alterations to town landings a. Gull Pond
PROPOSED MOTION: Summary:	I move to approve the removal of the stairs located at Gull Pond
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

Wellfleet
City/Town

WPA Form 1- Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Suzanne Grout Thomas
Name suzanne.thomas@wellfleet-ma.gov
E-Mail Address

715 Old Kings Highway
Mailing Address

Wellfleet MA 02667
State Zip Code

508-349-0324 508-349-0319
Phone Number Fax Number (if applicable)

2. Representative (if any):

Firm _____

Contact Name E-Mail Address

Mailing Address _____

City/Town State Zip Code

Phone Number Fax Number (if applicable)

B. Determinations

1. I request the Wellfleet _____ make the following determination(s). Check any that apply:
Conservation Commission

- a. whether the area depicted on plan(s) and/or map(s) referenced below is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the boundaries of resource area(s) depicted on plan(s) and/or map(s) referenced below are accurately delineated.
- c. whether the work depicted on plan(s) referenced below is subject to the Wetlands Protection Act.
- d. whether the area and/or work depicted on plan(s) referenced below is subject to the jurisdiction of any municipal wetlands ordinance or bylaw of:

Wellfleet
Name of Municipality

- e. whether the following scope of alternatives is adequate for work in the Riverfront Area as depicted on referenced plan(s).



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands**

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

City/Town _____

C. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

140 School House Hill Road

Wellfleet

Street Address

City/Town

9

637

Assessors Map/Plat Number

Parcel/Lot Number

- b. Area Description (use additional paper, if necessary):

Gull Pond public landing

- c. Plan and/or Map Reference(s):

Title

Date

Title

Date

Title

Date

2. a. Work Description (use additional paper and/or provide plan(s) of work, if necessary):

Remove existing stairs from the hill, stabilize the hill and revegetate with native plantings.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

City/Town _____

WPA Form 1- Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Project Description (cont.)

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands**

City/Town

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Name and address of the property owner:

Town of Wellfleet

Name

300 Main Street

Mailing Address

Wellfleet

City/Town

MA

State

02667

Zip Code

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Suzanne Grout Thomas

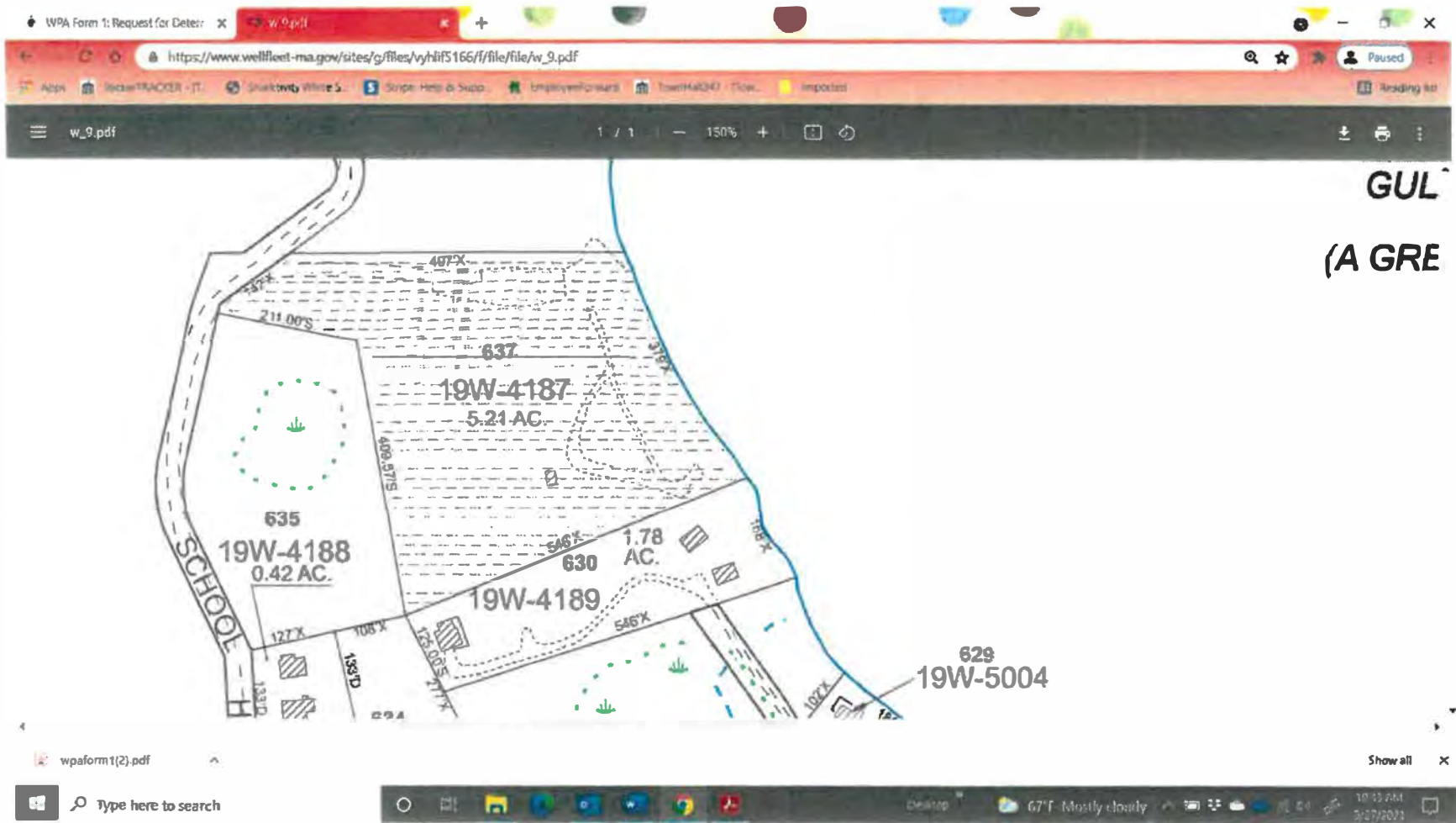
Signature of Applicant

September 29, 2021

Date

Signature of Representative (if any)

Date



GUL
(A GRE

Gull Pond Landing 9/637

Current Conditions







SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS **DŽ/bfLONG POND STAIRS**

REQUESTED BY:	Suzanne Grout Thomas
DESIRED ACTION:	To discuss proposed alterations to town landings a. Gull Pond
PROPOSED MOTION: Summary:	I move to approve the removal of the stairs located at Gull Pond
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



WPA Form 1- Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Suzanne Grout Thomas
Name suzanne.thomas@wellfleet-ma.gov
E-Mail Address
715 Old Kings Highway
Mailing Address
Wellfleet MA 02667
State Zip Code
City/Town
508-349-0324 508-349-0319
Phone Number Fax Number (if applicable)

2. Representative (if any):

Firm
Contact Name E-Mail Address
Mailing Address
City/Town State Zip Code
Phone Number Fax Number (if applicable)

B. Determinations

1. I request the Wellfleet Conscom make the following determination(s). Check any that apply:
Conservation Commission

- a. whether the area depicted on plan(s) and/or map(s) referenced below is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the boundaries of resource area(s) depicted on plan(s) and/or map(s) referenced below are accurately delineated.
- c. whether the work depicted on plan(s) referenced below is subject to the Wetlands Protection Act.
- d. whether the area and/or work depicted on plan(s) referenced below is subject to the jurisdiction of any municipal wetlands ordinance or bylaw of:

Wellfleet
Name of Municipality

- e. whether the following scope of alternatives is adequate for work in the Riverfront Area as depicted on referenced plan(s).



