



Wellfleet Selectboard

Note: Start Time of 7pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, December 6, 2022, at 7:00 p.m.** The Chapter 107 of the Acts of 2022, this meeting will be conducted in person and as a courtesy via remote means, per 940 MCR 29.10 and the Town's Remote Participation Policy. While an option for remote attendance and/or participation is provided as a courtesy to the public, the meeting/hearing may not be suspended or terminated if technological problems interrupt the virtual broadcast unless otherwise required by law.

Joining the Meeting:

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

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

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

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

To Participate during public comment:

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

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

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

I. *Announcements, Open Session and Public Comments*

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

- A. Chief Hurley to read a letter of accommodation
- B. Dick Elkin ~ Cape Light compact Discussion

II. *Consent Agenda*

- A. Appoint David Kornetsky to the Wellfleet Historical Commission
- B. Approve Block & Tackle for extended closure for repairs to the restaurant ~ January 1, 2023 – February 9, 2023, ~ Beth Andreoli & Patrick Pokras
- C. Approve Wellfleet Wine and Spirits to remain open until January 15, 2023 ~ owner Nilesh Marfatia
- D. Approve the 21st Annual MLK Walk ~ January 16, 2023 Starting on Town Hall Lot ~ 12:45pm – 2pm, ~ Sara Blanford, Art Peace Makers.

- E. To approve the following licenses
 - Common Victualler**~ See packet for full list of businesses
 - Class II** ~L & R Auto
- III. ***Public Hearings***
 - A. Additions to Definition of Annual Report and Section 7.8.3 Renewal of Aquaculture Licenses in Town of Wellfleet Shellfishing Policy and Regulations
 - B. Add to regulation 7.22 as required by state law and town regulations because it relates to a grant ~ Shellfish Constable & Shellfish Advisory Board
- IV. ***Comprehensive Emergency Management Plan***
 - A. Presentation from the Police Chief Michael Hurley & Massachusetts Maritime Academy Students
- V. ***Licenses***
 - A. **Weekday Entertainment**
 - Lobster & Chowder House
 - Van Rensselaer's
 - Block & Tackle
 - The Bookstore & Restaurant
 - B. **Sunday Entertainment**
 - Lobster & Chowder House
 - Van Rensselaer's
 - Block and Tackle
 - The Bookstore & Restaurant
- VI. ***Business***
 - A. Maurice's Campground (80 State Highway, Wellfleet MA)~ Land Purchase Documentation
 - B. Maurice's Campground Purchase~ BAN~ Vote to approve short term note documents for land purchase
 - C. Capital Improvement Plan Budgets
 - Police
 - Fire
 - Department of Public Works
 - Community Services
 - Health and Conservation
 - D. Developments of Significant Planning Interest and Food Establishments Zoning Bylaw
 - E. Town Administrator Six-Month Review
- VII. ***Selectboard Reports***
- VIII. ***Town Administrator's Report***
- IX. ***Topics for Future Discussion***
- X. ***Vacancy Reports***
- XI. ***Minutes***
 - A. November 15, 2022
- XII. ***Adjournment***



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

I

ANNOUNCEMENTS, OPEN SESSION, AND PUBLIC COMMENTS

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



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

II

CONSENT AGENDA

REQUESTED BY:	Various Parties
DESIRED ACTION:	To approve the following without objection
SUMMARY:	I move to approve the following items with no objection: <ul style="list-style-type: none">○ To appoint David Kornetsky to the Wellfleet Historical Commission○ Approve Block & Tackle for extended closure for repairs to the restaurant; January 1, 2023 – February 9, 2023○ Approve Wellfleet Wine & Spirits to remain open until January 15, 2023○ Approve the 21st Annual MLK walk, January 16, 2023 ~ 12:45pm – 2pm.○ Approve the Common Victualler Licenses and Class II Licenses listed in packet



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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

FILL OUT THE FORM BELOW and mail it to:

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

Name David Kornetsky Date 11/8/2022

Mailing Address 215 Eastwind Circle
Wellfleet, MA 02667

Phone (Home) _____ (cell) 617-894-1044

E-mail da.kornet@gmail.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Volunteer docent at Boston by
Foot (lead tours of Boston's neighborhoods focusing on
history and architecture. Prior to retiring, I
was a health care executive

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

Masters in City Planning from Harvard
Graduate School of Design, 1979.

Committees/Boards of Interest: 1) Historical Commission
2) _____
3) _____

Town of Wellfleet Boards and Committees

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

VACANCIES IN BOLD

* *Appointed by Moderator*

THE BLOCK & TACKLE

545 State Highway, Wellfleet · 774-383-3967

info@theblockandtackle.com

Wellfleet Board of Selectmen

300 Main Street

Wellfleet, MA 02667

November 3, 2022

DEAR WELLFLEET BOARD OF SELECTMEN,

We would like to request an extended closure for The Block & Tackle Restaurant at 545 State Highway, Wellfleet. We would like to close January 1st-February 9th. During that time we plan to take care of some repairs around the property that are difficult to complete while we are open.

We appreciate the continued support of the community and thank you for taking the time to consider this request.

Sincerely,



Beth Andreoli



Patrick Pokras

Ekdanta Package Corporation
d/b/a Wellfleet Wine & Spirits
c/o Nilesh P. Marfatia
4 Symphony Lane
Sandwich, MA 02563
Tel. (630) 452-8207

November 22, 2022

Via E-mail
BOS@wellfleet-ma.gov

Board of Selectmen,
Licensing Authority
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

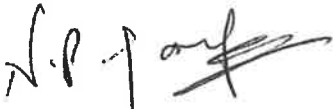
Re: Ekdanta Package Corporation d/b/a Wellfleet Wine
& Spirits
2586 State Highway Route 6, Wellfleet, MA 02667
License No. 90091-PK-1348

Dear Members of the Board of Selectmen:

Please accept this e-mail as my request to extend the license for
the above business from November 30, 2022 to January 15,
2023.

If you need anything further in order to process this request,
please let me know.

Thank you very much.



Nilesh P. Marfatia
President and Treasurer



Board of Selectmen

Request for Placement on Agenda

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

Specific Request: 21st Annual MLK walk - Jan 16, 2023
Starting on Town Hall green/parking lot - gathering
for remarks/song. Silent march / walk down
Main St, around library building and ending
at Prez Hall. Exact time still to be determined.
Approx start time - gather 12:45, walk at 1pm.
Walk will be over by 1:30 - 2pm latest. WPD
detail for assistance with traffic has been requested.

To be Filed out by Dept. _____

Applicant Notified: _____ Date of Hearing: _____

Date Request Completed: _____

Common Victualler License Renewals:

- P J's Family Restaurant
- Box Lunch
- Lobster & Chowder House
- Van Rensselaer's
- Block and Tackle
- The Bookstore & Restaurant
- Mac's Seafood Market
- Mac's Seafood Takeout
- Mac's Shack

Class II License Renewal:

- L & R Auto

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with MGL Chapter 130 Sections 52, 57, 60, and 65 and all applicable Town Shellfish Regulations, notice is hereby given that the Wellfleet Selectboard will hold a hybrid public hearing on Tuesday, December 6, 2022 at 7:00 p.m. to consider the following additions to the Town of Wellfleet's Shellfishing Policy and Regulations:

- 1) Definitions, Annual Report: "The annual report submitted to the Town shall be comprised of the Mass. Division of Marine Fisheries Private Shellfish Propagation/Aquaculture Annual Report and Propagation Permit Renewal." AND Section 7.8.3 Renewal of Aquaculture Licenses: "A business plan for the term of the lease renewal shall be provided with the renewal application." Shellfish Advisory Board voted to recommend these additions at its Nov. 3, 2022 meeting: 6 Yes, 0 No, 1 Abstention.
- 2) To bring Section 7.22 Hydraulic Harvesting of Shellfish from Grant Areas into accordance with state law (see **bold**): "Any individual so ordered shall have the right to appeal the Constable's decision to the Selectboard, at their first scheduled public meeting after the service of such order, **once duly advertised as a public hearing.**" Shellfish Advisory Board voted to recommend this addition Nov. 3, 2022 meeting: 6 Yes, 0 No, 1 Abstention.

Recommendation of the Shellfish Constable will be available in the 12/06/2022 Selectboard's packet.

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

In Person: 715 Old King's Highway, Wellfleet (Adult Community Center)

WELLFLEET SELECTBOARD



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022



PUBLIC HEARINGS

~ A ~

REQUESTED BY:	Shellfish Constable ~ Nancy Civetta Shellfish Advisory Board (Vote on November 3, 2022: 6 yes, 0 no, 1 abstention)
DESIRED ACTION:	To adopt the Massachusetts Division of Marine Fisheries annual report and propagation permit application as the required Town Annual Report
PROPOSED MOTION:	In the Town of Wellfleet Shellfishing Policy and Regulations, I move to add the following sentence to definitions, annual report: “The annual report submitted to the Town shall be comprised of the Massachusetts Division of Marine Fisheries Private Shellfish Propagation Permit Renewal.” I also move that the following be added as the last sentence in Section 7.8.3 renewal of aquacultural licenses: “A business plan for the term of the lease renewal shall be provided with the renewal application.”
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

MEMORANDUM

DATE: November 30, 2022

TO: Town of Wellfleet Selectboard Members

RE: Regulation change for grant license holders to eliminate redundancy in reporting

Dear Selectboard members:

Shellfish farmers complained to us about the redundancy of the town's annual report paperwork. It was suggested that we accept their state annual report and propagation permit applications as the town annual report and next year's business plan, and that we ask for a five- to ten-year business plan only when they are renewing their licenses. I thought this made sense, especially since the information the town collects is included in the state paperwork, and no one likes redundancy. Proposed revisions in bold:

DEFINITIONS

Annual Report - A report that must be submitted to the Town every year before February 28th which includes the total number of each kind of shellfish planted, produced or marketed during the preceding year upon or from a licensed aquaculture area, and an estimate of the total number of each kind of shellfish at the time of such report, planted or growing thereon (MGL Chapter 130; Section 65). **Beginning on December 20, 2022, the annual report submitted to the Town shall be the comprised of the Mass. Division of Marine Fisheries Private Shellfish Propagation/Aquaculture Annual Report and Propagation Permit Renewal.**

7.8.3. Renewal of Aquaculture Licenses

The initial term for a new license shall be two (2) years. Provided appropriate effort has been demonstrated, as required in Section 7.12, the first renewal of a license may be for five (5) years, unless the licensee agrees to a shorter term. Subsequent renewals may be for ten (10) years, unless the licensee agrees to a shorter term. Renewals may be requested and acted upon only during the twenty four (24) months immediately prior to the expiration date of the current license. The renewal period shall begin on the expiration date of the existing license. **A business plan for the term of the lease renewal shall be provided with the renewal application.**

Shellfish Advisory Board voted to recommend these regulation additions at its Nov. 3, 2022, meeting: 6 Yes, 0 No, 1 Abstention. I support good ideas that come from our shellfishing community and encourage you to approve this change.

Thank you,

Nancy Civetta, Shellfish Constable

wellfleet-ma.gov/shellfish-department

Phone (508) 349-0325



Fax (508) 349-0305

STATE DMF

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIX AGRICULTURE AND CONSERVATION

Chapter 130 MARINE FISH AND FISHERIES

Section 21 COMPILATION OF STATISTICAL INFORMATION USEFUL TO MARINE FISH INDUSTRIES; CONFIDENTIALITY; FALSE REPORTS; REFUSAL OR FAILURE

Section 21. The director shall devise a system of statistical information useful to the commercial and recreational fishing industry of the commonwealth and may collect and compile fishery statistics obtained thereunder. He may require for such purposes statistical reporting from all fishermen, wholesale and retail fish dealers and fish processors on such forms and at such time to be determined by him. Said statistical reports shall be signed and submitted under the pains and penalties of perjury and subject to chapter sixty-six and chapter sixty-six A, shall be held strictly confidential by the director and shall not be disclosed except in compliance with a valid court order. The director may, by regulation, prescribe such procedures as may be necessary to preserve such confidentiality, except that the director may release or make public any such statistics in any aggregate or summary form which does not directly or indirectly disclose the identity or business of any person who submits such statistics.

Any license, permit or certificate issued by the division to any person who refuses or fails to submit, or knowingly submits a false statistical report shall be suspended and surrendered to the director. Persons who fail to submit, or knowingly file a false report shall not have issued to them a new license, permit or certificate until an accurate statistical report is submitted to the director.

The director may enter into cooperative agreements with local, state or federal authorities for the purpose of joint conservation and management of marine fisheries and for the implementation and enforcement of rules and regulations relative thereto, and may, subject to chapter thirty A, implement any regulations as developed and recommended by the Atlantic States Marine Fisheries Commission.

The director shall, from to time, prepare and distribute bulletins and reports embodying statistical and other information relative to marine fisheries. He shall also assist and cooperate with local authorities in the promulgation of rules and regulations for the protection and conservation of marine fisheries.

Local

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIX AGRICULTURE AND CONSERVATION

Chapter 130 MARINE FISH AND FISHERIES

Section 65 ANNUAL REPORT OF SHELLFISH PLANTED, PRODUCED AND MARKETED; ESTIMATE OF GROWING SHELLFISH; FORFEITURE FOR DEFICIENCY

Section 65. Every licensee or transferee of a license referred to in section fifty-seven shall submit on oath on or before February 28 in each year to the director and to the city council or selectmen of the city or town wherein the licensed area is situated a report of the total number of each kind of shellfish planted, produced or marketed during the preceding year upon or from such licensed area, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon. The city council or selectmen may specify a reasonable yearly market value to be produced by each shellfish project licensed pursuant to section fifty-seven. Failure of the licensed shellfish project to meet such a value for any three consecutive years thereafter may result in a forfeit of the shellfish aquaculture license and licensed area.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

III

PUBLIC HEARINGS

~ B ~

REQUESTED BY:	Shellfish Constable ~ Nancy Civetta Shellfish Advisory Board (Vote on November 3, 2022: 6 yes, 0 no, 1 abstention)
DESIRED ACTION:	To add a public hearing to regulation 7.22 as required by state law and town regulations because it relates to a grant.
PROPOSED MOTION: SUMMARY:	I move to add the following clause at the end of Section 7.22 of Town of Wellfleet's Shellfishing Policy ad Regulations to bring it into accordance with state law: "once duly advertised as a public hearing," so that the last sentence in that section now reads: Any individual so ordered shall have the right to appeal the Constable's decision to the Selectboard, at their first scheduled public meeting after the service of such order, once duly advertised as a public hearing."
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

MEMORANDUM

DATE: November 30, 2022
TO: Town of Wellfleet Selectboard Members
RE: regulation addition to 7.22 Hydraulic Harvesting of Shellfish from Grant Areas

Dear Selectboard members:

As the Shellfish Advisory Board and the Shellfish Department worked to provide forms for shellfishermen to bring appeal requests for public hearings to the Selectboard, we discovered that Section 7.22 Hydraulic Harvesting of Shellfish from Grant Areas did not outline the requirement per Mass. General Law for a public hearing as with all grant-related items.

Therefore, to bring this section into accordance with state law, we added the following phrase (see bold): "Any individual so ordered shall have the right to appeal the Constable's decision to the Selectboard, at their first scheduled public meeting after the service of such order, **once duly advertised as a public hearing.**"

Shellfish Advisory Board voted to recommend this addition at its Nov. 3, 2022, meeting: 6 Yes, 0 No, 1 Abstention.

I encourage you to adopt this change, so we are in compliance with Mass. General Law.

Thank you,

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

Nancy Civetta
Shellfish Constable





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

IV

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

~ A ~

REQUESTED BY:	Police Chief Michael Hurley & Massachusetts Maritime Academy Students
DESIRED ACTION:	To be presented with the document
PROPOSED MOTION: SUMMARY:	There is no action needed for this agenda item
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition (s):

Town of Wellfleet
Police Department

December 1, 2022

To: Wellfleet Select Board
From: Chief Michael P. Hurley

Subject: Wellfleet Draft CEMP Plan

In the role as Wellfleet's designated Emergency Management Director, it is my responsibility to maintain and update the Hazard Mitigation Plan along with the Comprehensive Emergency Management Plan (CEMP). Attached you will find a draft copy of the CEMP plan that has been reviewed by myself and several students from the Massachusetts Maritime Academy helping on an internship. At Tuesday's meeting, several of the students will be giving the Select Board a brief overview of the plan along with any public input.

This particular plan is standardized across the state with most of the information provided to guide communities during an emergency and best practices on how to respond. I have asked town departments heads to also review and send along any comments/edits.

Respectfully submitted for your review and consideration.


Michael P. Hurley
Chief of Police

TOWN OF WELLFLEET
COMPREHENSIVE EMERGENCY MANAGEMENT
PLAN



Version 1.0
November/2022

Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens are never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multidisciplinary and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that public welfare and safety are preserved.

The Wellfleet Comprehensive Emergency Management Plan (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers, and community partners that may be involved in response operations and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Massachusetts Laws and Regulations and, as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan and such Federal Acts and Regulations as may be applicable. The Wellfleet Comprehensive Emergency Management Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and continuing state and federal guidelines.

Therefore, in recognition of the emergency management responsibilities of the Wellfleet Select Board and within their authority vested by the citizens of Wellfleet, we do hereby promulgate the attached Wellfleet Comprehensive Emergency Management Plan on this 6th day of December, 2022.

Ryan Curley, Select Board Chair

Michael Devasto, Select Board Vice Chair

John Wolf, Select Board Member

Barbara Carboni, Select Board Member

Katheleen Bacon, Select Board Member

Approval and Implementation

This Comprehensive Emergency Management Plan (CEMP) for Wellfleet will become effective and considered approved upon signing by the Wellfleet Select Board and the Emergency Management Director. When approved, this plan will supersede all previous plans for emergency management.

The Chair of the Select Board authorizes certain Wellfleet officials to make certain modifications to this plan without the express written approval of the Select Board. These modifications must be recorded in the Record of Changes section of this plan.

Authorized modifications include:

- Changes to contact information
- Updating links and special facilities

The following Wellfleet officials have the authority to make the above-named changes.