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands**

City/Town _____

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

505 Long Pond Road

Wellfleet

Street Address

City/Town

16

655 and 650

Assessors Map/Plat Number

Parcel/Lot Number

b. Area Description (use additional paper, if necessary):

Long Pond public landing

c. Plan and/or Map Reference(s):

Title

Date

Title

Date

Title

Date

2. a. Work Description (use additional paper and/or provide plan(s) of work, if necessary):



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

City/Town _____

WPA Form 1- Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Project Description (cont.)

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

Remove set of existing stairs from the hill, stabilize the hill and revegetate with native plantings.

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands**

City/Town

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Name and address of the property owner:

Town of Wellfleet

Name

300 Main Street

Mailing Address

Wellfleet

City/Town

MA

State

02667

Zip Code

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Signature of Applicant

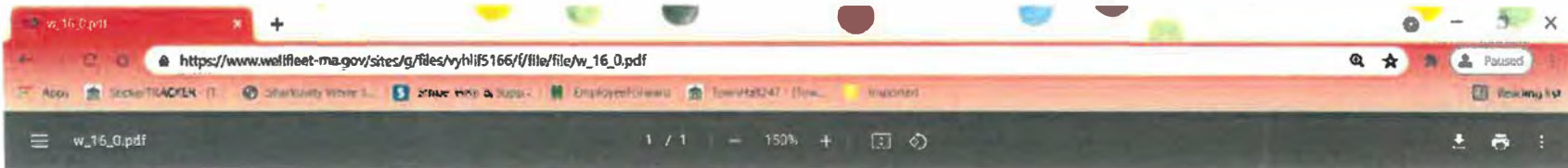
Date

Suzanne Grout Thomas

September 29, 2021

Signature of Representative (if any)

Date



Long Pond Landing 16/655 and 650



Wellfleet, MA

Contact

Search

butters

Layers

(PUBLIC)

650

50

0.33 AC.

0.54 AC

LANDING

241'X

98'X

152'X

103'X

147'X

30'X

8'X

22W-4539



Current Conditions





Alternate Route Along Long Pond Rd





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~ E ~

REQUESTED BY:	ATA Rebecca Roughly/Chair Curley,
DESIRED ACTION:	
PROPOSED MOTION:	I move to authorize the chief procurement officer to sign contract with a dollar amount under \$50,000 excepting infrastructure and those under the board's charge as per the Town Charter, M.G.L., and those issued in response to a RFP or RFQ issued by the board.
SUMMARY (Optional)	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town Charter:

Section 5-3 Duties

5-3-1 The Town Administrator shall be the chief administrative officer of the Town and shall be responsible for the direction and supervision of all employees, activities and departments placed by MGL, this Charter or bylaws under the control of the Selectboard.

5-3-2 The Town Administrator shall:

- (b) assemble, prepare and present to the Selectboard and the Finance Committee all annual operating, enterprise and capital budgets of the Town and be responsible for the development and annual revision of the Capital Improvement Plan;
- (c) be responsible for seeing that the budget is administered as adopted by the Town Meeting and in accordance with MGL, this Charter, and bylaws;
- (d) keep the Selectboard fully informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions, and to this end shall submit periodic reports to the Selectboard;
- (e) keep the Selectboard informed regarding the availability of federal, state and county funds and how such funds might relate to unmet long-range needs;
- (f) prepare applications for grants;
- (g) be responsible for the day-to-day administration of the Town's personnel system, in accordance with the Personnel Bylaw;
- (h) act as the chief procurement officer for the Town and be responsible for the purchasing for all Town functions and departments, except those for the School Department;

5-4-2 Subject to disapproval by the Selectboard within fourteen days of notice of the proposed appointment by the Town Administrator, the Town Administrator shall also have the power to appoint and, except as may otherwise be provided by MGL, this Charter, the Personnel Bylaw, contract or collective bargaining agreement, may suspend or remove:

- (a) directors and department heads;
- (b) the Town Accountant;
- (c) the Harbormaster;
- (d) the Herring Warden;
- (e) the Assistant Town Administrator;
- (f) the Town Clerk;
- (g) the Town Treasurer; and
- (h) the Town Collector.

General Bylaws

ARTICLE III TOWN AFFAIRS

Section 1. All deeds, conveyances, leases, discharges or mortgages, bonds, agreements, contracts or other instruments which shall be given by the Town and which to be valid in law require to be signed, sealed and acknowledged shall, unless other provision is or may be made by law or special vote of a Town Meeting, be signed and acknowledged by the Selectmen in behalf of the Town and shall be sealed by the Town Clerk with the common seal of the Town.



Ryan Curley <ryan.d.curley@gmail.com>

FW: Clarification on Town Bylaw and Charter - Wellfleet

1 message

Rebecca Roughley <Rebecca.Roughley@wellfleet-ma.gov>

Thu, Oct 28, 2021 at 2:18 PM

To: Charles Sumner <Charles.Sumner@wellfleet-ma.gov>, Ryan Curley <ryan.d.curley@gmail.com>

Cc: Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>

Rebecca Roughley, MCPPO

Assistant Town Administrator

[300 Main Street, Wellfleet, MA 02667](#)

(Work) 508-349-0349 X1112

(Cell) 774-392-1457

From: John Giorgio <JGiorgio@k-plaw.com>**Sent:** Thursday, October 28, 2021 9:49 AM**To:** Rebecca Roughley <Rebecca.Roughley@wellfleet-ma.gov>; Carolyn M. Murray <CMurray@k-plaw.com>**Cc:** Jonathan G. Murray <JMurray@k-plaw.com>; Matthew G. Feher <MFeher@k-plaw.com>; Charles Sumner <Charles.Sumner@wellfleet-ma.gov>; Katharine L. Klein <KKlein@k-plaw.com>**Subject:** RE: Clarification on Town Bylaw and Charter - Wellfleet

Dear Rebecca;

I hope everyone in Town is safe. We are still out of power in Chatham, but we have a generator at our house so at least we have heat and lights (and power to keep our cell phones and laptops going!)

It is our opinion that the Select Board may delegate its authority to execute contracts to an appointed official or officials. We would recommend that the delegation be limited to the Town Administrator and in his or her absence to the Assistant Town Administrator. that authority. We would also have the following recommendations:

1. The delegation vote, of course, should be done at a properly posted meeting of the Select Board and the Town Clerk should prepare a certified copy of the vote and have copies of that available should a vendor request a copy.
2. It is common practice when a Select Board delegates such contract signing authority to place a dollar limit on the contracts to be signed by the Town Administrator or on a particular class or classes of contracts. As a suggestion, the Select Board may want to consider establishing a \$100,000 threshold so that contracts in excess of that amount be executed by the Select Board. Also, the Select Board may want to execute contracts for major public works and building projects.
3. As a general rule, we do not recommend that the Select Board delegate signing authority for deeds, leases, or any other instrument that requires recording with the Registry of Deeds so as not to create a title question..

Please let me know if you have any questions.

John

John W. Giorgio, Esq.

KP | LAW

101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 556 0007

D: (617) 654 1705
F: (617) 654 1735
C: (617) 785 0725
jgiorgio@k-plaw.com
www.k-plaw.com

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

From: Rebecca Roughley <Rebecca.Roughley@wellfleet-ma.gov>
Sent: Wednesday, October 27, 2021 12:19 PM
To: Carolyn M. Murray <CMurray@k-plaw.com>
Cc: Jonathan G. Murray <JMurray@k-plaw.com>; John Giorgio <JGiorgio@k-plaw.com>; Matthew G. Feher <MFeher@k-plaw.com>; Charles Sumner <Charles.Sumner@wellfleet-ma.gov>
Subject: Clarification on Town Bylaw and Charter - Wellfleet

Hello Carolyn,

I am looking for some clarification on Wellfleet's bylaw specifically article 3, section 1:

Section 1. All deeds, conveyances, leases, discharges or mortgages, bonds, agreements, contracts or other instruments which shall be given by the Town and which to be valid in law require to be signed, sealed and acknowledged shall, unless other provision is or may be made by law or special vote of a Town Meeting, be signed and acknowledged by the Selectmen in behalf of the Town and shall be sealed by the Town Clerk with the common seal of the Town.

As you know Wellfleet is a fast-paced town and my job as ATA has a ton of procurement. Most grant, infrastructure, consulting, etc comes to my desk. With Charlie and I being new to the town, we would like to clarify who can sign what. According to the bylaw above it states, "**All deeds, conveyances, leases, discharges or mortgages, bonds, agreements, contracts or other instruments,**" which to me is extreme. Especially the word, "All."

Does the SB have the authority to delegate the TA as the signatory or does that have to go to town meeting? If the SB is allowed to delegate this, does this still mean every single contract comes before them? I am wondering what "other provision made by law" means.

The Charter calls out TA as the designated CPO but doesn't mention if the SB or TA would be the signatory.

Basically, the end goal is to keep the town moving without a bottle neck of every single contract needing to go before the SB.

Below is the link to the Charter and Bylaws:

[Wellfleet Code Documents | Wellfleet MA \(wellfleet-ma.gov\)](#)

Thank you,

Please note my name change below

Rebecca Roughley, MCPPO

Assistant Town Administrator

[300 Main Street, Wellfleet, MA 02667](#)

(Work) 508-349-0349 X1112

(Cell) 774-392-1457



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUSINESS

~ F ~

REQUESTED BY:	Chair Curley
DESIRED ACTION:	To discuss future meeting schedules
PROPOSED MOTION:	To be determined
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Updated guidance on holding meetings pursuant to the Act Extending Certain COVID-19 Measures

Guidance Update – June 16, 2021

On June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency. **This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.** The new law has two major parts.

First, the new law allows public bodies to continue providing live “adequate, alternative means” of public access to the deliberations of the public body, instead of holding meetings in a public place that is open and physically accessible to the public. “Adequate, alternative means” may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

Second, the new law authorizes all members of a public body to continue participating in meetings remotely; the Open Meeting Law’s requirement that a quorum of the body and the chair be physically present at the meeting location remains suspended.

2022 WELLFLEET SELECTBOARD MEETING SCHEDULE

2022 Board of Selectmen Meeting Dates	Time and Location of Meeting	Filing Deadline General Agenda Items	Filing Deadline for Use of Town Property & Licenses
12-Jan		4-Jan	7-Jan
25-Jan		18-Jan	21-Jan
8-Feb		1-Feb	4-Feb
22-Feb		15-Feb	17-Feb
8-Mar		1-Mar	4-Mar
22-Mar		15-Mar	18-Mar
12-Apr	7pm - COA & Zoom	5-Apr	8-Apr
26-Apr	7pm - COA & Zoom	19-Apr	22-Apr
10-May	7pm - COA & Zoom	3-May	6-May
24-May	7pm - COA & Zoom	17-May	20-May
14-Jun	7pm - COA & Zoom	7-Jun	10-Jun
28-Jun	7pm - COA & Zoom	21-Jun	24-Jun
12-Jul	7pm - COA & Zoom	5-Jul	8-Jul
26-Jul	7pm - COA & Zoom	19-Jul	23-Jul
9-Aug	7pm - COA & Zoom	2-Aug	6-Aug
23-Aug	7pm - COA & Zoom	16-Aug	20-Aug
13-Sep	7pm - COA & Zoom	6-Sep	10-Sep
27-Sep	7pm - COA & Zoom	20-Sep	24-Sep
11-Oct	7pm - COA & Zoom	4-Oct	8-Oct
25-Oct	7pm - COA & Zoom	18-Oct	22-Oct
8-Nov	6pm - COA & Zoom	1-Nov	5-Nov
22-Nov	6pm - COA & Zoom	15-Nov	19-Nov
6-Dec	6pm - COA & Zoom	29-Nov	2-Dec
20-Dec	6pm - COA & Zoom	13-Dec	17-Dec

LEGAL HOLIDAYS WHEN TOWN HALL WILL BE CLOSED

New Year's Day	Martin Luther King Day	Presidents' Day
1-Jan	17-Jan	21-Feb
Patriots Day	Memorial Day	Juneteenth Independence Day
18-Apr	30-May	19-Jun
Independence Day	Labor Day	Columbus Day
4-Jul	5-Sep	10-Oct
Veteran's Day	Thanksgiving Day	Christmas Day
11-Nov	24-Nov	25-Dec



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IV

BUISNESS ~ G ~

REQUESTED BY:	Chair Curley
DESIRED ACTION:	Presentations of Wellfleet's Wastewater Plans
PROPOSED MOTION: SUMMARY:	I move that any presentation of Wellfleet's Wastewater Plans be made only with the prior approval of the Selectboard and shall be made by town staff and those otherwise employed by the town.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021



SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

VI

TOWN ADMINISTRATORS & ASSISTANT TOWN ADMINISTRATOR REPORTS

- Please see selectboard packet



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

VII

TOPICS FOR FUTURE DISCUSSION

Requested by:	Topic:	Requested to be on:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

VIII











CORRESPONDENCE AND VACANCY REPORTS

****Please see packet****

! 📄 📧 📎	From	Subject	Received	Size
Today				
	MA Division ...	Directed Fishery for Atlantic Sea Herring in Area 1A to Open with Four...	Thu 11/4/2021 ...	48 KB
	Directed Fishery for Atlantic Sea Herring in Area 1A to Open			
	Ryan Curley	Winter Meetings?	Thu 11/4/2021 ...	15 KB
	Hello everyone, I am expecting that we are going to have to hold additional meetings to handle all the plates currently in the air. As			
	MA Municipa...	Apply for the 2022 WEMO Steering Committee	Thu 11/4/2021 ...	41 KB
	WEMO Steering Committee Seeking New Leaders			
	Massachuset...	Alert: Senate committee announces \$3.67 billion spending plan	Thu 11/4/2021 ...	51 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
Yesterday				
	Wellfleet Cha...	State of the Wellfleet Harbor Conference starts on Saturday!	Wed 11/3/2021...	93 KB
	Wellfleet Cha...	Holiday Happenings to support the First Congregational Church in We...	Wed 11/3/2021...	93 KB
Tuesday				
	Curt Felix	Next Generation Septic System Workshop	Tue 11/2/2021 ...	24 KB
	FYI Please feel free to forward to committee members or anyone not on the distribution list. Target audience is installers and			
	Phillipa Gree...	Affordable housing	Tue 11/2/2021 ...	17 KB
	Dear Selectboard, Please could you let me know the date and time for your meeting where affordable housing will be discussed?			
Monday				
	Helen Miran...	Re: Tuesday Nov 16? Ex Session	Mon 11/1/2021...	8 KB
	Subject?			
	MA Municipa...	Here's your November issue of The Beacon from the MMA	Mon 11/1/2021...	49 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	Rebekah Eldr...	Packet for tomorrow night	Mon 11/1/2021...	10 MB
	I have printed the packet and it is in your office at town hall. Thanks Rebekah Rebekah L. Eldridge Executive Assistant to the Town			
	Ryan Curley	Wellfleet Selectboard Wastewater Planning Meeting November 2nd @...	Mon 11/1/2021...	11 MB
	Good afternoon everyone attached are the materials for the Wastewater Planning meeting with the Wellfleet Selectboard. The			
	AED Professi...	We're Thankful for LifeVac - You will be too!	Mon 11/1/2021...	98 KB
	LifeVac is a Revolutionary airway clearance device that, when used properly, can almost instantly clear an obstruction from a victim's			
	Owen Fletcher	Barnstable County Assembly of Delegates 11/03/21 Regular Meeting ...	Mon 11/1/2021...	482 KB
	As attached in PDF and available on the web at https://www.barnstablecounty.org/event/assembly-of-delegates-regular-meeting/			
	MA Municipa...	Join WLG November 5, Free Virtual Meeting	Mon 11/1/2021...	42 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	Ryan Curley	Re: Tuesday Nov 16? Ex Session	Mon 11/1/2021...	17 KB
	Ok			
	Pelinda Deeg...	REGISTER for How to Fund Community Housing - 11/5	Mon 11/1/2021...	31 KB
	Good Afternoon, Please join us for our virtual workshop, "How to Fund Community Housing" on Friday, November 5th, 10 am – 12			
	Charles Sum...	RE: Tuesday Nov 16? Ex Session	Mon 11/1/2021...	19 KB
	Hi Ryan I do have a conflict on the 16th, could you do another day that week?			
	Ryan Curley	Tuesday Nov 16? Ex Session	Mon 11/1/2021...	14 KB
	Does anyone have an issue with scheduling an ex session on Tuesday Nov 16th and any preference between 6 or 7pm. This would be			
	Wellfleet Cha...	Holiday Bingo kicks off today! 🎲	Mon 11/1/2021...	102 KB
	Now through mid-December, support local and win			
	Jennifer Con...	RE: WHA minutes	Mon 11/1/2021...	18 KB
	All set!			
	ciotti_family...	WHA minutes	Mon 11/1/2021...	34 KB
	Hi Jennifer, Attached please find the September WHA minutes. Richard <end>			
Sunday				
	Ryan Curley	Packet for Tuesday's Meeting	Sun 10/31/202...	14 KB
	Hi all, I apologize that a packet is not ready as of yet for Tuesday's meeting. The storm knocked everything back a bit. I am aiming to			
Last Week				
	Michael Hurley	Last Update	Fri 10/29/2021 ...	21 KB
	Please see below the final community message as we wrap up this storm response. Hopefully, everyone can get some sleep and			
	Rebekah Eldr...	RE: Recommended derating of Lt. Island Bridge	Fri 10/29/2021 ...	27 KB
	This has been added to the website under news and announcements on the home page and on the main page of the public works			