1. Town Administrator
2. Police Chief/Emergency Management Director
3. Fire Chief
4. DPW Director
5. Health Agent

Ryan Curley
CHAIR OF SELECT BOARD

DATE

Police Chief Michael Hurley
EMERGENCY MANAGEMENT DIRECTOR

DATE

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Introduction

When a disaster impacts a community, the community must organize to provide a coordinated, comprehensive response and recovery actions and resources. Resource needs have to be determined and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion.

To guide response activities and ensure effective and efficient coordination, Wellfleet has developed this Comprehensive Emergency Management Plan (CEMP). The Comprehensive Emergency Management Plan defines the scope of preparedness and emergency management activities in the community and facilitates all hazard preparedness, mitigation, response, and short-term recovery activities, thereby setting the stage for a successful long-term recovery. The Wellfleet CEMP describes the community's emergency management organization, including the roles, responsibilities, and operations of Wellfleet and all of its departments and agencies during a disaster, major emergency, or planned event. The CEMP describes the relationship between the community and local, regional, state, and federal emergency response structures.

The CEMP:

- Formulates policies designated to protect life and property during incidents affecting or threatening life or property within the community.
- Provides guidance for strategic thinking and decision-making as it relates to emergency operations.
- Assigns department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially establishes NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters.

Wellfleet activates its CEMP when the community must respond to an emergency situation that requires multi-agency coordination within the community, and/or may require support from other local, state, and federal entities. In addition, Wellfleet may activate the CEMP to coordinate multi-agency and/or multi-jurisdictional support of a pre-planned event.

The Wellfleet CEMP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal, and is compliant with the National Incident Management System (NIMS), Incident Command System (ICS), and the Comprehensive

Preparedness Guide (CPG) 101 Version 2 national standards. The CEMP is also compatible with the state-level Massachusetts Comprehensive Emergency Management Plan (CEMP).

All appointed and elected community officials, community departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for community departments to use during an emergency, it does not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. The CEMP is only one aspect of a prepared and resilient community.

Purpose

The purpose of the Wellfleet Comprehensive Emergency Management Plan (CEMP) is to establish the overall framework for integration and coordination of emergency management and response activities and to facilitate a coordinated response to any emergency or event in the Community requiring multi-agency response or support. The CEMP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event and describes how command and response components are organized and managed. The plan provides guidance to all departments and agencies in the Community and details the general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency situation or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state, or national emergency operations plans or procedures. It identifies lines of authority, and organizational relationships for managing emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

Further, the purpose of this plan is to prescribe those activities to be taken by the Community Chief Municipal Official as well as by other government and community officials to protect the lives and property of all of the citizens of the Community in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Community has an effective and operational emergency management plan.

The CEMP consists of this Base Plan and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The CEMP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations, and individuals for carrying out specific actions during an emergency or event;
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local agencies and partnering stakeholder and organizations during emergencies or events; and
- Identify lines of authority and coordination for the management of an emergency or event.

Scope

This Plan encompasses all four phases of the emergency management cycle - - preparedness, mitigation, response, and recovery - - and applies to all Community departments and agencies as well as other response agencies operating within the geographical boundary of the Community. The plan is applicable to all organizations acting for or on behalf of the government of Wellfleet in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to the agency- or venue-specific requirements.

This Plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance, such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc. and;
- **Immediate Response Incidents:** such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

Situation

Community Characteristics

Geography: The town of Wellfleet is located in Barnstable County in Massachusetts in the Southeastern portion of the Commonwealth. The Community has a total area of 35.4 square miles, of which 19.8 square miles is land and 15.6 square miles is water. The Community is bordered by the Atlantic Ocean to the east, North Eastham to the south, Wellfleet Harbor to the west, and Truro to the north. The Community's peak elevation is 50 feet.

Population: According to the 2020 United States Census Bureau, the population of Wellfleet is approximately 3,566 and includes 1,524 households. The population consists of approximately 13 % under the age of 18, 7 % persons aged 18 to 24, 16.6 % aged 25 to 44, 28.1 % aged 45 to 64, and 35.3 % aged 65 years of age or older. The median age was 57.2 years.

- **Access and Functional Needs:** About 6.7% of the population in Wellfleet present with a disability affecting at least one of the following areas: sensory, cognitive, ambulatory, self-care, or independent living. Other groups with function-based needs that may not be captured in demographic data may include but are not limited to, people who are morbidly obese, pregnant women, people who require prescription medication for daily well-being, and people who are transportation disadvantaged.
- **Language:** Wellfleet residents, or 7.1% of the population, speak a language other than English at home. Of these, about, or 92% of the population, speak English at a level less than "very well." Non-English languages spoken in Wellfleet include Spanish, Indo-European, Asian/islander, and others.

Roadway Infrastructure: Wellfleet contains several primary and secondary roadways in addition to local and private roadways. Within Wellfleet, there is the main highway, Route 6. There is a main street or shopping area located on Main Street. The town doesn't have any main bridges, only walking bridges. The majority of Wellfleet is a beach or conservation land.

Threat, Hazard, and Vulnerability Analysis Summary

Wellfleet has completed a threat, hazard, and vulnerability assessment for the jurisdiction by Sea, Lake, and Overland Surges from Hurricanes (SLOSH) model, Cape Cod Commission's Sea Level Rise Model, and Flood Plans. The analysis identified the following potential hazards and threats, vulnerabilities, and impacts on population, property, and critical infrastructure.

Natural Hazards

Natural Hazards are defined as naturally occurring events - such as riverine flooding, aerial flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms - that have the potential to harm people, property or the environment. The following natural hazards are capable of causing an impact in Wellfleet:

- **Elevated Summer temperatures:** Due to increased population density during summer time along with rising temperatures, individuals may face heat stroke and severe dehydration.
- **Coastline Erosion:** Wellfleet has a high erosion rate due to most of the town being coastline. Many houses and buildings are at risk and need to track the erosion lines often.
- **Damaging winds:** Due to Wellfleet being a coastline town, the winds can assist in the town's erosion along with the winds being powerful, coming off the ocean and damaging properties.
- **Flooding:** Due to Wellfleet being a coastline town, flooding is common and often extreme. Many storms and nor'easters will impact the flooding within the town of Wellfleet.
- **Hurricane vulnerability:** Wellfleet's hurricane vulnerability is high due to being directly on the coast, and the town has suffered from numerous hurricanes because of this.
- **Pandemic:** Wellfleet is vulnerable to any pandemic that impacts the Commonwealth.

Technological Hazards

Technological Hazards generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact in Wellfleet:

- **Tier 2 facilities:** There are ten facilities in Wellfleet that have chemicals in reportable quantities onsite at any given time. The Fire Department maintains information on these facilities and the chemicals onsite.

Transportation Hazards

Transportation Hazards generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways that may serve as routes for transporting hazardous materials, or airfields in the communities. This includes the following transportation networks in Wellfleet:

- Route 6 exiting the town could pose a hazard considering it is the only main road out of town.

Man-Made Hazards

Man-Made Hazards generally refer to hazards that are caused by humans, either accidentally or intentionally. These could include but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats, and terrorism. The following man-made hazards are capable of causing an impact in Wellfleet:

- **CBRNE:** although not a high risk, the community and our planned community events may be vulnerable to any incidents involving chemical, biological, radiological, nuclear or explosive devices or weapons.

Critical Facilities and Infrastructure Summary

Below is a summary of critical infrastructure that is likely to be impacted by one or more of the hazards defined above.

Utilities

Water supply and sewage-disposal services are provided by Ken Rose Septic System. Wellfleet's water comes from the two main well fields located in Wellfleet. The wells are located off Gristmill Way and Old County Road.

Eversource is the primary distributor of electric power to the Wellfleet.

F.A. Days & Sons is the primary provider of natural gas.

Special Facilities

Special facilities include schools, daycares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. Wellfleet is home to the following special facilities:

- Wellfleet Elementary School- 100 Lawrence Road
- Campground- 180 Old Kings Highway
- Campground- 80 Route 6
- Daycare- 100 Lawrence Road
- Mobile Home Park- 210 West Road

Critical Facilities and Infrastructure

Critical facilities and infrastructure include public safety buildings, bridges, tunnels, police and fire stations, water and wastewater treatment plants, public works buildings, power plants, pumping stations, communication towers, and other critical infrastructure.

- EOC Location- Wellfleet Fire Dept. - 10 Lawrence Road
- Eoc Location- Wellfleet PD- 36 Gross Hill Road
- Fire Station- Wellfleet Fire Department- 10 Lawrence Road

- Police Station- Wellfleet PD - 36 Gross Hill Road
- Traffic Control Point- TCP Rte 6 & Lecount Hallow Road
- Traffic Control Point- TCP Rte 6 & School St.
- Traffic Control Point- TCP Rte 6 & Briar Lane
- Traffic Control Point-TCP Rte 6 & Main Street

Hazardous Materials Facilities

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous.

- Fuel Transfer Station, located at 370 Coles Neck road

Health and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services.

- Outer Cape Health Services– Wellfleet Health Center- 3130 State Highway Route 6 Wellfleet MA, 02667
- Outer Cape Health Services– Wellfleet Pharmacy - 2700 Route 6 Wellfleet MA, 02667

Access and Functional Needs Populations

The needs of children, the elderly, and individuals with disabilities, chronic health conditions and other access and functional needs are an important planning consideration in the development of this CEMP. The following is the definition of Access and Functional Needs populations for the purposes of this plan:

“Populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access to information, transportation and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly,

children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation.”

Provisions for people with various function-based needs have been incorporated into this plan where applicable, thereby ensuring functional needs considerations are an integral part of this CEMP.

Planning Assumptions

- Wellfleet and/or the Commonwealth have effective prediction and warning systems, allowing Wellfleet to anticipate specific emergencies that may impact Wellfleet.
- When anticipating or in response to an emergency, the Chief Municipal Officer, Richard Waldo, and EOC manager, Chief Michael Hurley, are responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property, and the environment, assist survivors and restore essential services and facilities.
- Wellfleet officials, agencies, and partners are familiar with the CEMP, understand their roles and responsibilities under the CEMP, maintain appropriate plans, policies, and procedures to carry out those responsibilities, and maintain a state of readiness. Day-to-day functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- Wellfleet will use its own resources in response to an emergency or disaster. Once local resources are exhausted (or near-exhausted), requests for assistance will be made.
- A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- Wellfleet anticipates support from surrounding communities and other response organizations should the resources of Wellfleet become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- When the resources of Wellfleet are fully committed, and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities required to file Tier II reports develop, coordinate and provide copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations, or requirements.
- Whenever warranted, the Chief Municipal Officer, Richard Waldo, may declare a local State of Emergency for Wellfleet in accordance with the provisions of Massachusetts General Laws.
- Chief Municipal Officer Richard Waldo has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of

Wellfleet. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.

- In the event that an evacuation of the Community, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- Wellfleet and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, the elderly, individuals with disabilities, and/or chronic conditions.

Concept of Operations

The concept of operations describes the sequence and scope of emergency response. The Wellfleet Police Department has the primary responsibility for coordinating emergency management activities in Wellfleet. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergency situations
- Provide for the immediate needs of disaster survivors
- Acquire, assess and disseminate emergency information
- Restore essential utilities and functions

Overview

The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program (typically known as the Emergency Management Director (EMD)). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Chief Municipal Officer, the Emergency Management Director, or other duly authorized representatives in response to an existing or impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster
- When the Town of Wellfleet Select Board has declared a local state of emergency.
- When the Governor of Massachusetts has declared a State of Emergency for areas that include Wellfleet; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include Wellfleet.

Phases of Emergency Management

The Wellfleet's comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

Prevention and Mitigation

Prevention involves identifying preventative, corrective, or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within the government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities and lay the groundwork for coordinated disaster response.

Response

Response is the actual provision of emergency services during a crisis, including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage and to speed recovery. Response activities include alerting and notifying the public, resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

Wellfleet responds to emergencies by activating the Comprehensive Emergency Management Plan, activating the Emergency Operations Center, coordinating with public,

private, and volunteer response partners as needed, coordinating and managing resources in support of emergency response, and preparing for recovery activities.

Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, and restoration of critical facilities/infrastructure and essential utilities such as water and power, to providing assistance to communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

Direction, Control, and Coordination

National Incident Management System

Wellfleet's emergency management organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

Incident Command System

Emergency management and incident response in Wellfleet is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional, and local – as well as by many private-sector and NGOs.

All activity undertaken under the CEMP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5.

Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command, the command representatives will appoint a single Operations Section Chief.

Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows, a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or, this may occur in reverse; when an incident reduces, the command can be passed down to a less qualified person but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

Incident Coordination and/or Response Locations/Facilities

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. [Wellfleet] may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Emergency Operations Center
- Staging Area
- Points of Distribution
- Evacuation Assembly Points
- Evacuation Transportation Hubs

Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, the onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

Emergency Operations Center

The Wellfleet Emergency Operations Center (EOC) serves as the central point for coordination of the community's emergency management and response activities, maintaining situational awareness about the emergency situation, and facilitating requests for the deployment of resources.

- **Primary EOC:** Wellfleet Fire & Rescue Department
10 Lawrence Rd, Wellfleet, MA 02667
(508) 349-3754

In the event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- **Alternate EOC:** Wellfleet Police Department
36 Gross Hill Rd, Wellfleet, MA 02667
(508) 349-3702

The Emergency Management Director (EMD) often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and is charged with advising chief municipal officials when major decisions need to be made. The EOC Manager serves as a liaison with the State and Federal emergency agencies. It is recommended that you use the GIS Excel Spreadsheet provided by MEMA to detail these locations, so your Critical Infrastructure can also be reflected on a map.

Facility type:	Name:	Address:	Town:	Zip:
Communication Towers- public	Fire Tower	2000 Route 6	Wellfleet	02667
Communication Towers- public	Wellfleet PD	36 Gross Hill Road	Wellfleet	02667
Electric Substations	Eversource Sub Station	Gross Hill Road	Wellfleet	02667
Water Dept/WTPs/ Pump Station	Water Pump Station	800 Old Kings Road	Wellfleet	02667

EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with the Chief Municipal officer and the incident commander when the EOC is activated.

- Establish and maintain communications with all levels of responders in all locations in order to establish an accounting of resources, personnel, and damages.
 - Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
 - Establish an incident planning cycle.
 - Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
 - Establish a seamless transition into recovery operations.
 - Provide emergency notification, and warning to responders and residents
 - Assess and document impacts from events for recovery process

EOC Activation Levels

The Wellfleet EOC has designated three activation levels that increase in intensity, ranging from modest emergency effects associated with Level 1 to catastrophic emergency effects associated with Level 3.

- Level 1: EOC minimally staffed with key personnel to monitor the situation
- Level 2: EOC partially staffed to monitor the situation, facilitate occasional resource requests, and maintain situational awareness
- Level 3: Fully staffed to monitor the situation, facilitate larger volumes of resources requests, and maintain situational awareness

EOC Equipment

The Emergency Management Director or designee will ensure the equipment in the EOC is functional and ready to support activation. This equipment includes:

- 3 Laptops
- 2 Phones
- 3 Monitors
- 1 Smart Board
- 1 Radio/Base Station

This equipment is tested on a once-a-month basis to ensure its readiness. Additionally, exercises of the EOC may be held on an annual schedule.

EOC Staffing

The Emergency Management Director or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. This list can be found at the Wellfleet Fire and Rescue Department and also as an attachment to this plan. Each department will maintain these lists and provide a monthly status update to Emergency Management.

EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via a telephone call, the primary notification system for EOC activations. The EMD or designee will activate this notification system. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC and the method to verify receipt of the notification. A backup notification system email or alert message will be used if necessary.

EOC Deactivation

The EOC Manager/EMD, in consultation with the Chief Municipal Official and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

Staging Area

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident.

Facility Type:	Name:	Address:	Town:	Zip:
Town Hall	Wellfleet Town Hall	300 Main Street	Wellfleet	02667
DPW Yards/Offices	DPW Building	220 West Main Street	Wellfleet	02667
School	Wellfleet Elementary	100 Lawrence Rd.	Wellfleet	02667

Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through), and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps, and/or blankets.

Facility Type:	Name:	Address:	Town:	Zip:
Meeting Hall	Catholic Church	2282 Route 6	Wellfleet	02667
Meeting Hall	Preservation Hall	338 Main Street	Wellfleet	02667
Other	Wellfleet Cinema	51 Route 6	Wellfleet	02667
Other	ACC Center	715 Old King Highway	Wellfleet	02667

Shelters

Wellfleet has designated three facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by Barnstable County Regional Emergency Management Committee BCREMC and provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or EOC Manager; shelter facilities are not automatically activated during times of emergency; therefore, residents should obtain guidance and information from local officials on which shelters may be open.

The following facilities are designated as emergency shelters and may be activated during times of emergency.

- Nauset High School
100 Cable Rd, Eastham, MA
- Lower Cape Regional Tech
351 Pleasant Lake Ave, Harwich, MA
- Dennis Yarmouth High School
210 Station Avenue, South Yarmouth, MA

Evacuation

Title of Chief Municipal Officer or other officials with evacuation authority has the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event that an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by Wellfleet.

Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside of the Community.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials.

Evacuation routes should be pre-identified by the Emergency Management Director in coordination with other community officials. Evacuation routes for this community are:

Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets and within walking distance of nearby residences. Wellfleet will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or a local evacuation transportation hub. EAPs are locally designated and operated and are likely not in enclosed facilities (similar to a bus stop concept). Support services are typically not provided at EAPs.

Facility type:	Name:	Address:	Town:	Zip:
Government	Town Hall	300 Main St	Wellfleet	
Government	Police Station	36 Gross Hill	Wellfleet	
Government	Fire Department	10 Lawrence	Wellfleet	
Government	ACC Center	715 Old Kings Hwy	Wellfleet	
Business	Wellfleet Drive-In	51 Rt 6	Wellfleet	

Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside of the community, Wellfleet will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside of a community. T-Hubs are locally-operated, have adequate indoor facilities to stage evacuees and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters.

Facilities type:	Name:	Address:	Town:	Zip:
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Organization and Assignment of Responsibilities

Organization Leadership

Wellfleet has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include the Chief Municipal Officer, the Emergency Management Director, key Wellfleet staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team to help guide the community's response.

Chief Municipal Officer

Wellfleet has an open town meeting form of government. Chief Michael Hurley serves as the chief Municipal officer for the town and is responsible for providing for the protection of the lives and property of the citizens of the Community.

Chief Michael Hurley provides leadership and direction in setting objectives and priorities during emergencies and disasters. Chief Michael Hurley may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the emergency operations center (EOC), and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local Emergency Management Director.

If the police chief, in consultation with the emergency management director, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Massachusetts Emergency Management Agency/State Emergency Operations Center.

Incident Commander/Unified Command,

The Incident Commander serves as the on-scene commander for tactical response operations. Wellfleet may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives its strategic guidance from the Decision Team, and as needed, coordinates with the police chief, the Emergency Management Director, and the Emergency Operations Center on response strategies and resource needs.

Emergency Management Director

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director and establish an emergency management program.

The Emergency Management Director (EMD) is responsible for maintaining and managing the activation of Wellfleet's comprehensive emergency management plan and operating the emergency operations center. On a day-to-day basis, the EMD: coordinates emergency planning for Wellfleet, working with the leadership of the fire department, police department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the police chief and Decision Team on available courses of action to inform decision-making.

Emergency Management Organization

Wellfleet's Emergency Management Organization supports the functions of the emergency operations center and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization, and the EOC are designated as ***emergency positions***. Wellfleet staff and emergency management partners will be identified and trained to serve in these emergency positions.

Government Organizations

Most of the departments within Wellfleet's government has been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures.

Non-Governmental Organizations

Several non-governmental organizations, such as the American Red Cross, Salvation Army, etc., work with Wellfleet to support EOC operations and provide assistance with shelter operations and mass care needs.

Commonwealth of Massachusetts

The Massachusetts Emergency Management Agency (MEMA) coordinates state-level emergency operations. During an emergency or disaster, MEMA may provide direct support to Wellfleet and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency

(FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

Emergency Operations Center Organization

An Emergency Operations Center (EOC) should be organized to best facilitate effective operations for the jurisdiction. Wellfleet's EOC is organized in an [ICS or functional] model to ensure the ability to acquire, analyze, and act on information and coordinate resources to effectively and efficiently support emergency response operations in a timely manner. The Wellfleet EOC is organized under a discipline/functional-based structure with designated emergency roles to facilitate activities. The key EOC organizational positions are as follows:

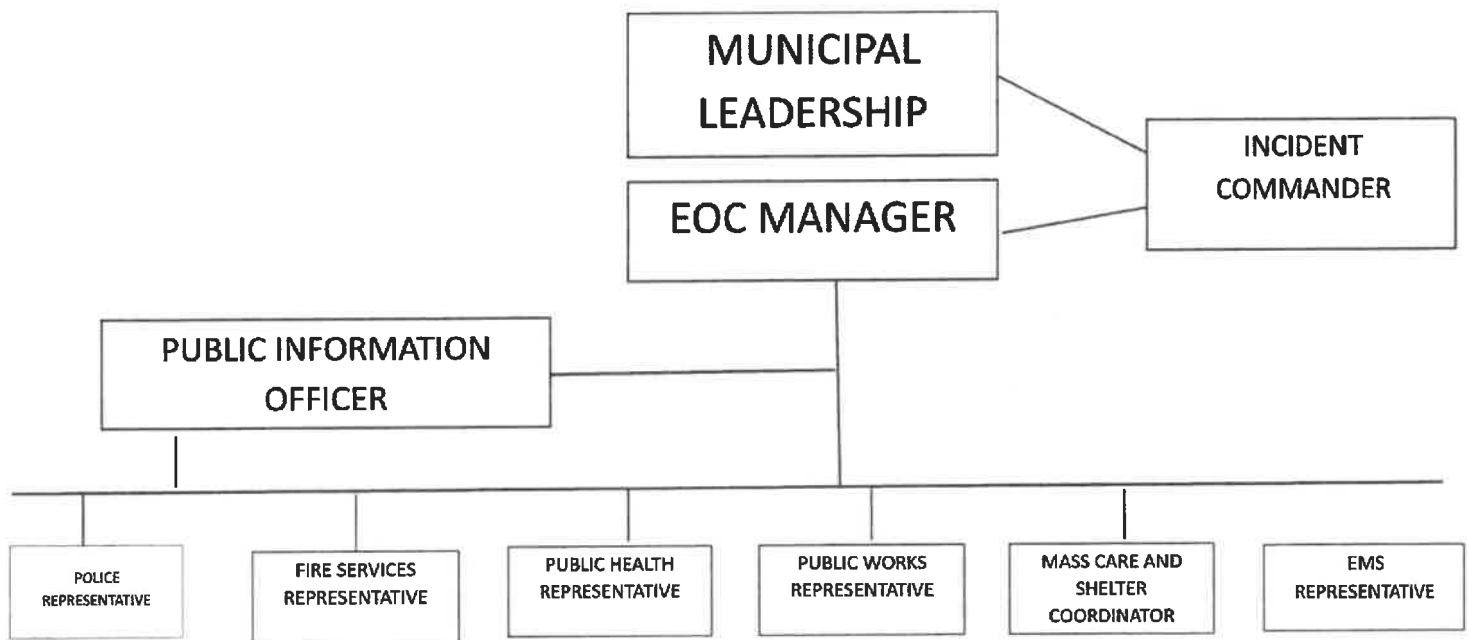
EOC Manager: The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Chief Municipal Officer(s), the Massachusetts Emergency Management Agency and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.

- **Public Information Officer:** The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.
- **Police Representative:** The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Police Department.
- **Fire Services Representative:** The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Fire Department.
- **Public Health Representative:** The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations and providing situational awareness to the EOC Manager and the Public Health Department.
- **Emergency Medical Services Representative:** The Emergency Medical Services (EMS) Representative is responsible for coordinating EMS resources to support emergency response operations and providing situational awareness to the EOC Manager and to the EMS organization and/or Fire Department.

- **Public Works Representative:** The Public Works Representative is responsible for coordinating transportation, public works, and engineering resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Public Works Department.
- **Mass Care and Shelter Operations Representative:** The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, providing situational awareness to the EOC Manager, partnering with non-governmental organizations, and operating shelters.
- **School District Representative:** The School Department Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

Table 1 depicts the organization of the EOC.

Table 1: EOC Organization



Assignment of Roles and Responsibilities

Chief Municipal Officer

Prevention and Mitigation

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

Preparedness

- Appoints Emergency Management Director
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve in critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

Response

- Responsible for overall response operations
- Receives recommendations from the Incident Commander, EMD and/or EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed and functional
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders or recommendations, when necessary
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions on all non-routine matters

Recovery

- Approves disaster recovery policies
 - Serves as an advocate for constituent recovery efforts
 - Hosts community meetings to ensure needs are being addressed and to provide information to residents
-

Emergency Management Director

Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community
- Coordinates the development and implementation of hazard mitigation plan and strategies

Preparedness

- Facilitates and ensures the development and maintenance of the comprehensive emergency management plan
- Ensures the CEMP is reviewed, revised and adopted in accordance with plan maintenance policies
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the emergency operations center (EOC) and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains lists designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities
- Recruits, trains and facilitates activation of Community Emergency Response Team program
- In cooperation with volunteer agencies, assists with the recruitment, registration and identification of volunteer emergency workers
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing and exercising continuity of operations plans
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures to during a disaster
- Conducts community outreach and public emergency education programs
- Assists with the development of mutual aid agreements with other public and private agencies

Response

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs
- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functions needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management including donations of materials, equipment and services
- Makes recommendations to the Police Chief on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so.
- Directs an after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects.
- Maintains a database to identify lessons learned and corrective actions taken

Recovery

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance

- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Chief Municipal Officer to establish a framework within which short-term and long-term recovery operations are coordinated.

Police Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place

- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinates law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provides communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities

Fire Department

Prevention and Mitigation

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place

- Maintains readiness of all fire service equipment, supplies, procedures and mutual aid agreements needed for disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

Response

- Provides EOC representative(s) to coordinates fire services resources to support emergency response operations
 - As needed, provides fire response and control during a disaster
 - As needed, requests and manages mutual aid for fire services response
 - As needed, provides warning and notification support which may include the use of public address systems on vehicles
 - As needed, provides resources to support search and rescue operations
 - As needed, provides radiological monitoring and decontamination support
 - As needed, ensures hazardous materials incident response, control and operations support
 - As needed, provides primary or secondary emergency medical services
 - As needed, assists in the triage of disaster victims
 - As needed, provides communications support
 - As needed, notifies and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster
 - Maintains fire protection for those areas of the community not affected directly by the disaster
 - As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
-
- As needed, assists with evacuation operations
 - Assesses impact of disaster on available equipment and resources
 - Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments

Public Works/Transportation Department

Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains road, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

Response

- Provides EOC representative(s) to coordinates public works and engineering resources to support emergency response operations
- A needed, provides staffing for resource distribution centers
- A needed, provides fuel for emergency generators
- A needed, coordinates the deployment of traffic control devices
- A needed, coordinates the provision of potable water
- A needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assesses impact of disaster on available equipment and resources
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
- Coordinates record keeping related to damage assessment and recovery resources
- Provides debris clearance and disposal

- Coordinates with public health on water testing
- Provides road, bridge and other public facility repair
- Coordinates with utility companies to restore services
- Continues to provide EOC support until no longer needed
- Coordinates debris removal by government agencies and private contractors

Emergency Medical Services

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains readiness of all EMS equipment, supplies, procedures and mutual aid agreements needed for disaster response activities

Response

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments

Water/Sewer Department

Prevention and Mitigation

- Maintains Water/Sewer Department infrastructure
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of all water and sewer equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water and sewage systems
- Takes actions necessary to prevent contamination of water supply
- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water and sewage services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- Coordinates with EMD to conduct damage assessments on water/sewer department facilities and infrastructure
- Coordinates with public health on water testing
- Provides repair of water/sewer department facilities

Public Health Department

Prevention and Mitigation

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health/medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains and facilitates activation of community Medical Reserve Corps
- Coordinates with the EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

Response

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water/sewer department on any issues on water supply contamination
- As needed, provides resources to investigate and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents Provides pest control
- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area
- Upon authorization from MA Dept. of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed
- Coordinates the activation and operation of medical countermeasures Emergency Dispensing Sites

- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities
- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency
- Liaises with state and federal health and environmental agencies
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs

Recovery

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

Information Technology Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data and facilities that house IT assets and for invoking disaster recovery procedures on IT-supported equipment and systems

Response

- Provides EOC representative(s) to support EOC and emergency response operations
- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

Recovery

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations plan
-

School Department

Prevention and Mitigation

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with the American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

Response

- Protects students in school by releasing them, sheltering them or evacuating and relocating them to safe areas during emergency/disaster
- Provides school buildings for public shelter

- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

Recovery

- Coordinates safe re-entry of students into school after the emergency has passed
 - Assists in damage assessments of school facilities
-

Animal Control Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering and medical treatment

Response

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

Recovery

- Coordinates return of domestic animals to owners after emergency has passed
-

Local Government Agencies

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment and transportation
- Establishes and maintains a list of succession of key personnel

Response

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

Recovery

- Maintains records of disaster-related expenditures, including appropriate documentation
 - Continues to provide EOC support until no longer needed
 - Provides support for damage assessment activities
-

Responsibilities of the Community Relief Services

Responsibilities of the CERT/MRC

Responsibilities of Local Volunteer Organizations

Responsibilities of Local Businesses

Responsibilities of Civic Groups, Faith-Based Organizations, Advocacy Groups

Prevention and Mitigation

1. Develops and maintains emergency response procedures
2. Negotiates and maintains mutual aid agreements

Preparedness

1. Identifies sources of emergency supplies, equipment, and transportation
2. Establishes and maintains a list of the succession of key personnel

Response

1. Provides EOC support

Recovery

1. Continues to provide EOC support until no longer needed
2. Provides support for damage assessment activities

Line of Succession

The line of succession for the Emergency Management Department will be as follows:

Town Administrator
Emergency Management Director
Any other Elected Official designated by the Town Manager

Information Collection, Analysis and Dissemination

Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Community has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Community departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts

Information Analysis

After the information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze the information that is received and prepare intelligence reports for leadership.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies, and other partners. Additionally, EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within four hours of an emergency event, the EMD will submit a Local Government Situation Report (see Attachment 3) to their Regional MEMA office. For a significant incident, the situation report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than four hours after the peak of the event.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Press releases
- Press conferences
- Website updates
- Print, radio or televised announcements
- Social media updates
- Local or regional public information systems such as Reverse 911 systems and web/application based notification systems

To ensure one consistent and accurate voice, all public information releases will be coordinated through EOC Manager or his/her designee

Local Declaration of Emergency

In general, a Declaration of Emergency is made only by a Chief Elected Official and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders.

A local Declaration of Emergency may be declared by the Chief Elected official or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared the EMD will notify the Massachusetts Emergency Management Agency (MEMA) through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will coordinate with the Chief Elected Official to terminate the declared emergency. All Community

departments, agencies and organizations will receive notification of emergency declarations and terminations through the Emergency Notification System through Wellfleet-ma.regroup.com (Civic Plus)

Communications

Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operational communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the Commonwealth uses WebEOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

Alert and Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

Notification of Key Officials

When an emergency requires the notification of key community officials, the Police department will utilize the following means as appropriate:

- Email
- Landline telephone
- Cellular Phone
- Satellite Phone
- 2-way radio systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication

EOC Communications

The community's EOC is equipped with, maintains and is capable of operating, the following communication systems: Public Information Officer

The community conducts periodic communications tests to ensure that its systems are operational and its personnel are capable of operating the systems. More particularly, Barnstable County Dispatch conducts an emergency communication test on a daily basis.

Emergency Alert and Warning

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate, the Public Information Officer will coordinate the development of public warning messages. The Public Information Officer will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

Public Warning

Public warning is accomplished using the following methods as appropriate:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts
- Local Access TV Station
- Community Website Notifications
- Sirens
- Social Media
- Variable Message Boards
- Reverse Telephonic Notification Systems

Emergency Alert and Warning for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, including the following:

- **Visually impaired:** EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- **Hearing impaired:** Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- **Non-English speaking:** Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other

Public Information Officer

The Public Information Officer Hillary Greenberg Lemos has the responsibility for taking the following actions.

ACTIONS:

- Determine or create proper message content
- Select appropriate public warning system(s) for use
- Disseminate public warnings after receiving written approval from the EOC Manager or his/her designee
- Initiate Protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of [public information / education materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community web-site, etc.]

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Community will establish a media monitoring and rumor control section in EOC and will be staffed by the PIO.

Administration, Finance, and Logistics

Finance and Administration

Due to the nature of emergency situations, financial transactions and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities.

A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste, and abuse.

Each community agency is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Records

Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures/procurements, costs incurred by the City/Town etc. Financial records are essential to a successful recovery effort.

All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, *Emergency*

Management Assistance, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

Record Retention

Retention of records involving emergencies/disasters will be maintained according to local policies for a period of 5 years from the date of occurrence by the Town Clerk then it is to be moved into a permanent archive. In addition, records regarding hazardous materials exposures will be maintained by the Town Clerk for a period of 5 years then it is to be moved into a permanent archive.

Preservation of Records

It is the responsibility of the chief elected official to ensure that public records be protected and preserved in accordance with applicable state and local laws. Storage locations for various vital records are located below:

Location of Town Clerk's Original Records:	1st Floor Vault basement Town Hall
Form of Town's Original Records:	Paper
Location of Town Clerk's Duplicate Records:	Cloud
Form of Town Clerk's Duplicate Records:	Digital
Location of Principal Assessor's Original Records:	Basement vault Town Hall 300 Main St
Form of Principal Assessor's Original Records:	Paper
Location of Principal Assessor's Duplicate Records:	Cloud
Form of Principal Assessor's Duplicate Records:	Digital
Location of Board of Health's Original Records:	DPW/Health Building 220 West Main St
Form of Board of Health's Original Records:	Paper
Location of Board of Health's Duplicate Records:	Cloud
Form of Board of Health's Duplicate Records:	Digital

Location of Permanent Digital Archive:	Cloud
Form of Permanent Digital Archive:	Digital

Reports

The use of reports will vary according to the type of emergency being handled.

Messages

All requests for assistance and all general messages will be handled using the procedures and forms found in the Forms section of this plan.

Local Government Situation Report

These reports are compiled by the EMD and forwarded to MEMA to keep state officials informed about the current status of operations. WebEOC may also be used to provide this information. Please see **Attachment 3** for a sample Local Government Situation Report.

Other forms may include the chronological log and daily staff journal log and financial tracking reports.

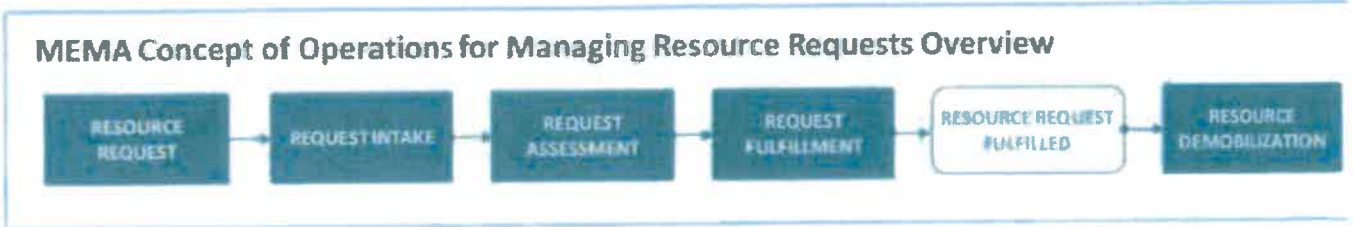
Resource Management

The following are sources or potential sources for resources that may be available to the Community in responding to disasters and emergencies:

- Personnel, equipment and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the Commonwealth of Massachusetts including the National Guard through the Massachusetts Emergency Management Agency (MEMA)
- Mutual aid resources from other states via the Emergency Management Assistance Compact (EMAC), through MEMA
- Intrastate mutual aid available through the Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Community resources and mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMA's Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

The figure below depicts the process by which MEMA receives, processes, tracks and fulfills requests from cities and towns, and other stakeholders for support.



Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances.

Wellfleet is party to the following mutual aid agreements:

Barnstable County Regional Emergency Planning Group

Training and Exercise Program

A critical component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP's contents. These events should take an all hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program should be developed to effectively implement the CEMP.

Training Program

An all hazards training program is a critical component to a community's emergency planning cycle. The following sections describe some of the various training opportunities an Emergency Management Program can take advantage of.

All Hazards Training

MEMA Provided Training

MEMA's Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA's website.

Some examples of training include:

- a. Incident Command Systems (ICS) 300
- b. Incident Command Systems (ICS) 400
- c. ICS for Elected and Senior Leaders
- d. Emergency Operations Center (EOC) Awareness and Operations
- e. Community Points of Distribution (C-POD)
- f. Homeland Security Exercise and Evaluation Program (HSEEP) Training

Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- a. An understanding of what "hazardous materials" is, and the risks associated with them in an incident.
- b. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- c. The ability to recognize the presence of hazardous materials in an emergency.
- d. The ability to identify hazardous materials, if possible.
- e. The understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the North American Emergency Response Guidebook.
- f. The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper personal protective equipment provided to the first responder operation level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic decontamination procedures.
- f. An understanding of the relevant standard operating procedures and termination procedures.

Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch, or otherwise stop the release of hazardous substances.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the employer's emergency response plan.
- b. Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.
- c. Be able to function within an assigned role in the Incident Command System.
- d. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- e. Understand hazard and risk assessment techniques.
- f. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- g. Understand and implement decontamination procedures.
- h. Understand termination procedures.
- i. Understand basic chemical and toxicological terminology and behavior.

Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the local emergency response plan.
- b. Understand the classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
- c. Knowledge of the state emergency response plan.
- d. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- e. Understand in-depth hazard and risk assessment techniques.
- f. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- g. Be able to determine and implement decontamination procedures.
- h. Have the ability to develop a site safety and control plan.
- i. Understand chemical radiological and toxicological terminology and behavior.

Incident Command System

Incident Commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know and be able to implement the employer's incident command system.
- b. Know how to implement the employer's emergency response plan.
- c. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- d. Know how to implement the local emergency response plan.
- e. Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.
- f. Know and understand the importance of decontamination procedures.

Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire

Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

Exercise Program

Similar to Training Programs, a strong Emergency Management Program should also involve exercise various plans and procedures, to ensure that training and the various plans are effective.

Section 303(c)(9) of EPCRA places a requirement on local jurisdictions to establish “methods and schedules for exercising the emergency plan”. In establishing training programs and schedules the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

Types of Exercises

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called *Orientations* to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits and all should be considered in the overall development of an exercise program.

Orientation (Exercise)

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements.

While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

Tabletop Exercise

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the

decision making process, since they allow participants to act out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

Functional Exercise

A *Functional Exercise* is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the *Tabletop Exercise* and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

Full Scale Exercise

The *Full Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that maybe new to many local personnel. These will be followed by *Functional Exercises* to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full Scale Exercise*.

Exercise Schedule

The specific exercise schedule will be developed after the CEMP has been reviewed and accepted by the Community. A plan to evaluate Hazardous Materials Plans may also have to be approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is performed and the plan is updated with "lessons learned" from the incident.

Plan Development and Maintenance

If a plan is to be effective its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director (EMD) will brief the appropriate Community officials and department heads concerning their roles and responsibilities under this Plan. The EMD will arrange for appropriate training and exercises to maintain this plan.

The EMD is responsible for the administrative maintenance of this Plan and will ensure that this plan is reviewed and updated on an annual basis, and that all appropriate personnel and departments participate in the review.

The EMD is responsible for maintaining a training and exercise program that ensures that the Plan, including the EOC and people with emergency management responsibilities, is exercised at least once each year.

All departments are responsible for the development and maintenance of their respective segments of this Plan. All departments are responsible for annually reviewing their portion of this Plan, and updating it as necessary.

Following every exercise or significant real world event, the Incident Commander, in collaboration with the EMD, and, if appropriate, Chief Elected Official, will ensure that a detailed After Action Report (AAR) and Improvement Plan is prepared. At least annually, this Plan should be updated to incorporate lessons learned and best practices identified through training, exercises, and actual events/incidents.

Additional Support Plans

Site emergency plans – This plan describes an organization’s policy and procedures for coping with emergency situations at a specific site.

Point of Distribution plans- This plan details how and where emergency supplies could be distributed to residents in the event of an emergency.

SARA Title III plans – SARA Title III federal legislation mandates that a Local Emergency Planning Committee (LEPC) or Regional Emergency Planning Committee (REPC) develop emergency response plans for specific sites within their jurisdictions which have one or more “extremely hazardous substances” above a given threshold planning quantity. These plans are intended to protect the community in the event of off-site release from such a site.

Continuity of Operations plan (COOP) – This plan describes how a jurisdiction’s governmental operations will continue to function in the event of a disaster or emergency.

Community Animal Response Plan – The purpose of this plan is to protect the public health, the public food supply, domesticated and wild animal resources, the environment and the agricultural economy and to ensure the humane care and treatment of animals in case of an emergency or any situation that can cause an animal suffering.

Authorities and References

- A. Massachusetts Emergency Management Agency, Comprehensive Emergency Management Plan, Basic Plan and Related Annexes.
- B. Federal Emergency Management Agency, 1-10, "Guide for the Development of a State and Local Continuity of Government Capability."
- C. Civil Preparedness Guide 1-8, "Guide for the Development of State and Local Emergency Operations Plans."
- D. Civil Preparedness Guide 1-8A, "Guide for the Development of State and Local Emergency Plans."
- E. Civil Preparedness Guide 1-20, "Emergency Operating Centers Handbook."
- F. Civil Preparedness Guide 1-35, "Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments."

References

1. Federal

The Federal Civil Defense Act of 1950 (PL 81-920)

The Disaster Relief Act of 1974 (PL 93-288)

Emergency Management and Assistance, 44 U.S. Code 2.1

Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents

Public Law-288

National Response Plan (NRP)

National Response Framework (NRF)

CPG-101

National Preparedness Goal

National Incident Management System (NIMS)

Incident Command System (ICS)

2. Commonwealth of Massachusetts

Massachusetts Civil Defense Act, Chapter 33

Massachusetts Executive Order 144

Executive Order #242, Comprehensive All-hazards Emergency Planning

Executive Order #469, Designation of the NIMS as the State's Incident Management Standard

Statement of Understanding between the State of Massachusetts and the American Red Cross

Massachusetts EOC - Standard Operating Procedures

State EOC Utilization Plan

State Fire Mobilization Plan

MEMA Continuity of Operations (COOP) Plan

Emergency Operations Center Operations Support Annex

Attachment 1: EOC Activation Team Checklist

- Notify all individuals on the EOC roster of the EOC activation using land-line system and cellphone system.
- Set-up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and the EOC communications
- Install and check all telephones
- Install and check all laptop computers
- Obtain EOC documents to be used during activation
- Establish WebEOC connection with the MEMA
- Establish an EOC personnel ID station (if needed)
- Assign security to EOC entrance and log all EOC access
- Command Staff review of EOC operating procedures
- Emergency Management Director briefs EOC personnel on situation

Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.

Attachment 2: EOC Operational Capabilities Checklist

	Primary EOC Police Station	Alternate EOC Fire Station
Generator	Cummins Series (Diesel Fuel)	Onan Series 300 (Propane)
Date of Last Test	Every Wednesday, 11-1-22 self tests	11-1-22, self tests once per week
Number Days of Fuel Supply	Approximately 7 days	Approximately 7 days
Radio Communications	primary 800mhz multi band backup is 400mhz	primary 800mhz multi band backup is 400mhz
Wall Charts	1 dry erase board, 1 large TV connected internet	2 Dry Erase Boards with 2 projectors
Media Briefing Room	Every Wednesday multiple as	same as above, multiple tables, chairs, etc.
Alternate Water Supply	Town Water	Town Water
Food Storage	Misc amount of food with 1 refrigerator for 20 people	Misc amount of food storage, 2 refrigerators, 20 People
Number of Days of Food	Random	Random
Sleeping Area	None can turn office space into temp sleeping areas with cots	5 rooms with 6 beds

Attachment 3: Local Government Situation Report

REPORT #:

DATE:

TIME:

COMMUNITY:

COUNTY:

MEMA Region:

REPORTED BY (name):

TITLE:

TELEPHONE:

CELL PHONE:

1. INCIDENT DESCRIPTION:

2. LOCAL STATE OF EMERGENCY (CIRCLE): NO YES DATE: TIME:

3. CASUALTIES (provide latest figures): Fatalities: Injuries: Missing:

4. EOC OPERATIONAL (CIRCLE): YES NO

5. EMERGENCY ORDERS (If any. Examples: evacuation ordered, snow emergency, driving ban, curfew, etc.):

6. AGENCIES SUPPORTING/ON-SCENE MUTUAL AID (CIRCLE):

Police Fire Public Works Medical Other

(Describe):

7. SHELTER STATUS (Example: Shelter name, location, number of people, managed by Red Cross or Community, contact phone#, etc.):

8. ROADS/BRIDGES STATUS (Example: Blocked, washed out, flooded, closed, location):

10. DAMAGE REPORT (Example: Minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.):

11. REMARKS:

12. ASSISTANCE REQUESTED (Example: size, amount, location, and type):

Name/Title of Contact:

Phone number:

INSTRUCTIONS FOR COMPLETING THE LOCAL GOVERNMENT SITUATION REPORT FORM (LOGOSITREP)

Local officials should provide Situation Reports whenever requested to do so by MEMA and/or when local emergency operations are undertaken. Situation Report information may be entered into WebEOC. Situation Reports should be provided anytime there is a significant change in the status of an item(s) listed on the Situation Report Form.

1. **Incident Description:** Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. **Local State of Emergency:** Indicate whether or not your local Chief Elected Official has declared a Local State of Emergency, including date and time declared.
3. **Casualties:** Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. **EOC Activation:** Indicate if the local EOC is activated or closed.
5. **Emergency Orders:** Indicate any emergency orders or declarations issued by the Chief Elected Official (evacuation ordered, driving ban, curfews in effect, etc.).
6. **Mutual Aid Received From:** Indicate any mutual aid being received from other towns or cities (not the State).
7. **Shelter Status:** Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).
8. **Dams/Rivers Status:** List the name of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
9. **Roads/Bridges Status:** Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, snow and other debris.
10. **Damage Report:** Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.).
11. **Remarks:** Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community.
12. **Assistance Requested:** Indicate what type of assistance the community requires, if any, and a local point.

Attachment 4: Mutual Aid Listings

Towns and departments with which the community has mutual aid agreements:

FIRE:

Cape and Islands Fire Chief's Association Mutual Aid Agreement

POLICE:

Cape Cod Regional Law Enforcement Council Mutual Aid Agreement

BOARD OF HEALTH:

DPH Regional Coalition

Standard Operating Procedures

Attachment 5: Chief Elected Official SOP

The ultimate responsibility for all emergency management activities is vested in the Chief Elected Official. They are responsible for all emergency management policies, and during emergency operations will have final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Chief Elected Official to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Chief Elected Official to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Chief Elected Official as well as the Emergency Management Director (EMD).

Initial Actions

- _____ Receive notification of emergency
- _____ Discuss with EMD the need to activate the Emergency Operations Center (EOC)
- _____ Review emergency management plan with EMD (consider developing ICS 202 Incident Objectives)
- _____ Maintain situational awareness and determine if there is an imminent threat
- _____ Report to the EOC if activated

EOC Activation

- _____ Report to the EOC
- _____ Make sure all actions under Initial Actions are complete
- _____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- _____ Assign Public Information Officer
- _____ Issue initial public information statements if necessary
- _____ Authorize activation of community notifications system(s)
- _____ Identify someone to manage expenditures/finance if needed
- _____ Review the community Continuity of Operations Plan for line of succession guidance

EOC Operations

- Log all actions taken (EOC Chronological Log)
- Discuss with EMD the need to declare a local state of emergency and declare if needed
- Discuss anticipated resource needs with EMD
- Authorize activation of shelters if needed
- Prepare and coordinate public information releases
- Authorize inspection of all damaged buildings for structural integrity
- Inspect all arterial roads for damage, assess and address repair as needed
- Conduct regularly scheduled briefings for EOC staff (form ICS 201 Incident Briefing)
- Discuss with EMD relocation of EOC if necessary
- Coordinate or delegate actions re: donated resources and volunteer resource activities

EOC Demobilization

- Authorize re-entry of evacuees
- For evacuees who cannot return home arrange temporary housing in coordination with partner agencies
- Coordinate with volunteer agencies involved in disaster relief operations
- Maintain records of personnel, equipment, and supplies use for possible reimbursement
- Apply for state and federal disaster relief funds if appropriate
- Address public health and sanitation issues
- Establish disaster recovery centers if needed
- Address legal and insurance matters

Attachment 6: Emergency Management Director SOP

The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) manager while the EOC is activated. They oversee those responsible for the implementation of the plan, and ensure all are well-versed in their roles and responsibilities.

The EMD will periodically brief participating officials on their emergency management roles. The EMD will conduct mock exercises of incidents to provide practical and controlled experience in simulated conditions. He or she will call for an annual review with all involved officials and update the plan from lessons learned.

Initial Actions

- _____ Receive notification of incident
- _____ Review emergency management plan with CEO (consider developing ICS 202 Incident Objectives)
- _____ Assess the situation and make appropriate notifications to activate and staff EOC
- _____ Establish a communications link with affected jurisdictions and volunteer agencies

EOC Activation

- _____ Activate the EOC (attachment EOC Activation Team Checklist)
- _____ With the Chief Elected Official determine the need to declare a local state of emergency
- _____ Make sure all actions under Initial Actions are complete
- _____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- _____ Contact MEMA regional office to notify of EOC activation
- _____ Brief EOC staff on status of emergency (form ICS 201 Incident Briefing)
- _____ Prepare for 24-hour operations if necessary to include staffing, food/water, and facility operation

(EOC Activation continued)

___ Determine readiness of communications and back-up communication systems

___ Telephone and radio networks, including cell phones

___ Fire and Police radios

___ 800 MHz systems

___ Phone systems of state agencies

___ Community notification system

EOC Operations

___ Prepare an Incident Action Plan in conjunction with Incident Commander for all active resources

___ Maintain situational awareness to determine impact if any

___ Coordinate need for EOC security with Police Department

___ Implement shelter plan in coordination with partner agencies if needed

___ Manage requests from incident scene

___ Have Fire Department/Police form and dispatch search and rescue teams as required

___ Have Fire Department coordinate EMS teams as required

___ Work with Medical Examiner's Officer on matters pertaining to the disposition, handling, and identification of the deceased

___ Conduct needs assessment and provide assistance to individuals with access and functional needs

___ Determine the condition/capacity of hospitals and other healthcare facilities serving the community

___ Acquire status of utilities within the affected area

___ Validate status of critical resources to support operations

___ Periodically solicit reports from EOC staff to maintain Local Government Situation Report

___ Establish traffic control plan with Police Department if needed

___ Coordinate debris removal from main routes with Department of Public Works if necessary

_____ Continue to monitor NWS alert system in coordination with MEMA

(EOC Operations continued)

_____ Identify transportation-related needs and contact transportation support partners if needed

_____ Review mutual aid agreements

_____ Submit resource request(s) for any unmet needs to the MEMA regional office

_____ Coordinate with Police Department for security patrols of impacted area

EOC Demobilization

_____ Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities

_____ Inform the public of disaster recovery activities via community notification system

_____ Continue to assist in the restoration of normal services and operations

_____ Close shelters and coordinate re-entry of evacuees with partner agencies

_____ Coordinate with Department of Public Works to ensure all streets are accessible

_____ Periodically receive reports from EOC staff regarding situation recovery status

_____ Coordinate with Police and Department of Public works to establish a traffic control plan

_____ Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____ Conduct critical incident stress management activities

_____ Establish disaster recovery centers for victims in conjunction with MEMA/FEMA if asked

_____ Coordinate application for state and federal disaster relief funds with CEO, if appropriate

_____ Lift local state of emergency if declared

_____ Initiate deactivation of EOC and notify Chief Elected Official and departments –

_____ Close logs of all actions taken (EOC Chronological Log)

_____ Contact MEMA regional office to notify of EOC deactivation

_____ Debrief response personnel; prepare incident report, and update plan on the basis of lessons learned

_____ Conduct an evaluation on the overall effectiveness of the community's response and recovery actions

Attachment 7: Fire Department Representative SOP

The role of the Fire Department in emergency/disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or his designee is responsible for coordinating all Fire Department operations.