!	📄	✉️	🔒	From	Subject	Received	Size	🔍
				Charles Sum...	FW: Recommended derating of Lt. Island Bridge	Fri 10/29/2021 ...	24 KB	
					Good evening everyone, As you will note below, we have encountered a significant problem with the Lt. Island bridge structure that			
				Helen Miran...	Internet access now restored.	Fri 10/29/2021 ...	13 KB	
					As of the last 2 hours I can once again access the internet on my two computers and my iPhone and get/send email.			
				MA Division ...	Commercial Tautog Fishery to Close Effective November 2, 2021	Fri 10/29/2021 ...	48 KB	
					Commercial Tautog Fishery to Close Effective November 2, 2021			
				Rebekah Eldr...	Chief Pauley's Contract	Fri 10/29/2021 ...	34 KB	
					Hi everyone, I just wanted to let you know that I have Chief Pauley's signed contract and have put it in your office here at Town Hall			
				AED Professi...	Our Best Deal on Defibtech Won't Last Long! 🙏	Fri 10/29/2021 ...	82 KB	
					We're offering Defibtech Lifeline AEDs at a record low! Take advantage of this offer before it's gone!			
				MA Division ...	ASMFC Atlantic Herring Area 1A Days Out Meeting Scheduled for Nov...	Fri 10/29/2021 ...	49 KB	
					ASMFC Atlantic Herring Area 1A Days Out Meeting Scheduled for November 4			
				Wright, Simo...	DMF Shellfish Seasonal Open Notice for the Town of Wellfleet	Fri 10/29/2021 ...	357 KB	
					Good morning Please see the attached. Happy Halloween! Simone Wright Shellfish Sanitation and Management Program			
				Wellfleet Cha...	Guidebook Cover Competition ::: Voting Extended!	Fri 10/29/2021 ...	73 KB	
				Contact form...	[Wellfleet MA] Wellfleet Historical Commission (Sent by Merrill Mead-...	Fri 10/29/2021 ...	17 KB	
					Hello bos@wellfleet-ma.gov <mailto:bos@wellfleet-ma.gov> ,			
				Jordan Hallo...	Town Recreational Shellfish Crier: Chipman's Cove opening, report yo...	Fri 10/29/2021 ...	27 KB	
					Town Recreational Shellfish Crier October 29, 2021			
				Michael Hurley	Friday Morning Update	Fri 10/29/2021 ...	21 KB	
					Please see below latest update posted to social media. Big thanks to the COA and Library as they open this morning as warming			
				Ryan Curley	Fwd: FW: meeting question	Thu 10/28/202...	57 KB	
					----- Forwarded message -----			
				Michael Hurley	1pm Storm Update	Thu 10/28/202...	22 KB	
					Thanks to the staff who was on our 1pm Emergency Management call, hopefully if we can get power to the Council on Aging it will			
				Wellfleet Cha...	Update from Eversource 10/28/21	Thu 10/28/202...	72 KB	
				david moriarty	Fwd: Sierra Conceals US Growing Hostility to wind	Thu 10/28/202...	29 KB	
					Sent from my iPhone			
				Block Island ...	Block Island Rhode Island - Wind Turbines -Crack In Blade	Thu 10/28/202...	253 KB	
					5 takeaways from our offshore wind series October 15, 2021			
				Jay Norton	Re: Situation Report # 9 Nor'easter Update	Thu 10/28/202...	2 MB	
					Thank you Mike for the great leader ship. On another note, I just checked out all of the beaches and Lecount Hollow is probably the			
				Jennifer Wer...	Re: Situation Report # 9 Nor'easter Update	Wed 10/27/202...	51 KB	
					Mike - Thank you for everything! These open lines of communication are incredible. Thank you to the whole team, Jennifer Sent			
				Suzanne Tho...	Re: Situation Report # 9 Nor'easter Update	Wed 10/27/202...	959 KB	
					Thank you for your continued work to keep Wellfleet safe! It was bad out there today. Suzanne Suzanne Grout Thomas Director of			
				Michael Hurley	FW: Situation Report # 9 Nor'easter Update	Wed 10/27/202...	3 MB	
					Final update for today (and what a day!!). First, huge shout out to the Emergency Management Team (myself, Chief Pauley, Captain			
				Massachuset...	MMA ALERT: Ask Your Representatives to Support Key Amendments i...	Wed 10/27/202...	49 KB	
					<https://www.informz.net/admin31/images/spacer.gif>			
				Charles Sum...	Re: Gratitude and recognition for Chief Hurley!	Wed 10/27/202...	24 KB	
					Thank you for the message Nancy; Wellfleet is quite fortunate Sent from my iPhone On Oct 27, 2021, at 1:53 PM, Rebekah Eldrid..			
				Rebekah Eldr...	Re: Gratitude and recognition for Chief Hurley!	Wed 10/27/202...	24 KB	
					Agreed!! Thanks chief ❤️ Get Outlook for iOS <https://aka.ms/o0ukef> From: Nancy Civetta <Na...			
				Nancy Civetta	Gratitude and recognition for Chief Hurley!	Wed 10/27/202...	20 KB	
					Dear Selectboard members, I was so impressed by the proactive and informative communications about storm prep and impacts			
				Rebekah Eldr...	Meeting tomorrow	Wed 10/27/202...	16 KB	
					Chair Curley has asked me to email and let you know that the meeting scheduled for tomorrow at 7pm will continue even if there is			
				Michael Hurley	Social Media Posting	Wed 10/27/2021 ...	22 KB	
					FYI the following was posted on our social media site. I will be sending another update later today after a 430pm conference call with			
				MA Division ...	October Marine Fisheries Advisory Commission Meeting Cancelled	Wed 10/27/202...	43 KB	
					October Marine Fisheries Advisory Commission Meeting Cancelled			
				Nancy Civetta	CANCELLED: Shellfish Advisory Board meeting today at 6:30 p.m. (We...	Wed 10/27/202...	38 KB	
					DUE TO THE STORM, POWER OUTAGES AND TOWN OFFICES BEING CLOSED TODAY, THE SHELLFISH ADVISORY BOARD MEETING			
				Rebekah Eldr...	Fwd: Water Bids	Wed 10/27/202...	23 KB	
					Get Outlook for iOS <https://aka.ms/o0ukef>			