Initial Actions

_____ Receive notification of emergency

_____ Review emergency management plan and checklist

_____ Keep detailed logs of all actions taken by Fire Department during the incident (EOC Chronological Log)

_____ Maintain situational awareness and how it may pertain to Fire Department operations

_____ Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites

_____ Determine availability of EMS personnel, supplies, and equipment and if more is needed request mutual aid support

_____ Determine availability of search and rescue personnel, supplies and equipment and if more is needed, request mutual aid support

EOC Operations

_____ Coordinate dispatch of EMS teams to the scene(s) as required

_____ Coordinate dispatch of search and rescue teams to scene(s) as required

_____ Coordinate evacuation for affected residents

_____ Coordinate decontamination capabilities within the Fire Department and if insufficient notify

EMD

_____ Arrange for a representative of the Fire Department to team with Police and Department of Public Works representatives to identify and restrict access to all structurally unsafe buildings

_____ If mass casualties have occurred work with EMD to contact mutual aid partners and establish triage site

_____ Coordinate the set-up of the decontamination area for emergency responders and those affected if needed

_____ Coordinate emergency power and lighting at the incident site upon request

(EOC Operations continued)

_____ Coordinate the identification of the condition of hazardous materials where they are stored or used

_____ Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability

_____ Coordinate with Fire Department staff to determine if all critical equipment is operational

_____ Coordinate door-to-door warnings with the Police Department if necessary

_____ Route resource requests for unmet needs to the EMD

_____ Periodically update EMD on incident status

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate clean-up as required

_____ Coordinate the return of all equipment to quarters or mutual aid partners

_____ Coordinate the decontamination of firefighters, gear and equipment as needed

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid companies as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 8: Police Department Representative SOP

The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or his designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of actions taken by Police Department during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to Police Department operations

EOC Operations

- _____ Coordinate availability of emergency response equipment and place on standby
- _____ Coordinate the verification of communications capability within the affected area
- _____ Assign a liaison to Incident Command in the operational area
- _____ Coordinate the request of mutual aid from State Police as required
- _____ Establish security for EOC and other critical facilities and essential supplies if requested
- _____ Establish security for damaged public buildings if needed
- _____ Coordinate confinement and access control areas for security purposes
- _____ Coordinate dedicated access routes to these areas for Incident Response personnel
- _____ Coordinate the investigation of the cause of the incident as appropriate

_____ Coordinate the securing of the scene, rerouting of traffic, and implementing crowd control measures

_____ Organize the evacuation of the public and of special facilities if required

(EOC Operations continued)

_____ Coordinate road closures

_____ Coordinate providing back-up communication if needed

_____ Periodically update EMD on emergency response status

_____ Coordinate door-to-door warnings with Fire Department

_____ Route resource requests for unmet needs to the EMD

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate with state and federal authorities to investigate the incident if needed

_____ Coordinate restricted access to suspected unsafe structures pending evaluation by Building

Inspector

_____ Coordinate reentry of evacuees

_____ Coordinate the return of all equipment to station or mutual aid partners

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid units as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 9: DPW Representative SOP

In emergency situations the Department of Public Works is responsible for deploying available equipment and manpower. In the event that local resources are exhausted assistance may be requested from mutual aid partners or MEMA. The Department of Public Works is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC the Department of Public Works will place a representative in the EOC to help coordinate activities.

Initial Actions

- Receive notification of emergency
- Review emergency management plan and checklist
- Keep detailed logs of actions taken by the Department of Public Works during the incident (EOC

Chronological Log)

- Maintain situational awareness and how it may pertain to the Department of Public Works operations

EOC Operations

- Coordinate availability of emergency response equipment and place on standby
- Coordinate the verification of communications capability within the affected area
- Assign a liaison to Incident Command in the operational area
- Coordinate the request of mutual aid from mutual aid partners and contractors as required
- Coordinate providing essential supplies to the operational area if requested
- Ensure dedicated access routes to operational areas are open for Incident Response personnel
- Coordinate assisting the Police Department with traffic control if necessary
- Coordinate assisting with evacuation of public and special facilities if required
- Coordinate road closures if necessary
- Periodically update EMD on emergency response status
- Coordinate door-to-door warnings with other departments if necessary
- Coordinate the rectification of immediate life-threatening hazards
- Coordinate with EMD for site decontamination assistance from regional Hazmat Team

(EOC Operations continued)

_____ Coordinate identification of and restrict access to structurally unsafe buildings with Police Department

_____ Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems

_____ Coordinate the clearance and removal of debris as directed

_____ Support Fire Department in search and rescue operations

_____ Provide barricades and temporary fencing as requested

_____ Coordinate emergency repairs to streets and bridges as necessary to support emergency operations

_____ Coordinate with representative from the Fire Department to conduct preliminary assessment of damage to structures and utilities

_____ Provide other public works and engineering support for emergency operations as necessary

_____ Route resource requests for unmet needs to the EMD

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate demolition of unsafe structures

_____ Assist Public Health Services with emergency waste disposal and sanitation, as necessary

_____ Assist other agencies with recovery operations and damage assessment activities

_____ Coordinate with utilities to restore services

_____ Coordinate the return of all equipment to garage or mutual aid partners

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid units as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

V

LICENSES ~ WEEKDAY ENTERTAINMENT

~ A ~

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	To approve the renewal of the following businesses for their weekday entertainment license
PROPOSED MOTION: SUMMARY:	I move to approve the following businesses for their 2023 weekday entertainment licenses. <ul style="list-style-type: none">• Lobster & Chowder House• Van Rensselaer's• Block and Tackle• The Bookstore & Restaurant
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

V

LICENSES ~ SUNDAY ENTERTAINMENT ~ B ~

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	To approve the following businesses for their Sunday entertainment licenses
PROPOSED MOTION: SUMMARY:	I move to approve the following businesses for their 2023 Sunday entertainment licenses: <ul style="list-style-type: none">• Lobster & Chowder House• Van Rensselaer's• Block and Tackle• The Bookstore & Restaurant
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ A ~

REQUESTED BY:	Town Administrator & Selectboard
DESIRED ACTION:	To approve and execute the land purchase documents for Maurice's Campground (80 State Highway, Wellfleet)
PROPOSED MOTION: Summary:	I move to approve the documentation for the land purchase of Maurice's Campground (80 State Highway, Wellfleet, MA) and to be executed by the town administrator.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**THIRD AMENDMENT
TO PURCHASE AND SALE AGREEMENT
BY AND BETWEEN
MARTIN M. GAUTHIER, JOHN G. GAUTHIER AND
MAURICE M. GAUTHIER, INDIVIDUALLY AS WELL AS COLLECTIVELY
AS PARTNERS OF THE M.M.J. GAUTHIER PARTNERSHIP
AND
TOWN OF WELLFLEET**

NOW COME Martin M. Gauthier, John G. Gauthier and Maurice M. Gauthier, Individually as well as Collectively as Partners of the M.M.J. Gauthier Partnership (“Seller”) and the Town of Wellfleet (“Buyer”), parties to a Purchase and Sale Agreement, dated April 12, 2022 (the “Agreement”), as amended, for certain real property located at 80 State Highway, Wellfleet, Massachusetts (the “Premises”).

WHEREAS, under Paragraph 29 of the Agreement, performance under the Agreement is “conditioned upon Buyer obtaining a variance with reasonable conditions from the Wellfleet Board of Health for continued use of the existing [sewerage disposal system] for operation of the Premises [as a campground] for a period of at least six (6) years following closing”;

WHEREAS, under Paragraph 33 of the Agreement, the Buyer agrees “to continue to operate [a campground at] the Premises in such manner as has been operated by the Seller, for a period of six (6) years following the closing”;

WHEREAS, Buyer has learned that the Wellfleet Board of Health does not have jurisdiction over the existing sewerage system, but, instead, the system is within the jurisdiction of the Massachusetts Department of Environmental Protection (DEP);

WHEREAS, Buyer has further learned that the existing sewerage disposal system is not compliant with DEP Rules and Regulations, including, but not limited to, 310 CMR 15.000, and that DEP may require the system to be upgraded and/or replaced in order to operate the campground at the Premises; and

WHEREAS, Seller and Buyer have agreed to amend Paragraphs 29 and 33 of the Agreement as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the Seller and the Buyer agree to amend the Agreement as follows:

1. Paragraph 29 of the Agreement is hereby deleted in its entirety, and substituted with the following:

29. SEPTIC SYSTEM

The parties acknowledge that the Premises contains multiple sewage disposal systems, one or more of which comprise so-called "cesspool" systems that do not comply with current Town of Wellfleet health regulations and/or Rules and Regulations of the Massachusetts Department of Environmental Protection (DEP), including, but not limited to 310 CMR 15.000. The parties also acknowledge that the Premises cannot obtain a passing so-called "Title 5" inspection as a result of the existence of the cesspool systems.

Buyer agrees to accept the Premises, including the existing non-compliant septic systems in "as is" condition and it agrees that upon the closing it shall be solely responsible for complying with all applicable laws, rules, regulations and orders concerning the use of the Premises and the septic systems, including but not limited to any orders issued by the Wellfleet Board of Health and/or the DEP.

In no event shall the Buyer be permitted, nor shall the Seller be required, to undertake prior to conveyance any inspection of the sewage disposal systems that would trigger any required upgrade of the existing septic systems prior to or in the absence of the conveyance contemplated herein; provided, however, that nothing herein shall be deemed to interfere with the independent statutory authority of the Wellfleet Board of Health and/or the DEP to take such action or issue such orders as it may deem necessary to protect public health. At no time prior to closing shall the Buyer initiate Board of Health, DEP or Health Department review of the Premises or its septic systems in connection with this Agreement without the approval of the Seller.

Notwithstanding this provision, Seller shall inform Buyer within twenty-one (21) days following full execution of this Agreement of the location and nature of each sewage disposal system, and shall permit informal and nonintrusive viewing of all systems in order to provide Buyer with a working knowledge of the nature and extent of such systems, and to the extent possible, without formal inspection, the condition of such systems. To the extent permitted by law, such information obtained by the Buyer shall not be disclosed to any person or entity, including but not limited to the Wellfleet Board of Health and/or the DEP, other than its own experts and engineers and to other parties only as necessary to support the variance application described above.

2. Paragraph 33 of the Agreement is hereby deleted in its entirety, and substituted with the following:

33. CONTINUED OPERATION OF PREMISES

Buyer shall take the Premises subject to all existing tenancies, including normal and usual and expected seasonal tenancies of all cabins, tent and trailer spaces and mobile homes

and trailers, and storage of boats, recreational or other vehicles, and shall continue to operate the Premises in such manner as has been operated by the SELLER, i.e., as a campground, for a period of six (6) years following the closing.

Notwithstanding the foregoing, the parties acknowledge and agree that the operation of the Premises as a campground is dependent upon the continued authorization of third parties over whom the Buyer has no control, including but not limited to the Massachusetts Department of Environmental Protection and the Wellfleet Board of Health. In the event that any federal, state or local agency issues any order which requires the upgrade, repair or replacement of all or any portion of the septic systems serving the Premises or if any required license, permit or approval is denied or withheld, the Buyer's obligation under this Paragraph shall automatically terminate and the Buyer shall have no further obligation to operate a campground on the Premises; provided, however, that the Buyer shall endeavor in good faith to satisfy any regulatory requirements imposed by rule, regulation or order, unless such requirements involve the expenditure of funds or if the Buyer determines, in its sole and absolute discretion, that the operation of the Premises as a campground is no longer in the public interest as a result of the efforts required to comply with such regulatory requirements.

Buyer shall continue to lease the house on the Premises to the current tenant for three years from the date of closing, with all rents to be adjusted at closing.

Notwithstanding anything in this Paragraph to the contrary, the Buyer expressly reserves the right to terminate any tenancy, lease or other agreements with any third-parties for use or occupancy of the Premises for any violation of such tenancies, leases or other agreements, including but not limited to for non-payment of rent or other payments due to the Buyer, and/or in the event the Buyer ceases operation of the Premises as a campground as set forth above.

3. In all other respects, the terms of the Purchase and Sale Agreement shall remain in full force and effect.

[Signature Page Follows]

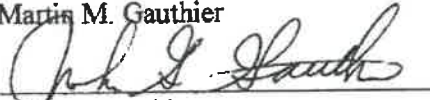
Executed under seal this ____ day of September, 2022.

SELLER:

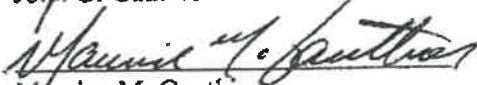
Martin M. Gauthier, John G. Gauthier and
Maurice M. Gauthier, Individually as well as
Collectively as Partners of the
M.M.J. Gauthier Partnership



Martin M. Gauthier



John G. Gauthier



Maurice M. Gauthier

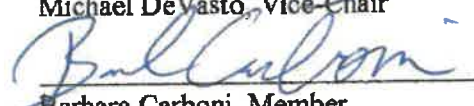
BUYER:

Town of Wellfleet,
By Its Selectboard



Ryan Curley, Chair

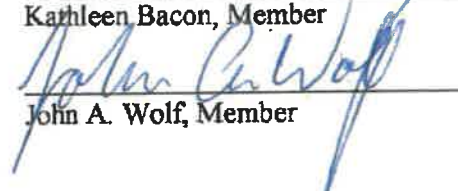
Michael DeVasto, Vice-Chair



Barbara Carboni, Member



Kathleen Bacon, Member



John A. Wolf, Member

**FOURTH AMENDMENT
TO PURCHASE AND SALE AGREEMENT
BY AND BETWEEN
MARTIN M. GAUTHIER, JOHN G. GAUTHIER AND
MAURICE M. GAUTHIER, INDIVIDUALLY AS WELL AS COLLECTIVELY
AS PARTNERS OF THE M.M.J. GAUTHIER PARTNERSHIP
AND
TOWN OF WELLFLEET**

NOW COME Martin M. Gauthier, John G. Gauthier and Maurice M. Gauthier, Individually as well as Collectively as Partners of the M.M.J. Gauthier Partnership (“Seller”) and the Town of Wellfleet (“Buyer”), parties to a Purchase and Sale Agreement, dated April 12, 2022 (the “Agreement”), as amended, for certain real property located at 80 State Highway, Wellfleet, Massachusetts (the “Premises”).

WHEREAS, under Paragraph 7 of the Agreement, the Closing Date for the Premises is October 31, 2022;

WHEREAS, the Seller has requested an extension of the Closing Date until December 15, 2022; and

WHEREAS, the Buyer is amenable to an extension, on the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the Seller and the Buyer agree to amend the Agreement as follows:


1. The Closing Date under the Agreement is extended to December 15, 2022. Buyer agrees to permit Seller, its agents and representatives, access to the Premises through December 31, 2022 for the purpose of removing Seller’s personal property.
2. Seller shall maintain and operate the business at the Premises in the normal course pending closing, all in accordance with Paragraph 19 of the Agreement.
3. Seller shall allow Buyer, its agents and representatives, access to the Premises, from the date of this Amendment through the closing, for the purpose of conducting additional site and wastewater tests and inspections, and for such other purposes as set forth at Paragraph 28 of the Agreement.
4. In all other respects, the terms of the Purchase and Sale Agreement shall remain in full force and effect.

[Signature Page Follows]


Executed under seal this 25 day of October, 2022.

SELLER:

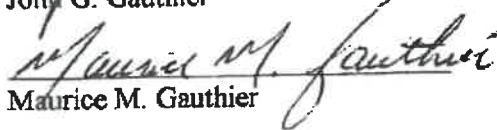
Martin M. Gauthier, John G. Gauthier and
Maurice M. Gauthier, Individually as well as
Collectively as Partners of the
M.M.J. Gauthier Partnership



Martin M. Gauthier



John G. Gauthier




Maurice M. Gauthier

BUYER:


Town of Wellfleet,
By Its Selectboard



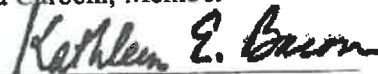
Ryan Curley, Chair



Michael DeVasto, Vice-Chair •



Barbara Carboni, Member



Kathleen Bacon, Member



John A. Wolf, Member



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ B ~

REQUESTED BY:	Town Administrator & Selectboard
DESIRED ACTION:	To review and approve the Maurice's Campground BAN purchase
PROPOSED MOTION: SUMMARY:	I move to approve the short term note documents for the purchase of land located at Maurice's Campground (80 State Highway, Wellfleet)
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

VOTE OF THE SELECTBOARD

I, the Clerk of the Selectboard of the Town of Wellfleet, Massachusetts, certify that at a meeting of the board held December 6, 2022, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$6,313,966 6.000 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated December 13, 2022, and payable September 15, 2023, to Fidelity Capital Markets, a Division of National Financial Services LLC at par and accrued interest plus a premium of \$30,180.75.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 22, 2022, and a final Official Statement dated November 29, 2022, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Selectboard be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Selectboard, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance

with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c. 30A, §§18-25 as amended.

Dated: December 6, 2022

Clerk of the Selectboard

130766530v.1

Fiscal Year 2024 10 Year Capital Improvement Plan

Finance committee recommendations – November 22 2022.

Introduction

The fiscal year 2024 10 year Capital Improvement Plan (CIP) represents the annually updated projections of capital requests by various town department leaders.

The Finance Committee (FinCom) of the Town of Wellfleet is responsible to review the CIP and prepared by Town Administrator, Richard Waldo in conjunction with town department leaders.

Per the town's charter, the FInCom made its recommendations on November 22nd 2022 at the conclusion of an advertised public meeting. There after producing this report for delivery to the TA and Select Board on or before November 30th 2022.

Previous Years Summary

At the present time Wellfleet continues towards stabilizing town finances. In calendar year 2022 several developments have moved the town forward. The hiring and onboarding of a new Town Administrator, Richard Waldo, being one significant event. This has enable the town to put together a new financial team. Interim TA Charles Sumner, along with his team, have been able to back away from day to day duties, but continue to support the town as needed.

At the time of this report, Mass Department of Revenue Audits are underway. After approximately 18 months of unwinding systemic accounting issues. The FInCom believes that the town is moving forward appropriately.

CIP Recommendations – FY 2024

This year's CIP represents a 10 year look forward, in past years we have looked ahead 5 years. We believe that the 10 year look is a much more valuable tool. Wellfleet has large expenditures anticipated in the next decade. The 10 year view takes into consideration issues such as water

quality, the health of the harbor, affordable housing, along with the upkeep of existing buildings and machinery necessary to be a functioning town.

Over the last 2 FinCom meeting the board has worked with the Rich Waldo, department heads and various stakeholders to review and understand each capital request for the 2024 budget. As part of our due diligence, the FinCom has assigned each of its members to be a liaison to each major department in the town. The liaisons work closely with the department heads once the budget is developed. This tactic enables the liaisons to take a deeper dive into the individual line items in order to bring a greater understanding. This year's process was open and collaborative.

The missing piece of this budget are the numbers for the Nauset Regional School District, and Cape Cod Technical High School. Traditionally those numbers are not available until much later in the budget process. That being said, there are several public meetings and town votes scheduled in order to deal with major spending increases projected on the High School construction project.

This year the FinCom took a different approach to voting. Due to the exhaustive review of each line item, the in depth presentation by the TA, as well as the additional information from liaisons, department leaders and stake holders, there was a firm understanding. In the end the FinCom took 2 votes. One for the CIP budget except for the Shellfish Department. And one vote solely on the Shellfish department. This was necessary due to a board member conflict of interest that required an abstention.

The Fiscal Year 2024 Shellfish Budget passed by a vote of 6-0-1. The remaining departments, MIS, Recreation Department, Council on Aging, Beaches, Marina, Health and Conservation, Police, Fire, Department of Public Works, Library Department, Wellfleet Elementary School, Waste System, and Maurice Campground. Were taken as one vote in its entirety and passed by 7-0. For a grand total in spending for FY 2024 of \$4,757,300

IN SUMMARY

The Finance Committee looks forward to the journey as we continue to move into the future of Wellfleet.

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

Edit Date: November 18, 2022

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



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ C ~

REQUESTED BY:	Police Department
DESIRED ACTION:	To approve the 10-year Capital Improvement Plan for the Wellfleet Police Department
PROPOSED MOTION:	I move to approve the 10-year Capital Improvement Plan for the Wellfleet Police Department as printed in the December 6, 2022, Selectboard packet.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Police Department FY 2024 10 -Year Capital Improvement Plan Summary

Item	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030	FY2031	FY2032	FY2033	Total Expenditures		
Police Vehicles	\$120,000	\$65,000	\$65,000	\$130,000	\$70,000	\$70,000	\$140,000	\$75,000	\$75,000	\$150,000	\$810,000		
Police Equipment (Misc)	\$50,000				50,000			50,000			\$150,000		
Records/Dispatch Software		\$200,000									\$200,000		
Replace ATV's			40,000			40,000				50,000	130,000		
Replace AED's				30,000					40,000		70,000		
Records System Update							50,000				50,000		
Department Total	170,000	265,000	105,000	160,000	120,000	110,000	190,000	125,000	115,000	200,000	1,410,000		

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan which was displaced in 2020 and now we are trying to get back on track.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY24"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="\$120,000"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two vehicles.

Rollover Decision

Attachment 1

Asset: 2018 Ford Explorer

ID# C-3

VIN# 1FM5K8AR3JGB92188

Type _____

Plate: MPD724

Condition: Fair

Extent of Use: Patrol

Purchase Date: 9/2/18

Purchase Cost Base: \$41,225.00

Mfg's Projected Life Span _____ yrs.

Primary Use: Patrol _____

Anticipated Life Span _____ yrs.
(based on NE weather & Salt)

Current mileage: 104957

Mfg's expected mpg _____

Trade in or Auction Value: \$ 1500.00

SERVICE RECORD

Date	Miles, Engine Hours, Fuel Used, Service Provided	Parts \$	Labor \$
9/13/19	Front brake pads and rotors.	\$432.00	\$180.00
3/9/21	Front brake pads and rotors.	\$395.00	\$200.00
12/7/21	Replace spark plugs and coils, replace battery and cabin air filter.	\$660.49	\$400.00
8/26/22	Replace front and rear break pads and rotors and replace rear wheel bearing.	\$1449.40	\$725.00
9/27/22	Driver's seat needs to be replaced. Electrical motor in not operational. Vehicle is currently not in use.	Approx cost \$1000.00	

PROJECTED SERVICE Next 12 Months (include down time & labor costs)

Dent in rear drivers side quarter panel needs to be repaired. Approx \$1500 to fix. 2 months down time.

REPLACEMENT INFORMATION

Target Date for Replacement _____

Base Cost of Replacement: \$60,000

Cost of Extras (detail) \$ _____

Quoted by:

Date:

OTHER

Cost of Insurance per Year

Cost of Registration per Year

Annual Note Payments

Ownership Cost per Year

Rental Equivalent Cost Per Year

Rental Terms _____

Rollover Decision

Attachment 1

Asset: 2016 Ford Explorer SUV ID# 2 VIN# 1FM5K8AR5GGD30192
 Type: SUV Plate: 3AS277 Condition: FAIR
 Extent of Use Purchase Date: 7/22/16 Purchase Cost Base: 26,609.00
 Mfg's Projected Life Span _____ yrs. Primary Use: Administrative _____
 Anticipated Life Span 4 yrs. Mileage: 110688
 (based on NE weather & Salt)
 Mfg's expected mpg _____ Trade in or Auction Value as of: \$1,500.00

SERVICE RECORD

Date	Miles, Engine Hours, Fuel Used, Service Provided	Parts \$	Labor \$
1/24/18	Replace front break pads and rotors.	\$356.57	\$195.00
2/22/20	Replace rear tail light and replace broken wiring.	\$300.00	\$150.00
4/6/21	Oil Leak in vehicle. Found oil leaking from oil filter.	\$75.00	\$22.00
1/12/22	Rear Suspension Toe link replaced.	\$330.00	\$436.00
1/13/22	Front end alignment.	\$109.00	
3/19/22	Replace front and rear break pads and rotors.	\$896.00	\$365.00

PROJECTED SERVICE Next 12 Months (include down time & labor costs)

REPLACEMENT INFORMATION

Target Date for Replacement _____

Base Cost of Replacement \$ 60,000.00

Cost of Extras (detail) \$ _____

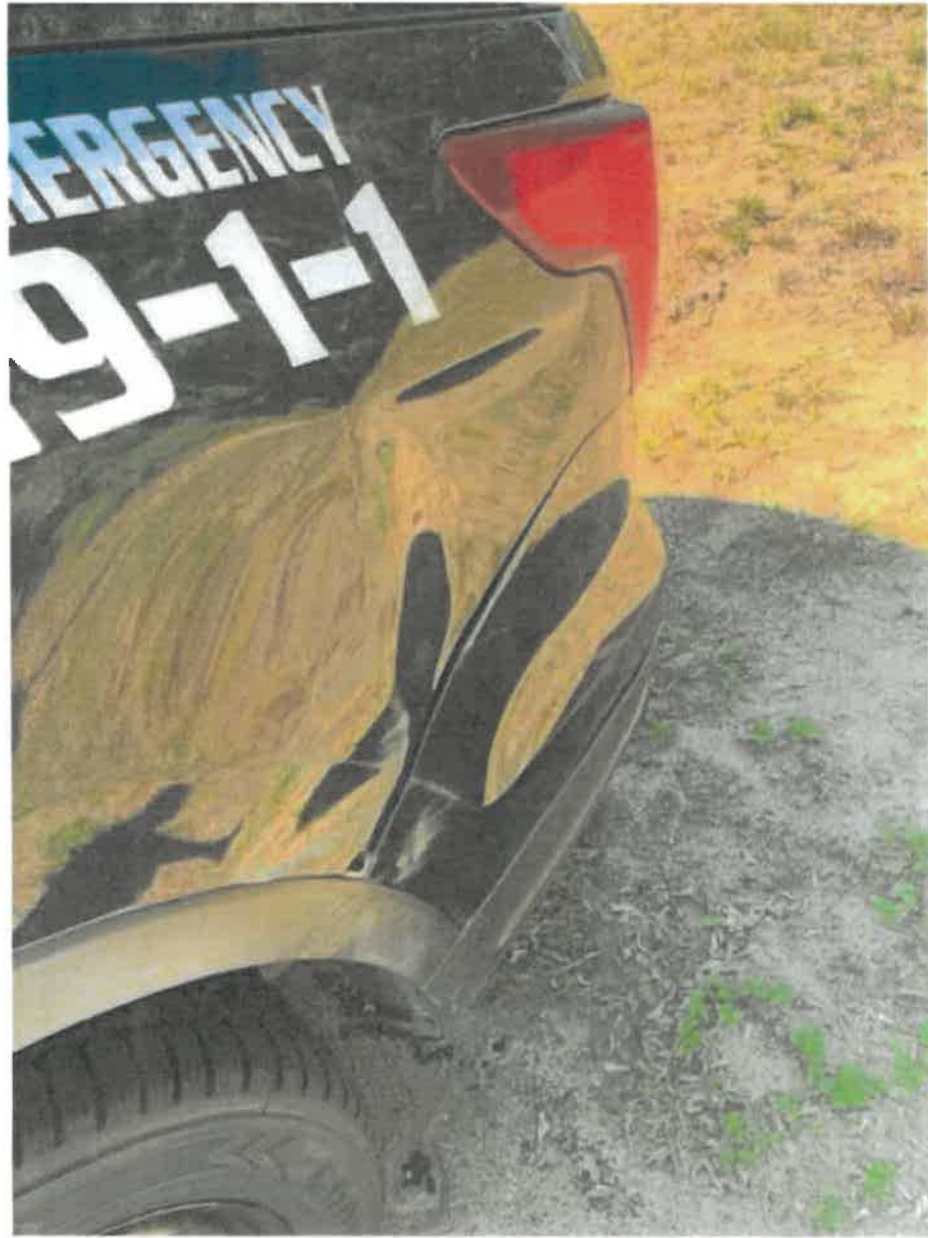
Quoted by _____ Date _____

OTHER

Rental Equivalent Cost Per Year

Cost of Insurance per Year
 Cost of Registration per Year
 Annual Note Payments
 Ownership Cost per Year

Rental Terms _____











DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace Aging Police Equipment

Project Need & Background

Replace aging Police Equipment (firearms, training equipment, medical equipment cruisers, active shooter gear police cruisers, etc..)

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY24"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="\$50,000"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY25"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text" value="\$65,000"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace current dispatch/records management system

Project Need & Background

Replace our current Dispatch/Records Management System which was purchased in 2007. The current system has limited capabilities as technology has changed substantially. There is also concern that the current vendor will no longer support the current program we have.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY25"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text" value="\$200,000"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY26"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="\$65,000"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace department ATV's

Project Need & Background

Replace aging ATV's that are utilized on the ocean beaches all summer along with any other assignments during the year along with search and rescue calls.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY26"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="\$40,000"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two ATV's.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY27"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text" value="\$130,000"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two vehicles.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace aging AED's in cruisers.

Project Need & Background

Replace aging AED's (Automatic External Defibrillator's) in the police cruisers.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY27"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text" value="\$30,000"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY28"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text" value="\$70,000"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace Aging Police Equipment

Project Need & Background

Replace aging Police Equipment (firearms, training equipment, medical equipment cruisers, active shooter gear police cruisers, etc..)

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY28"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text" value="\$50,000"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY29"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2032	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text" value="\$70,000"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace department ATV's

Project Need & Background

Replace aging ATV's that are utilized on the ocean beaches all summer along with any other assignments during the year along with search and rescue calls.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY29"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text" value="\$40,000"/>		

Other Comments

This is the replacement cost for two ATV's.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan which was displaced in 2020 and now we are trying to get back on track.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY30"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text" value="\$140,000"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two vehicles.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Update Disptach/Records Management System

Project Need & Background

Work on updating the newest version of the Dispatch/Records Management System.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY30"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text" value="\$50,000"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY31"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text" value="\$75,000"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace Aging Police Equipment

Project Need & Background

Replace aging Police Equipment (firearms, training equipment, medical equipment cruisers, active shooter gear police cruisers, etc..)

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY31"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text" value="\$50,000"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY32"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text" value="\$75,000"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for one vehicle.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace aging AED's in cruisers.

Project Need & Background

Replace aging AED's (Automatic External Defibrillator's) in the police cruisers.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY32"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text" value="\$40,000"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Cruiser Replacement Plan

Project Need & Background

Replace aging Police Vehicles. This is part of an ongoing cycle to replace cruisers on a 4 year plan which was displaced in 2020 and now we are trying to get back on track.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY33"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text" value="\$150,000"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two vehicles.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace department ATV's

Project Need & Background

Replace aging ATV's that are utilized on the ocean beaches all summer along with any other assignments during the year along with search and rescue calls.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="FY33"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text" value="\$50,000"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

This is the replacement cost for two ATV's.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ C ~

REQUESTED BY:	Wellfleet Fire Department
DESIRED ACTION:	To review and approve the Wellfleet Fire Department 10-year Capital Improvement Budget
PROPOSED MOTION: SUMMARY:	I move to approve the 10-year Capital Improvement Plan for the Wellfleet Fire Department as printed in the December 6, 2022, Selectboard packet.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Fire Department FY 2024 10 -Year Capital Improvement Plan Summary

Item	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	Total Expenditures	Suggested Source	Suggested Source
Replace Command Car							75,000				75,000	AF	AF
Replace Ambulance 99			400,000							450,000	850,000	AF	AF
Basic Office/Training Furniture	28,000										28,000	OR	OR
Replace 4" supply hose			60,000		30,000				40,000		130,000	GOB/SHN	GOB/SHN
Replace Medical/Rescue Equip.	135,000	90,000						100,000	75,000		400,000	AF	AF
Replace Duty Truck (Sq. 80)											-		
Radio Repeaters		80,000									80,000	OR	OR
Replace Ambulances 97 & 98	365,000					385,000					750,000	AF	AF
Replace SCBA bottles			150,000	200,000							350,000	GOB/SHN	GOB/SHN
Replace Forestry 90					85,000						85,000	GOB/SHN	GOB/SHN
Replace Tanker 96										400,000	400,000	GOB/SHN	GOB/SHN
Replace Engine 95											-		
Training room / EOC completion											-	Fire station contingency	Fire station contingency
Catwalk storage											-	GOB/SHN	GOB/SHN
Replace mobile data terminals	30,000			55,000	35,000			25,000			145,000	AF	AF
Recoat apparatus bays floor											-	OR	OR
Fire Prevention/Inspection vehicle				65,000							65,000	OR	OR
Department Total	558,000	170,000	610,000	320,000	150,000	385,000	75,000	125,000			3,358,000		
Total from operating revenues	58,000	80,000		65,000							203,000		
Total from ambulance fund	530,000	90,000	400,000	55,000	35,000	385,000	75,000	125,000	75,000	450,000	1,820,000		
Total from borrowing			210,000	200,000	115,000				40,000	400,000	565,000		

Operating Revenues	OR
Ambulance Fund	AF
	GOB/SHN

Annual average expenditure from operating revenue	-
Annual average expenditure from ambulance fund	-
Annual average expenditure from borrowing	-
Annual average total capital budget	-

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Replace Ambulance 98

Project Need & Background

Ambulance 98 is a 2015 Chevrolet model that will have over 135,000 miles on it within the next year and a half. It is one of the most utilized vehicles in the fleet and needs to be replaced because of wear and tear. In addition, we are beginning to experience electrical and climate control issues necessitating extended out of service time.

Priority # of Projects Submitted Priority # for Fiscal Year

1

4

1

2024

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$365,000.00

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$365,000.00

Other Comments:

It is imperative that we replace this ambulance in order to maintain the same quality level of emergency medical services to the community. In addition, as a result of the previous two years (budget and accounting issues) we are now at least two years behind schedule with respect to ambulance replacements.

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Basic Office/Training Room Furniture Replacement

Project Need & Background

We need to replace basic office, conference room and training room chairs and tables, they are over fifteen (15) years old and are worn and torn.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
2	4	2	2024

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$28,000.00

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$28,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of new Rescue/EMS equipment

Project Need & Background

We need to replace and upgrade necessary cardiac monitors, automated external defibrillators (AEDs) and associated emergency medical equipment. This is year one (1) of a two (2) year upgrade program.

Priority # of Projects Submitted Priority # for Fiscal Year

3

4

3

2024

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$135,000.

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$135,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Electronic equipment needs

Project Need & Background

In order to maintain the necessary emergency response and preparedness of the community, we need to purchase electronic white boards and associated equipment.

Priority #

of Projects Submitted

Priority #

for Fiscal Year

4

4

4

2024

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$30,000.00

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$30,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of new Rescue/EMS equipment

Project Need & Background

We need to continue replacement and upgrade of new rescue and EMS equipment consisting of 3 stretchers, 3 stair chairs, video scopes hydraulic tools, gas detectors, etc.

Priority # of Projects Submitted Priority # for Fiscal Year

1

2

2

2025

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2025: 90,000.00

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

TOTAL: \$90,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase apparatus radio repeaters

Project Need & Background

With the transition of the State Police/Fire Alarm radio dispatching system across the Cape, we need to install radio repeaters in our major apparatus so that we can best communicate off of portable radios to the dispatch center in Bourne.

Priority # of Projects Submitted Priority # for Fiscal Year

2 2 2 2025

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2025: 80,000.00

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

TOTAL: \$80,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of Ambulance 99

Project Need & Background

We need to replace Ambulance 99 which will be eight (8) years old with over 125,000 miles on it at the time of this request. In addition, I anticipate a minimum of a one (1) year build time for this vehicle.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
1	3	1	2026

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2026: 400,000.00

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

TOTAL: \$400,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement self-contained breathing apparatus (SCBA) packs and bottles

Project Need & Background

We need to replace twenty-four (24) self-contained breathing apparatus SCBA packs and bottles to be in compliance with National Fire Protection Association (NFPA) standards and guidelines. This is year one (1) of a two (2) year project.

Priority # of Projects Submitted Priority # for Fiscal Year

2

3

2

2026

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2026: 150,000.00

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

TOTAL: \$150,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of replacement fire hose

Project Need & Background

We need to replace various sizes of fire hose consisting of four inch (4") supply line, two and a half inch (2 1/2") attack line and one and one three-quarter (1 1/4") attack line.

Priority # of Projects Submitted Priority # for Fiscal Year

3

3

3

2026

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2025: 60,000.00

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

TOTAL: \$60,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of self-contained breathing apparatus (SCBA) packs and bottles

Project Need & Background

We need to replace twenty-four (24) self-contained breathing apparatus (SCBA) packs and bottles to be in compliance with National Fire Protection Association (NFPA) standards and guidelines. This is year two (2) of a two (2) year project.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
1	3	3	2027

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2027: \$200,000.

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

FY 2032: _____

TOTAL: \$200,000.00

Other Comments:

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of Fire Prevention Officer's vehicle

Project Need & Background

We need to replace the Fire Prevention Officer's vehicle which is a 2018 Ford Explorer which will have in excess of over 100,000 miles on it at the time.

Priority # of Projects Submitted Priority # for Fiscal Year

2

3

2

2027

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2027: \$65,000.00

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

FY 2032: _____

TOTAL: \$65,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement mobile data terminals (MDTs) and technology upgrades

Project Need & Background

We are required to file all patient care reports electronically with the Massachusetts Office of Emergency Medical Services. This project replaces older MDTs for that purpose and allows us to interface certain advanced life support medical equipment in the field.