! 📄 📧 📎	From	Subject	Received	Size
	Wellfleet Cha...	Tomorrow is your chance to weigh in!	Wed 10/27/202...	72 KB
	The 2022 Guidebook Cover will be announced on Friday			
	Michael Hurley FW:	Barnstable County MACC Situational Awareness Statement	Wed 10/27/202...	28 KB
	Good morning, Please see the update below from the Barnstable County Emergency Committee. The department has been busy all			
	Balancing Act	Get Public Involved in Reaching Housing Goals	Tue 10/26/2021...	75 KB
	Join us for official launch			
	Ryan Curley	Fwd: Water Main and Water Operations Bid	Tue 10/26/2021...	297 KB
	----- Forwarded message -----			
	Eric Winslow	Historic Society Stairs	Tue 10/26/2021...	17 KB
	Hi Janet, Just wanted to let you know that I have been communicating with Amy Roberts almost every day for the last two weeks.			
	Nancy Civetta	Shellfish Advisory Board meeting tomorrow at 6:30 p.m. (Wed., Oct. 27)	Tue 10/26/2021...	37 KB
	Town Shellfish Crier October 26, 2021			
	Helen Miran...	Re: One more TA application	Tue 10/26/2021...	4 MB
	Sb, no reply please. Ira Wood also applied two weeks ago and re-applied yesterday. <end>			
	MA Municipa...	Join WLG November 5, Free Virtual Meeting	Tue 10/26/2021...	42 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	nanniemelon...	Fwd: Restaurants closing	Tue 10/26/2021...	21 KB
	I am hoping you get a chance to read this and take it into consideration tonight. Unfortunately - I have a ZOOM meeting with my			
	Steven Levin	Building materials sourcing with minimal Covid delays	Tue 10/26/2021...	54 KB
	The Flagship of Construction Purchasing Attention: Developers and Purchasing Depts: I Mega Supply Pro is a manufacturer-direct			
	Michael Hurley FW:	Situational Awareness Statement # 3: Nor'easter Tuesday into We...	Tue 10/26/2021...	2 MB
	Good Afternoon, Please see the latest attached update from MEMA. At this time, we are monitoring the storm and participating in			
	Wellfleet Cha...	Support local and sponsor Holiday Bingo!	Tue 10/26/2021...	77 KB
	MA Municipa...	Come hear former Gov. Jane Swift at MMA Annual Meeting	Tue 10/26/2021...	58 KB
	Register for MMA Annual Meeting 2022 today!			
	Hillary Lemos	RE: October 7 mask order	Tue 10/26/2021...	27 KB
	Hi Eric: Perhaps you want to attend the upcoming BOH meeting and make your comments directly to the Board of Health? Yours,			
	Wellfleet Cha...	Selectboard meeting tonight, October 26 at 7:00pm	Tue 10/26/2021...	80 KB
	Michael Shan...	Re: Project File No. 607397 & 609098 comments	Mon 10/25/202...	51 KB
	Dear Mr Mischel Thank you very much for your unexpected and detailed reply to my comment letter. I appreciate it very much as I			
	Massachuset...	MMA ALERT: House committee announces \$3.65 billion spending plan	Mon 10/25/202...	50 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	Ira Wood	Application for Town Administrator Search Committee	Mon 10/25/202...	4 MB
	Please find attached: Application for Town Administrator Search Committee, second copy. I had sent a previous copy by mail two			
	Rebekah Eldr...	One more TA application	Mon 10/25/202...	127 KB
	Good Morning, I apologize, I missed this one application and wanted to send it to you asap. I will also update the selectboard packet			
	Wellfleet Cha...	👻 Halloween Festivities this weekend in 'Fleet	Mon 10/25/202...	80 KB
	Wellfleet His...	Selectboard Meeting 10/26/21	Sun 10/24/202...	200 KB
	Hello Ryan and The Selectboard, I look forward to meeting with the Selectboard this Tuesday to update you on the work of the			
	Eric Martinson	Re: October 7 mask order	Sun 10/24/202...	20 KB
	Hello all- I am disappointed not to have heard back from any of you in the two weeks since I sent you my letter attempting to			
Two Weeks Ago				
	Ryan Curley	Selectboard Office	Sat 10/23/2021...	14 KB
	Anyone know why the Selectboard office is 90 degrees? It wasn't like that last year <end>			
	MA Municipa...	Join WLG November 5, Free Virtual Meeting	Fri 10/22/2021 ...	42 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	Mischel, Gre...	FW: Project File No. 607397 & 609098 comments	Fri 10/22/2021 ...	65 KB
	Mr. Shannon, I am writing to provide you with responses to the comments you submitted via email on October 1, 2021 following the			
	AMY ROBERTS	Historical Society Stairs	Fri 10/22/2021 ...	19 KB
	Good morning. I am seeking information on the permitting of the staircase leading from the Town Hall parking lot up to the			
	Rebekah Eldr...	October 26, 2021 Selectboard packet	Thu 10/21/202...	9 MB
	Good Afternoon,			
	Wellfleet Cha...	Re: Halloween Trick-or-Treating around Wellfleet Center!	Thu 10/21/202...	3 MB
	Good afternoon!			

!   	From	Subject	Received 	Size 
	AED Professi...	COVID-19 Hasn't Left Yet - Keep the Community Safe with Rapid Testi...	Thu 10/21/202...	119 KB
	We have FDA Authorized Rapid COVID-19 Tests in Stock & Ready to Ship!			
	Ryan Curley	Fwd: updated TA Applications	Thu 10/21/202...	807 KB
	Hi all, these are the applicants for the search committee. I am getting them out to you as early as possible. They will be in our packet			
	Nancy Civetta	Shellfish Crier: Vibrio thank you, Lt. Isle bridge work, no shellfish harv...	Thu 10/21/202...	27 KB
	Town Shellfish Crier October 21, 2021			
	Jack Peak	Peak Time: Truro Part-time Resident Taxpayers Association	Wed 10/20/202...	261 KB
	Hello Friends,			
	Rebekah Eldr...	correspondence	Wed 10/20/202...	432 KB
	Good Evening,			
	Massachuset...	MMA Alert: Please Call Your Legislators to Ask for \$200M in Additiona...	Wed 10/20/202...	40 KB
	< https://www.informz.net/admin31/images/spacer.gif >			
	Charles Sum...	FW: DASHBOARD REPORT AND SUPPORTING DOCUMENTATION--SEP...	Wed 10/20/202...	26 MB
	For your reading pleasure. Charlie Charles L. Sumner Interim Town Administrator Town of Wellfleet			
	Michael Hurley Police Department Staffing		Wed 10/20/202...	97 KB
	Good Morning, Attached is a memo addressing the police department's staffing levels along with the elimination of the Reserve			



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021

IX

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes for October 12, 2021
PROPOSED MOTION:	I move to approve the Minutes for October 12, 2021, as printed in Draft form
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea ____ Nay ____ Abstain ____

**Wellfleet Selectboard
Virtual Meeting ~ Zoom
Tuesday October 12, 2021; 7pm
Meeting Minutes**

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

Others Present: Charlie Sumner, Town Administrator; Police Chief, Michael Hurley; Hillary Greenberg-Lemos, Health Agent; Mary McIsaac, Interim Town Accountant; Becca Taylor, Chair of the Shellfish Advisory Board; Tom Siggia, Member of the Shellfish Advisory Board; Joe Aberdale, Member of the Marina Advisory Committee; Evan Brunage, shellfishermen; Richard Blakely, Shellfisherman's Association; Nancy Civetta, Shellfish Constable; Will Sullivan, Harbormaster; Harry Terkanian, Affordable Housing Authority Chair; Curt Felix, Clean Water Advisory Committee Chair; Jill McLaughlin, Stantec; Curt Felix, Chair of the Clean Water Advisory Committee; Chief Rich Pauley, Fire Chief

Chair Curley called the meeting to order at 7:01pm

I. Announcements, Open Session and Public Comments

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

- Chief Hurley stated to the board that Seargent LaPense has put in her retirement papers after 18 years on the Wellfleet Police Department. He wished her a happy retirement.
- Chair Curley announced that it was approved for innovative septic systems and he wanted to let the public know they are available now and if anyone is interested to contact the Health Agent.
- Wolf spoke to the board stating that there has been no activity with regard to the dredging. Reinhart stated that there was dredging this past weekend.
- Wilson spoke to the board stating that for 3 Saturdays in November the Harbor Conference will be taking place. She also gave an update on the Herring River Restoration Process, giving dates of an upcoming meeting that will take place.
- Reinhart asked about Halloween, would anything be taking place.
-

II. Consent Agenda Approval without objection is required for the following items.

- No Items for consent Agenda
-

III. COVID-19 Updates and Recommendations

- Lemos stated she has not put her attention to Halloween regarding Reinhart's question. She stated the case count in Wellfleet is high, 31 active cases. She gave some demographics to go with the case counts. She stated the transmission is due to gatherings of large groups. She explained these are both vaccinated and unvaccinated individuals. She explained there is a free pop-up testing clinic at the Wellfleet Elementary School the following day. (10/13/21). Chair Curley stated he felt the model the town used the

previous year for Halloween was safe and thought it was important to allow the children to be children.

- Wilson questions the type of testing that would take place at the free clinic and Lemos stated it was a PCR test which takes 2-3 days to come back.