Priority # of Projects Submitted Priority # for Fiscal Year

3

3

3

2027

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2027: \$55,000.00

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

FY 2032: _____

TOTAL: \$55,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase new four wheel drive chassis for Forestry 90

Project Need & Background

Forestry 90 is a 2007, Chevrolet 3500 four- wheel drive truck which will need to be replaced. The pump and tank unit can be removed from it and placed on the new chassis.

Priority # of Projects Submitted Priority # for Fiscal Year

1	3	1	2028
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Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2027: \$85,000.00

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

FY 2032: _____

TOTAL: \$85,000.00

Other Comments:

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement mobile data terminals (MDTs) and technology upgrades

Project Need & Background

We are required to file all patient care reports electronically with the Massachusetts Office of Emergency Medical Services. This project replaces older MDTs for that purpose and allows us to interface certain advanced life support medical equipment in the field.

Priority # of Projects Submitted Priority # for Fiscal Year

2

3

2

2028

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2027: \$35,000.00

FY 2028: _____

FY 2029: _____

FY 2030: _____

FY 2031: _____

FY 2032: _____

TOTAL: \$35,000.00

Other Comments:

[Empty text box for other comments]

Department Fire & Rescue

Requested By: Chief Richard J. Pauley, Jr.

Project Description & Objectives

Purchase replacement of replacement fire hose

Project Need & Background

We need to replace various sizes of fire hose consisting of four inch (4") supply line, two and a half inch (2 1/2") attack line and one and one three-quarter (1 1/4") attack line.

Priority # of Projects Submitted Priority # for Fiscal Year

3

3

3

2028

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2025: 30,000.00

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

FY 2030: _____

TOTAL: \$30,000.00

Other Comments:

[Empty text box for other comments]



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ C ~

REQUESTED BY:	Wellfleet Department of Public Works
DESIRED ACTION:	To review and approve the 10-year Capital Improvement Budget
PROPOSED MOTION:	I move to approve the 10-year Capital Improvement Plan for the Wellfleet Department of Public Works as printed in the December 6, 2022, Selectboard packet.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Department: Public Works
Project Description & Objectives

Requested By: Jay Norton, DPW Director

Replace 2002 Peterbilt 6 wheeler

Project Need & Background

Rolling stock replacement. This is to replace a 2002 Peterbilt 6 wheeler that currently has 316,394 miles. The truck's frame is rusting out including leaf spring suspension, transmission and drive shaft, exhaust, holes in bed and oil pan. The truck is used to haul material for various projects, as well as snow removal in the winter.

Priority # 1 of Equipment Submitted: 3 Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$260,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$260,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Purchase of a pup trailer for Transfer Station roll-off truck

Project Need & Background

In 2021, we ordered a new Roll off Mack truck that we will use for hauling material (mainly recycling) off cape. Currently we subcontract the majority of our recycling hauling and pay a considerable fee to do so. With the new truck, and addition of a "pup trailer" we will be able to take 2 containers in 1 trip – increasing overall efficiency of the operation.

Priority # 2 of Equipment Submitted: 3

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$50,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$50,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Purchase a John Deere 35G excavator with flail mower attachment

Project Need & Background

The DPW maintains over 50 miles of dirt roads that are not easily accessible with large equipment. A smaller excavator will greatly increase our efficiency at cutting back vegetation, installing drainage and digging trenches. It's a versatile machine that will improve our operations.

Priority # **3** of Equipment Submitted: **3**

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$85,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$85,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Capital projects for Maurice’s campground

Project Need & Background

The Town’s purchase of Maurice’s Campground property includes a responsibility to maintain the current operations for 6 years. For year 1 – the bulk of capital improvements will be required. This includes roof replacements, window replacement, electrical improvements, utility improvements, etc. Please refer to 6 year capital plan for more information.

Priority # 1 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town’s economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$240,000

FY 2025: \$96,000

FY 2026: \$66,000

FY 2027: \$24,000

FY 2028: \$12,000

FY 2029: \$10,000

TOTAL (Yrs 24-29): \$448,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Maintenance of outside bathrooms at Town Hall

Project Need & Background

Project consists of replacing floors and fixtures (sinks/toilets) with more efficient and safer controls

Priority # 3 of Facility Projects Submitted: 7 Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

Priority of Function (Check all the apply)

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$30,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$30,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Replace swap shop

Project Need & Background

It is long overdue to upgrade the swap shop at the Transfer Station. Working jointly with the recycling committee and staff, we have evaluated the building and it is in dire need of improvement. There's rot in the structure (trim, siding, windows) with no insulation or fire alarms. It is unsafe in it's current condition. The replacement will be either a wood framed or metal framed structure. Truro just recently installed a new swap shop and it's proven to be very successful.

Priority # 4 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$110,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$110,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Replace failing windows at Library

Project Need & Background

There are 2 windows that will need replacement at the library. This request is to fund the materials only for a new window. DPW staff will provide in kind services for installation.

Priority # 5 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$15,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$15,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Replace oil tank with a double tank system

Project Need & Background

The library fuel oil tanks are severely undersized and run out of fuel easily. This request is to replace the single tank with a dual tank, double walled system.

Priority # 6 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$10,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$10,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Water refill stations in 4 locations (Library, Basketball courts at Mayo Beach, Town Hall and Marina)

Project Need & Background

In light of the new single-use plastic water bottle ban, the DPW has been working with the Wellfleet Recycling Committee to develop a project to install water refill stations around Town. There is an opportunity to identify grant funding for this project perhaps through Community Preservation Project funds. There has also been a donation of funds from Wellfleet SPAT and Nauset Disposal totaling \$4,000.

Priority # 7 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$40,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$40,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Planning, design and engineering of replacement beach restrooms

Project Need & Background

The beach restroom facilities at our 3 Ocean beaches (Lecount Hollow/Maguire’s Landing, Whitecrest Beach, Newcomb Hollow) and at our 1 Pond beach (Gull Pond) are in need of replacement. The structures are dated and continue to be a maintenance headache for the Town. The inside fixtures/plumbing and electrical all need to be upgraded. This project will take a holistic approach at developing a multi-year project to replace these structures with newer facilities with modern day amenities. The end product will hopefully be a set of engineered design plans that will bring to construction phase.

Priority # 1 of Projects Submitted: 2

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town’s economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$100,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$100,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Implementation of new software

Project Need & Background

To improve record keeping and tracking preventative maintenance, this request is to consider purchasing software for vertical asset management, fleet maintenance, and stormwater management. The company that we reached out to would provide training for staff, help categorize all existing conditions of vertical assets (from the exterior structure to individual fixtures, mechanicals, HVAC etc.). Given the complexities with facility management and the lack of staff to handle it, this software would help the department out considerably.

Priority # 2 of Projects Submitted: 2

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$34,000

FY 2025: \$15,000*

FY 2026: \$15,000*

FY 2027: \$15,000*

FY 2028: \$15,000*

FY 2029: \$15,000*

TOTAL (Yrs 24-29): \$109,000

*Out years to be funded by creating a line item for "Software" in DPW Operating budget

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Purchase of a pup trailer for Transfer Station roll-off truck

Project Need & Background

In 2021, we ordered a new Roll off Mack truck that we will use for hauling material (mainly recycling) off cape. Currently we subcontract the majority of our recycling hauling and pay a considerable fee to do so. With the new truck, and addition of a "pup trailer" we will be able to take 2 containers in 1 trip – increasing overall efficiency of the operation.

Priority # 2 of Equipment Submitted: 3

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$50,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$50,000

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Purchase a John Deere 35G excavator with flail mower attachment

Project Need & Background

The DPW maintains over 50 miles of dirt roads that are not easily accessible with large equipment. A smaller excavator will greatly increase our efficiency at cutting back vegetation, installing drainage and digging trenches. It's a versatile machine that will improve our operations.

Priority # **3** of Equipment Submitted: **3**

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service: maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: make possible a new service or increases convenience of an existing service.

- Protection of persons and property: police, fire, rescue, inspection, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$85,000

FY 2025: _____

FY 2026: _____

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL: \$85,000

Other Comments:

Department: Public Works

Requested By: Jay Norton, DPW Director

Project Description & Objectives

Replacement of garage doors at Fire Department

Project Need & Background

There are 10 garage doors that need to be replaced at the Fire Department. When the Fire Department building was constructed, the garage doors have been nothing but problems. They are not heavy duty enough to accommodate the commercial operations of a Fire Department. To improve the safety and quality of the doors, and to reduce overall maintenance moving forward – the doors need to be replaced to an industry standard door that other Fire Departments use. This is a multi-year project, with 5 doors being requested for year 1.

Priority # 2 of Facility Projects Submitted: 7

Priority # for Fiscal Year

Degree of Urgency (Check all that apply)

Priority of Function (Check all the apply)

- Legislation: required by state or federal legislation regulation
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- Efficiency: replace equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking etc.
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projects Costs by Year

FY 2024: \$350,000

FY 2025: \$147,000

FY 2026: \$154,000

FY 2027: _____

FY 2028: _____

FY 2029: _____

TOTAL (Yrs 24-29): \$651,000



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ C ~

REQUESTED BY:	Wellfleet Community Services Recreation Beaches Council on Aging
DESIRED ACTION:	To review and approve the 10-year Capital Improvement Plan for the Wellfleet Community Services
PROPOSED MOTION:	I move to approve the 10-year Capital Improvement Plan for * The Wellfleet Recreation Department * The Wellfleet Beaches Department and * The Council on Aging Department as printed in the December 6, 2022, Selectboard packet.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Repair and resurface tennis and pickleball courts. To properly maintain the Town's significant investment of the total refurbishing of the tennis and pickleball courts completed in 2017, it is necessary to repair the cracks and repaint the lines every 5-7 years.

Project Need & Background

The tennis and pickleball courts were completely redesigned in 2017, utilizing a grant from the Community Preservation Commission (CPC). Upgraded drainage and the addition of six permanent blended line pickleball courts have significantly increased usage. The upgrades have been immensely appreciated by the public, enrollment in pickleball round robins averages 24 per session and are offered 4 days per week. The courts get used daily by the public from April-November. Revenue generated by the courts to date is \$15,500. It behooves the Town to properly maintain the courts as per recommended protocols by resealing them every 5-7 years. This quote represents resealing just the tennis court battery as a first priority for FY 2024.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2026"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="\$25,500"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Repair and resurface tennis and pickleball courts. To properly maintain the Town's significant investment of the total refurbishing of the tennis and pickleball courts completed in 2017, it is necessary to repair the cracks and repaint the lines every 5-7 years.

Project Need & Background

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Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2024"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="\$20,300"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Purchase a 15-passenger van to replace the current 2005 12-passenger ford van currently utilized by the Department. The ability to transport participants is a major component in implementing the Department's community center without walls initiative that is well supported by the Town.

Project Need & Background

The current recreation van was gifted to the Department in 2018. The van gets used daily during July and August and is an integral part of the ability to offer the afternoon recreation option to working parents by allowing transport to activities in Town that are off site, when parents during which parents are not available to transport their children. Utilization will increase during the off-season as well now that the Department can fully realize the Community Center without walls since the covid restrictions have been lifted. Cost of transporting via contracted bus companies would be approximately \$10,000/year and would not offer the ability for short trips to close by locations around Town. The van is an invaluable resource to the Department. The Department will gauge usage in FY 2024 and proposes this expenditure

Priority # of Projects Submitted Priority # for Fiscal Year

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	\$55,775	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

Digitally generated image shown. Actual vehicle may vary. See your dealer for details.



2023 Transit

PASSENGER VAN XLT

PAINT ^{S4}

COLOR

Oxford White | INCLUDED

SUMMARY

\$55,775

ESTIMATED NET PRICE ^{S5}

\$948

PER MONTH FOR 60 MONTH FINANCE ^{S6}

EXTERIOR ⁵⁴

16" Steel Wheels with Full Silver Wheel Cover	\$0
235/65R16C 121/119 R BSW All-Season Tires	\$0
Short Arm Power Adjusting, Power-Folding Heated with Turn Signals	\$0
60/40 Hinged Passenger-Side Door	\$0
50/50 Hinged Rear Door – 253-degree Opening	\$75
Windows – Tinted Glass	\$0
Running Boards – Extended Length	\$655
Keyless Entry Keypad	\$95
Bumper Front – Body Colored	\$0
Bumper Rear – Carbon Black with Integral Step	\$0
Spare Tire and Wheel	\$0
Blind Spot Assist 1.0	\$0
Reverse Sensing System	\$0
Front Sensing System	\$0
Side Sensing System	\$0
High Resolution Digital Camera	\$0
Exterior Lighting – High-Intensity Discharge (HID) Headlamps	\$0
Wiper Activated Headlamps	\$0
Exterior Lighting – Front Fog Lamps	\$0
Roof Marker Lamp Delete	\$0



MONTHLY PAYMENT ^{S6}**\$948**

Finance based on \$5,578 down payment,
60 month term and 5% APR. \$0 trade-in-value

YOUR ZIP CODE 02667**CLOSEST FORD DEALER**Chatham Ford, Inc.

16.93 miles away

(833) 303-8732

Your Configuration: 2023 Transit Passenger Van, XLT, 3.5L PFDi V6 Engine, 3.73 Non-Limited Slip Axle, Transit Long 250, Low Roof, 148", 10-Speed SelectShift® Automatic Transmission

Pricing shown for Zip code 02667 as of October 04, 2022 ^{S2}

DISCLOSURES **Note.**

Information is provided on an "as is" basis and could include technical, typographical or other errors. Ford makes no warranties, representations, or guarantees of any kind, express or implied, including but not limited to, accuracy, currency, or completeness, the operation of the Site, the information, materials, content, availability, and products. Ford reserves the right to change product specifications, pricing and equipment at any time without incurring obligations. Your Ford dealer is the best source of the most up-to-date information on Ford vehicles.

Disclosures through S18 apply to Search Dealer Inventory, Request A Quote, Get An Internet Price, Get A Quote, Let Us Find It For You, Build & Price and Incentives & Offers.

S1.

Manufacturer's Suggested Retail Price (also referred to as "MSRP", "Base MSRP", "Base Price" or the "Starting At" price), excludes destination/delivery charge, taxes, title, license, and registration and/or electronic filing fees, dealer fees, and total of options.

For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown and not all offers or incentives are available to AXZ Plan customers.

S2.

Images shown are for information purposes only, and may not necessarily represent the configurable options selected or available on the vehicle. We cannot be responsible for typographical or other errors, including data transmission, display, or software errors, that may appear on the site.

S3.

Offers shown may not be available to all customers. Incentives lists are examples of offers available at the time of posting and are subject to change and expiration. Not all incentives can be redeemed together. To take advantage of rebates, incentives and/or financing offers you must take new retail delivery from dealer stock by the expiration date noted. Not all buyers will qualify for Ford Credit financing or other offers. Restrictions apply. See your local dealer for complete details.

S4.

For Dealer Ordered vehicles, the vehicle has already been ordered by the dealer and is in the process of being manufactured by the factory. If you are interested in the vehicle marked "Dealer Ordered", contact the dealership for a delivery estimate.

S14.

The "estimated selling price" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability and actual price. The Estimated Selling Price shown is the Base MSRP plus destination charges and total of options, but does not include service contracts, insurance or any outstanding prior credit balance. Does not include tax, title or registration fees. It also includes the acquisition fee. For Commercial Lease product, upfit amounts are included.

The "estimated capitalized cost" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options. Estimated Capitalized Cost shown is the Base MSRP plus destination charges and total of options, but does not include service contracts, insurance or any outstanding prior credit balance. Does not include tax, title or registration fees. It also includes the acquisition fee. For Commercial Lease product, upfit amounts are included.

S15.

The "amount financed" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options. Estimated Amount Financed is the amount used to determine the Estimated Monthly Payment. It is equal to the Estimated Selling Price of the vehicle less Down Payment, Available Incentives and Net Trade-in Amount.

The "adjusted capitalized cost" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options. Estimated Adjusted Capitalized Cost is the amount used to determine the Estimated Monthly Payment. It is equal to the Estimated Capitalized Cost less Down Payment, Available Incentives, and Net Trade-in Amount.

S16.

Total MSRP is Base MSRP plus options, destination and delivery charges. Excludes taxes, title, and registration fees.

S17.

Destination Charges are associated with getting the vehicle from the manufacturer to the dealership. Prices listed are MSRP and are based on information updated on this website from time to time.

S18.

Acquisition Fee is a charge paid by the lessee to Ford Credit to help cover the cost of acquiring and servicing the account.

Note2.

For Manufacturer Specific Disclosures See Below

1.

Starting MSRP excludes destination/delivery charge, taxes, title and registration. Optional equipment not included. Starting A, Z and X Plan price is for qualified, eligible customers and excludes document fee, destination/delivery charge, taxes, title and registration. Not all vehicles qualify for A, Z or X Plan. All Mustang Shelby GT350 and Shelby GT350R prices exclude gas guzzler tax.

2.

EPA-estimated city/hwy mpg. See fuelconomy.gov for fuel economy of other engine/transmission combinations. Actual mileage will vary. MPGe is the EPA equivalent measure of gasoline fuel efficiency for electric mode operation.

beyond the membrane. *Be aware that this will not prevent cracking elsewhere on the court surface so random cracks may still appear in other areas.*

Open, clean and fill the cracks using Court Patch Binder mix.

We warranty the RiteWay Crack System to the extent of the membrane repair for two years. We do not warranty or guarantee the crack beyond the actual repair. The cracks may continue to grow over time and new cracks may appear for the first time later. We also do not warranty the filling of any puddles (birdbaths) if proposed. We do not warranty cracks around net posts or center anchors; they expand at a different rate than asphalt does. It is also possible to see the edge of the membrane repair after resurfacing.

Please Note: Due to the volatility in both availability and cost of materials, all pricing is subject to change without notice

Surfacing

The Plexipave Coloring System, manufactured by California Products of Andover, Massachusetts shall be applied.

Apply one coat of Acrylic Resurfacer; this is a heavy filler coat which provides an excellent texture for a base coat.

Apply two coats of Colored Fortified Plexipave These coats provide the court with a uniform surface texture.

Layout, tape and hand paint lines per USTA specifications.

Please Note: If at the time the work is to be performed, the tennis court has algae, excessive mildew, or additional excessive dirt that was not present at the time of estimation, there will be a \$1,500.00 charge to pressure wash the court to assure proper adhesion of both the crack repair material and the new tennis surface.