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IV. *Financial Management Workplan*

- Sumner gave a brief update that he and the two accountants have been working hard on finding their way through many financial issues. He continued giving a summary of the plan that the board has in front of them and ended his part of the update stating he is planning to meet with the finance committee regarding the Capital Improvement Plan for the departments. McIsaac continued the update to the Board stating she is currently working on the tax rates and the free cash dating back to 2019. She stated the finance team meets every other Tuesday morning to work through the issues they have concerning the finances. She continued further with her update and what they have finished and what they will continue to work on. She stated the cash reconciliation was the major issue and will be the teams major focus moving forward. She finished by stating once the cash reconciliation is finished the accounting will be balanced and able to move forward.
- There were questions questioning the tax rate and how it gets set. McIsaac explained that the Department of Revenue approves it.
- Chair Curley discussed the Vadar issues and going back further concerning the finances.

V. *Public Hearings*

Chair Curley opened the hearing at 7:27pm

- Discuss grant boundary issues and disputes under Wellfleet's Shellfish Policy and Regulations, Sections 7.5, 7.19.1 & 7.23
Board Member DeVasto recused himself as a member of the board but stated he would like to reserve the right to participate in the conversation as a resident shellfisherman. Wilson stated that this is an issue that has come up many times at the Shellfish Advisory Board Meetings. She gave details of options that were discussed, stating she would like to hear more about these options. Civetta stated she felt that a board member should speak to this.
Taylor spoke to the Board stating that they have been discussing boundary disputes. She asked Siggia to speak to these concerns as well. Siggia spoke to the Board stating he feels this is a very important issue and they are looking at how to address the issue of boundary disputes. He went into detail about the grants and how they are town property.
Chair Curley called on Aberdale to weigh in from the Marina Advisory Committee's standpoint. He stated there is boat safety and navigation issues regarding the town's liability. He continued discussing what the Marina Advisory Committee has been working on and gave details about what the committee thinks and gave some suggestions. It was brought up that this may not be in the charge of the Marina Advisory Committee, which was argued by Aberdale.

The Board discussed at great length the options and protocols the Board has when addressing conflict. It was stated many times that there needs to be a method and protocol so when there is a different shellfish constable those set protocols can be followed. Chair Curley asked to hear from the shellfish community. Brunage spoke to the Board stating that they wrote a letter stating there are issues, stating some grants are being surveyed by GPS. They stated it is creating animosity between shellfisherman. Blakely spoke to the Board, stating his many concerns. They continued to discuss issues and the way the board goes about approving grants and locations. Wilson stated more concerns she has with these issues.

Civetta gave some facts about grants and how they are issued and who issues them.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to refer the issue of licensed area boundaries issues to the Shellfish Advisory Board for their recommendations and two or three options and potential costs to be returned to the Selectboard by January 15, 2022. Chair Curley Amended the Motion to be February 1, 2022.

Roll Call Vote: 5-0

- Town Meeting Quorum
Town Moderator Silverman spoke to the Board stating that Eldridge has secured the Nauset Regional High School Cafeteria for the special town meeting on December 4, 2021. He stated that there is sufficient space for residents to attend and be socially distanced. Rain Dates were discussed, and the Board will follow up with administration.
Chair Curley Moved; Board Member Wilson seconded; and it was voted to set the 2021 Special Town Meeting quorum at 100 residents as allowed under Chapter 92 of the Acts of 2020 section 7 as amended under section 8 chapter 20 of the acts of 2021.
Roll Call Vote: 5-0

VI. Licenses

- There were no licenses at the meeting

VII. Use of Town Property

- There was no use of town property

VIII. Board/Committee Appointments and Updates

- Marina Advisory Committee - Joe Aberdale

Chair Curley spoke to the Board and asked Aberdale about the Marina Advisory Members being available for this meeting. Aberdale spoke about a motion that he read previously. He would like the committee to be involved and able to participate in conversations regarding shellfish grants and licensed areas. Chair Curley stated these are public hearings and he feels that there is plenty of opportunity to weigh in when it comes to those.

Reinhart stated that this is a topic that comes up frequently in their meetings. She stated she does feel there needs to be consistency and a plan with the town committees.

This was discussed in detail with the decision that horizontal communication between boards is very important. The roles of boards were discussed

- Wellfleet Town Cable Advisory Committee – Steven Kopits

Kopits was not in the meeting. The board discussed appointing him without having him on the meeting. They stated there were questions for Kopits and they were not appointing him until they were able to speak with him directly.

Board Member Reinhart Moved; Chair Curley Seconded; it was voted to postpone this application.

Roll Call Vote: 5-0

IX. Business

- Marina Comprehensive Plan – Vice-Chair DeVasto

DeVasto spoke to the Board stating he had heard from numerous people. Aberdale spoke to the issues and stated the Marina committee feels the important matter is the finances of the Marina. He continued stating he would like to sit with the town accountant when a permanent one is hired. He also asked that the Harbormaster be a working partner with the committee. Sumner was asked about the enterprise funds and if they had been reconciled, Sumner stated that they had. Chair Curley also asked Sullivan if there were any concerns, Sullivan stated there were no concerns and stated that there is a great need for a comprehensive plan. They continued to discuss the logistics of the plan and the time it would take.

Board Member DeVasto Moved; Chair Curley Seconded; and it was voted to direct the Marina Advisory Committee to work with Harbormaster to develop a comprehensive Marina Plan to be submitted to the Selectboard by October 1, 2022, said plan shall include a brief history of the marina and its historic and current uses an assessment of the current conditions of the marina and its infrastructure as well as a scoping and a strategic plan with recommendations and potential action items.

Roll Call Vote: 5-0

- Proposed Policy on Designating a Certain Percentage of Room Occupancy Tax to the Wellfleet Affordable Housing Trust – Wellfleet Affordable Housing Trust & Harry Terkanian

Terkanian spoke to the board and stated he had a request from the trustees of the Affordable Housing Trust requesting the selectboard consider the adoption of a Selectboard policy designating 80% of the Town of Wellfleet receipts from the tax on short term rentals to the Affordable Housing Trust for the creation, preservation for the support of housing. Terkanian gave some details and reasons why this is being asked and is important to Wellfleet. He continued to give the board statistics about renting homes in Wellfleet and buying homes in Wellfleet. He stated the rental tax is directly tied to a factor, which he stated is housing. There were questions about revenue from these rental taxes and when they go into effect. The board discussed the money and issues when receiving this money. Each member of the board gave their feedback to Terkanian and discussed it amongst each other. Felix spoke to the board expressing concern that some of the money was meant to go towards water and wastewater.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to refer the policy designating receipts from the short-term rental tax for housing for comment from administration, department heads, and town committees and review

as stipulate in the policy on policies to be returned to the Selectboard by November 30, 2021.

Roll Call Vote: 4-0-1 (Wilson abstained)

- Private Property Impacts along Main St as part of the Main St & Rt 6 Project -Chair Curley/ Jill McLaughlin Stantec
McLaughlin spoke to the board, sharing her screen giving the board design alternatives for this project and what Stantec has worked on with the board and Mass DOT. She showed pictures of accommodations that will be provided for pedestrians, she explained that these designs were being used given the input that they received at the design hearing they recently held. She continued her presentation and had some questions from board members and answered them accordingly. There was much discussion about this project with some issues raised and facts given by McLaughlin from Stantec and the state. Chapter 90 funds were discussed and the ability to utilize them with this project.
Chair Curley Moved; Board Member Reinhart Seconded; and it was voted the Wellfleet Selectboard support the alternative presented by Stantec that includes a two-foot shoulder for the entirety of the natural scope of work on Main Street.
Roll Call Vote: 3-2 (Wilson and Wolf voted no)
- Wastewater Communications – Member Wilson
Wilson spoke to the motion that Chair Curley wrote. She gave an update on the 208-plan stating that there needs to be action taken sooner rather than later. She explained that she feels the Selectboard needs to be in constant communication with the Clean Water Committee not just be cc'd on an email. Felix spoke to the board about the awkwardness there may be for the consultant Scott Horsley to copy the selectboard on all the emails but stated he would comply. Felix stated he felt this was unprecedented for the Selectboard to be copied on all emails and communications with the consultant and other entities involved with wastewater. Wilson stated this isn't about micromanaging it's to keep the board informed. They discussed this further.
Board Member Wilson Moved; Board Member Wolf Seconded; and it was voted to direct that the Selectboard be copied on any communications regarding wastewater planning within the Town of Wellfleet to the EPA, the Mass DEP, the Cape Cod Commission, or other outside agencies by all those employed by the Town of Wellfleet directly or as consultants or who serve on the Clean Water Advisory Committee.
Roll Call Vote: 3-2 (Reinhart and DeVasto voted no)
- Matching Funds for Covid Relief Grant – Nancy Civetta
DeVasto recused himself from this part of the meeting.
Civetta spoke to the board explaining the coastal municipalities community has the opportunity to receive a grant for Covid recovery. She gave details on the monies that can be received. She stated the application is stronger if the grant is matched up to \$10,000. She stated the previous year this was very successful and this year they have 22 shellfishermen signed up for this.
Chair Curley Moved; Board Member Wilson Seconded; it was voted to approve the use of up to \$10,000 of the shellfish revolving fund.
Roll Call Vote: 5-0

- Town Administrator Search Committee Internal Appointments if Any – Chair Curley
Chair Curley spoke to the board regarding the committee. He stated there are 5 members, but he would like two staff members. He asked both Chief Pauley and Sumner to speak to the board stating why they feel they would be beneficial to the committee. Chief Pauley spoke to the Board stating that he has worked for the community for over 8 years and have sat in the TA position for a short time, also managing one of the larger departments he feels he would be very helpful in this search. Sumner spoke to the board stating that he wants to see Wellfleet succeed and would like to volunteer his time in conducting this search, he explained he was able to help Provincetown find a good Town administrator and feels he can do the same for Wellfleet.
Board Member Reinhart Moved; Board Member Wilson Seconded and it was voted to appoint Charlie Sumner to the Town Administrator Search Committee, and to appoint Fire Chief Rich Pauley to the Town Administrator Search Committee.
Roll Call Vote: 5-0
- FY 2022 Selectboard Goals – Chair Curley
Chair Curley asked the board if they wanted to address these tonight. It was decided that yes, they needed to be addressed at this meeting. Chair Curley asked if there were any questions or concerns of these goals. Sumner stated he had no questions at this point with these goals. DeVasto stated expectations right now need to be realistic as the town is working on many important and pressing issues.

X. *Selectboard Reports*

- Chair Curley informed the board that he has been communicating with the Sea Run Brook Trout Coalition and they are looking to do some work at fresh brook and they had a kickoff meeting with the Seashore last week, He is working with Geoff Day to come and update the board on their work.

XI. *Town Administrator's and Assistant Town Administrator's Report*

- Sumner gave an update on the water main and the water company that they have put out an invitation for bids. He stated he is working with the Water Commissioners and Karen Plantier to collect outstanding obligations. He stated he would like to try and develop a water rate structure plan; they will go out for quotes for vendors to help with that. He stated the Wellfleet Solar project is close to being completed. He continued with his full report. *Full report can be found in the Selectboard Packet* He finished his report to the Board with an update on the harbor dredging which has begun. He explained there were some conflicts, but he is continuing to work with them to resolve those issues. The Board discussed the dredging with Aberdale who gave some details on the project.
- Scheduling Chair Curley spoke to the Board stating that there needs to be another meeting with the Clean Water Advisory Committee. He also stated that the Board needs to have a joint meeting with the finance committee. He asked for the Board's availability for extra meetings and then to have a couple executive sessions.
Wilson spoke to the Board stating they will now be receiving a lot of information from the Clean Water Committee so the need for another meeting is necessary. She asked for a calendar stating the deadlines for budgets and timelines. Chair Curley asked for a 30-45-

minute executive session for both chief's contracts. He stated the second executive session will be a longer meeting. The Board discussed the meetings and the times they were available.

- **Additional Wastewater Meetings**
The Board discussed available dates to meet with the committee. They came to the agreement that November 2, 2021.

XII. Topics for Future Discussion

- Chair Curley spoke to the board and explained that he had sent an email with topics that were listed. Wilson spoke about Omaha Road.
- DeVasto spoke to the board about a tree warden they stated that the DPW director is designated as the Tree Warden. DeVasto stated he would like to appoint someone to be the tree warden. He would like this to be discussed at a future meeting.

XIII. Correspondence and Vacancy Reports

- There were no reports at this meeting

XIV. Minutes

- August 27th, 2021
Chair Curley stated the minutes were amended and sent them to the board. Wilson stated she also had an amendment.
Board Member Wilson Moved; Chair Curley Seconded; and it was voted to approve the minutes as amended.
Roll Call Vote: 5-0

XV. Adjournment

Board Member Wilson Moved; Chair Curley Seconded; and it was voted to adjourn the meeting.
Roll Call Vote: 5-0
Meeting adjourned 10:45pm

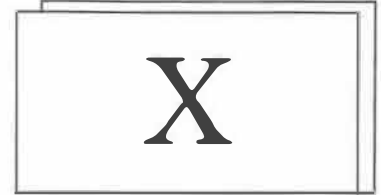
******Public Records*****

Financial Management Workplan - McIsaac
Memo to the Board regarding the Rental taxes be used for housing in Wellfleet – Terkanian
Meeting Minutes August 27, 2021, amended meeting minutes August 27, 2021



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 9, 2021



ADJOURNMENT

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