Please Note: Do not use black-soled shoes. Use only flat- soled (no knobs) tennis shoes. Hockey sticks, black soled sneakers, roller blades, bike tires and skateboards will mark or damage the court surface. If you use tables, benches or chairs on the court, use coasters under the legs to spread the weight, so that the court doesn't get damaged. Do not walk on the court with high-heeled shoes. It is possible to see banding or tool marks in the finished surface. This is within norms of industry standards.

Payment Schedule to be as Follows:

First payment of 40% upon approval and acceptance of contract.
Balance to be paid upon completion.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Repair and resurface tennis and pickleball courts. To properly maintain the Town's significant investment of the total refurbishing of the tennis and pickleball courts completed in 2017, it is necessary to repair the cracks and repaint the lines every 5-7 years.

Project Need & Background

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Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2026"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="\$25,500"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Purchase a 15-passenger van to replace the current 2005 12-passenger ford van currently utilized by the Department. The ability to transport participants is a major component in implementing the Department's community center without walls initiative that is well supported by the Town.

Project Need & Background

The current recreation van was gifted to the Department in 2018. The van gets used daily during July and August and is an integral part of the ability to offer the afternoon recreation option to working parents by allowing transport to activities in Town that are off site, when parents during which parents are not available to transport their children. Utilization will increase during the off-season as well now that the Department can fully realize the Community Center without walls since the covid restrictions have been lifted. Cost of transporting via contracted bus companies would be approximately \$10,000/year and would not offer the ability for short trips to close by locations around Town. The van is an invaluable resource to the Department. The Department will gauge usage in FY 2024 and proposes this expenditure

Priority # of Projects Submitted Priority # for Fiscal Year

Degree of Urgency (check all that apply)

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- Recreation: parks, athletic programs, etc.
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Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	\$25,500	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace ATV

Project Need & Background

Our present ATV was purchased in 2019 and is due for a replacement. Despite diligent cleaning, the sand and salt have a strong impact on the ATV and the steepness of the dunes require that the frame and the engine are in excellent condition for safety reasons.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="FY24"/>

Degree of Urgency (check all that apply)

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- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="11,000"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Replace UTV purchased in 2019

Project Need & Background

The UTV is used for reaching injured people on the beach quickly and extricating them without needing 8-10 people to carry the stretcher up the dune. Despite daily cleaning and regular maintenance, by 2026 the UTV will have reached its life expectancy.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="FY26"/>

Degree of Urgency (check all that apply)

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- Recreation: parks, athletic programs, etc.
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Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="17,000"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT: Council on Aging

REQUESTED BY: Suzanne Grout Thomas

Project Description & Objectives

Feasibility study on building expansion

Project Need & Background

There have been requests from six different sources for changes/additions to the building. They include the completed walking path, adult exercise equipment, an exercise room, an additional hybrid meeting room that will remain set up, additional space for the video equipment, and additional storage space for the ACC.

Priority # of Projects Submitted Priority # for Fiscal Year
1 1 1 FY24

Degree of Urgency (check all that apply)

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Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
Standard of Service maintains or provides existing standard of service
Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
Increased Service: expands or increases a service or improves a standard of service
New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
Environmental health: water, sewer, sanitation, public health, etc.
Heritage and cultural: education, libraries, etc.
Housing: public housing, etc.
Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
Recreation: parks, athletic programs, etc.
General government: office facilities, central services, etc.

Projected Costs by Year

Table with 2 columns: Year (FY 2024-2029, TOTAL) and Cost (25000, empty boxes)

Other Comments

Empty text box for other comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Extend stamped concrete walkway through the woods for a total of one-half mile to complete the connection with the existing walkway and patio

Project Need & Background

In 2013, when the garden and patio and pathways were put in, the original plans included this walkway but the funds were insufficient. This walkway will provide a protected, level, walkway for people of all ages to use.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="FY25"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text" value="280,000"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT: Council on Aging

REQUESTED BY: Suzanne Grout Thomas

Project Description & Objectives

As our population ages, opportunities to use exercise equipment outside are known to be beneficial.

Project Need & Background

There is an increased demand for exercise opportunities. This equipment would be outdoors in the fresh air, available during all daylight hours and usable by people of all ages.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
1	1	1	FY26

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	150,000	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT: Council on Aging

REQUESTED BY: Suzanne Grout Thomas

Project Description & Objectives

Engineered plans for addition to the Adult Community Center

Project Need & Background

Addition to include (1) hybrid meeting room; (2) Additional space for video equipment (3) exercise room for ACC to accommodate exercise machines (4) additional storage for ACC

Priority # of Projects Submitted Priority # for Fiscal Year
1 1 1 FY27

Degree of Urgency (check all that apply)

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Hazard: removes an obvious or potential hazard to public health or safety
Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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Increased Service: expands or increases a service or improves a standard of service
New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
Environmental health: water, sewer, sanitation, public health, etc.
Heritage and cultural: education, libraries, etc.
Housing: public housing, etc.
Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
Recreation: parks, athletic programs, etc.
General government: office facilities, central services, etc.

Projected Costs by Year

Table with 2 columns: Year (FY 2024-2029, TOTAL) and Cost (input fields). FY 2027 cost is 400,000.

Other Comments

Large empty rectangular box for other comments.

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Construction of addition to the ACC

Project Need & Background

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="FY28"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text" value="4,000,000"/>	TOTAL	<input type="text"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT: Council on Aging

REQUESTED BY: Suzanne Grout Thomas

Project Description & Objectives

Replace Transit Van

Project Need & Background

The current vehicle was purchased in 2018 and will be up for replacement.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
1	1	1	FY29

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text"/>
FY 2029	55,000		

Other Comments



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~ C ~

REQUESTED BY:	Wellfleet Health & Conservation Department
DESIRED ACTION:	To review and approve the 10-year Capital Improvement Plan
PROPOSED MOTION:	I move to approve the 10-year Capital Improvement Plan for the Wellfleet Health and Conservation Department as printed in the December 6, 2022, Selectboard packet.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Engineering and Consulting Services to assist the Town in Wastewater Planning. The objective is to carry us from the TWMP to permitting and implementation of various wastewater plan components. Completion of a financial analysis on funding options for Wastewater plans.

Project Need & Background

This funding would allow for time sensitive work to be addressed in a proactive manner - for example identifying and applying for wastewater permits, easements, and grants. The funds will also give the Town more flexibility to address issues outside of the annual cycle of town meetings including applying for grants, developing or updating models, completing small reports, and working on project implementation. The Evaluation of potential wastewater treatment facilities and effluent disposal sites in proximity to Town Hall, development of a conceptual layout for a leaching trench system downtown in accordance with MA DEP requirements and a maximum effluent load for down town are all examples of small targeted project. The financial analysis will greatly assist the Town as we move through the various options presented in our TWMP and finalize construction plans.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="24"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="250,000.00"/>	FY 2030	<input type="text" value="200,000.00"/>
FY 2025	<input type="text" value="200,000.00"/>	FY 2031	<input type="text" value="200,000.00"/>
FY 2026	<input type="text" value="200,000.00"/>	FY 2022	<input type="text" value="200,000.00"/>
FY 2027	<input type="text" value="200,000.00"/>	FY 2033	<input type="text" value="200,000.00"/>
FY 2028	<input type="text" value="200,000.00"/>	TOTAL	<input type="text" value="2,050,000.00"/>
FY 2029	<input type="text" value="200,000.00"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Project Need & Background

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="24"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Increased Service: expands or increases a service or improves a standard of service
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="200,000"/>	FY 2030	<input type="text" value="200,000"/>
FY 2025	<input type="text" value="200,000"/>	FY 2031	<input type="text" value="200,000"/>
FY 2026	<input type="text" value="200,000"/>	FY 2022	<input type="text" value="200,000"/>
FY 2027	<input type="text" value="200,000"/>	FY 2033	<input type="text" value="200,000"/>
FY 2028	<input type="text" value="200,000"/>	TOTAL	<input type="text" value="2,000,000.00"/>
FY 2029	<input type="text" value="200,000"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

The purchase and implementation of a comprehensive e-permitting and project tracking software system to be used by all Town departments and the public.

Project Need & Background

Online permitting software facilitates communication and cooperation between the various parties across municipal departments and with applicants (such as contractors, homeowners, business owners, etc.). Transactional processing coupled with status-based organization allows the Program to handle the exchange of workflows and responsibilities across Town Hall. This ensures that the key departments/parties have access to, and input over, all application records when and as required. In doing so, the integrated workflow tools, as tailored to the Community's needs, allow the Town to translate existing procedures into an online best-practices solution for e-permitting and electronic record management.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2024"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
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Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="\$225,000.00"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text" value="225,000.00"/>
FY 2029	<input type="text"/>		

Other Comments:

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Hybrid Scenario Design plans and Permitting of Sewer for portions of Wellfleet Harbor, Duck Creek and the Cove watersheds.

Project Need & Background

In accordance with our TWMP, this funding will allow for completion of design plans and permits for the implementation of the downtown sewer system.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="25"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text" value="2,000,000.00"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text" value="2,000,000.00"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Construction and Engineering oversight of downtown Sewer to serve portions of Wellfleet Harbor, Duck Creek, and the Cove watersheds.

Project Need & Background

In accordance with our TWMP, this funding will allow for the construction and oversight of a collection and treatment system to serve the downtown.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="26"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
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- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text" value="30,500,000.00"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text"/>	TOTAL	<input type="text" value="30,500,000.00"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Design and permitting for sewer expansion

Project Need & Background

To allow for more growth of the sewer system constructed in FY26

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="28"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
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Priority of Function (check all that apply)

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- Housing: public housing, etc.
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- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text"/>	FY 2030	<input type="text"/>
FY 2025	<input type="text"/>	FY 2031	<input type="text"/>
FY 2026	<input type="text"/>	FY 2022	<input type="text"/>
FY 2027	<input type="text"/>	FY 2033	<input type="text"/>
FY 2028	<input type="text" value="2,000,000.00"/>	TOTAL	<input type="text" value="2,000,000.00"/>
FY 2029	<input type="text"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Engineering and Consulting Services to assist the Town in Wastewater Planning. The objective is to carry us from the TWMP to permitting and implementation of various wastewater plan components. Completion of a financial analysis on funding options for Wastewater plans.

Project Need & Background

This funding would allow for time sensitive work to be addressed in a proactive manner - for example identifying and applying for wastewater permits, easements, and grants. The funds will also give the Town more flexibility to address issues outside of the annual cycle of town meetings including applying for grants, developing or updating models, completing small reports, and working on project implementation. The Evaluation of potential wastewater treatment facilities and effluent disposal sites in proximity to Town Hall, development of a conceptual layout for a leaching trench system downtown in accordance with MA DEP requirements and a maximum effluent load for down town are all examples of small targeted project. The financial analysis will greatly assist the Town as we move through the various options presented in our TWMP and finalize construction plans.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="24"/>

- Degree of Urgency** (check all that apply)
- Legislation: required by state or federal legislation or regulation
 - Hazard: removes an obvious or potential hazard to public health or safety
 - Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
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- Protection of persons and property: police, fire, rescue, inspections, etc.
 - Environmental health: water, sewer, sanitation, public health, etc.
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 - Recreation: parks, athletic programs, etc.
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Projected Costs by Year

FY 2024	<input type="text" value="250,000.00"/>	FY 2030	<input type="text" value="200,000.00"/>
FY 2025	<input type="text" value="200,000.00"/>	FY 2031	<input type="text" value="200,000.00"/>
FY 2026	<input type="text" value="200,000.00"/>	FY 2022	<input type="text" value="200,000.00"/>
FY 2027	<input type="text" value="200,000.00"/>	FY 2033	<input type="text" value="200,000.00"/>
FY 2028	<input type="text" value="200,000.00"/>	TOTAL	<input type="text" value="2,050,000.00"/>
FY 2029	<input type="text" value="200,000.00"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Engineering and Consulting Services to assist the Town in Wastewater Planning. The objective is to carry us from the TWMP to permitting and implementation of various wastewater plan components. Completion of a financial analysis on funding options for Wastewater plans.

Project Need & Background

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Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="24"/>

Degree of Urgency (check all that apply)

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Projected Costs by Year

FY 2024	<input type="text" value="250,000.00"/>	FY 2030	<input type="text" value="200,000.00"/>
FY 2025	<input type="text" value="200,000.00"/>	FY 2031	<input type="text" value="200,000.00"/>
FY 2026	<input type="text" value="200,000.00"/>	FY 2022	<input type="text" value="200,000.00"/>
FY 2027	<input type="text" value="200,000.00"/>	FY 2033	<input type="text" value="200,000.00"/>
FY 2028	<input type="text" value="200,000.00"/>	TOTAL	<input type="text" value="2,050,000.00"/>
FY 2029	<input type="text" value="200,000.00"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

Project Description & Objectives

Engineering and Consulting Services to assist the Town in Wastewater Planning. The objective is to carry us from the TWMP to permitting and implementation of various wastewater plan components. Completion of a financial analysis on funding options for Wastewater plans.

Project Need & Background

This funding would allow for time sensitive work to be addressed in a proactive manner - for example identifying and applying for wastewater permits, easements, and grants. The funds will also give the Town more flexibility to address issues outside of the annual cycle of town meetings including applying for grants, developing or updating models, completing small reports, and working on project implementation. The Evaluation of potential wastewater treatment facilities and effluent disposal sites in proximity to Town Hall, development of a conceptual layout for a leaching trench system downtown in accordance with MA DEP requirements and a maximum effluent load for down town are all examples of small targeted project. The financial analysis will greatly assist the Town as we move through the various options presented in our TWMP and finalize construction plans.

Priority #	of Projects Submitted	Priority #	for Fiscal Year
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="24"/>

Degree of Urgency (check all that apply)

- Legislation: required by state or federal legislation or regulation
- Hazard: removes an obvious or potential hazard to public health or safety
- Efficiency: replaces equipment or facility that is obsolete, or would be too costly to repair or maintain and better utilizes existing standard of service
- Standard of Service maintains or provides existing standard of service
- Economic Advantage: directly benefits the Town's economic base by increasing property values or other revenue potential
- Increased Service: expands or increases a service or improves a standard of service
- New services: makes possible a new service or increases convenience of an existing service.

Priority of Function (check all that apply)

- Protection of persons and property: police, fire, rescue, inspections, etc.
- Environmental health: water, sewer, sanitation, public health, etc.
- Heritage and cultural: education, libraries, etc.
- Housing: public housing, etc.
- Pedestrian and vehicular transportation: street construction and maintenance, parking, etc
- Recreation: parks, athletic programs, etc.
- General government: office facilities, central services, etc.

Projected Costs by Year

FY 2024	<input type="text" value="250,000.00"/>	FY 2030	<input type="text" value="200,000.00"/>
FY 2025	<input type="text" value="200,000.00"/>	FY 2031	<input type="text" value="200,000.00"/>
FY 2026	<input type="text" value="200,000.00"/>	FY 2022	<input type="text" value="200,000.00"/>
FY 2027	<input type="text" value="200,000.00"/>	FY 2033	<input type="text" value="200,000.00"/>
FY 2028	<input type="text" value="200,000.00"/>	TOTAL	<input type="text" value="2,050,000.00"/>
FY 2029	<input type="text" value="200,000.00"/>		

Other Comments

DEPARTMENT:

REQUESTED BY:

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FY 2028	<input type="text" value="200,000.00"/>	TOTAL	<input type="text" value="2,050,000.00"/>
FY 2029	<input type="text" value="200,000.00"/>		

Other Comments



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

~D~

REQUESTED BY:	Ryan Curley ~ Chair
DESIRED ACTION:	To review Developments of Significant Planning Interest and Food Establishments
PROPOSED MOTION: Summary:	I move to refer the Developments of Significant Planning Interest and Food Establishments Amendment as drafted review and comment and to the planning board as a draft for comment.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Revised 12/1/2022

Developments of Significant Planning Interest and Food Establishments

To see if the Town will amend the Wellfleet Zoning By-Laws by repealing the existing Chapter 235 - Section 6.29, Fast Food & Formula Restaurant Prohibition and replacing it with a new Chapter 235 - Section 6.29, Development of Significant Planning Interest and Food Service Establishments and by amending Chapter 235 -Sections 2.1, 5.3, and 8.4.2. by inserting text shown as underlined and deleting text that is ~~struck through~~ as follows, or take any action related thereto:

A. By amending Chapter 235 – Article II – Section 2.1 DEFINITIONS by inserting in alphabetical order new definitions for “Development of Significant Planning Interest,” “Food Establishment: Bakery,” “Food Establishment: Full-Service Restaurant,” “Food Establishment: Take-Out Restaurant,” “Food Establishment: Fast Food Restaurant,” and “Food Establishment: Drive-through Facility” and deleting the definitions of “Restaurant,” “Restaurant Drive-In,” “Restaurant Fast Food” and “Restaurant, Formula” as follows:

Development of Significant Planning Interest: Any of the Food Service Establishment categories defined in this By-law, Bulk Storage, Motor Vehicle Repair or Sales Shop, or involve more than 4,000 square feet of floor area of ~~new~~ commercial construction.

Commented [CMM1]: Does the 4,000SF of new commercial construction apply to any commercial use or just those already listed?

Food Establishment: Bakery - A commercial food service establishment primarily engaged in the retail sale of baked goods for off-site consumption. A bakery may include, as an accessory use, wholesale distribution of goods prepared on the site.

Commented [CMM2]: Must the bakery also prepare the goods on premises?

Food Establishment: Full-Service Restaurant – A commercial food service establishment where (1) meals are freshly cooked and prepared to order on-premises and are served primarily for consumption on the premises, either indoors or outdoors; (2) customers may be are provided with individual menus; (3) a restaurant employee serves the customers at the same table or counter where the meals are consumed; and (4) non-disposable dinnerware is used. For purposes of this definition, “prepared” does not include warming or re-heating food that was assembled off-site. A Full-Service Restaurant operation may include ancillary bakery, delivery service and/or take-out service but may not include a drive-through facility.

Food Establishment: Take-Out Restaurant – A commercial food service establishment where (1) prepared food is freshly cooked or prepared on site by employees; (2) food and beverages are sold in disposable containers for off-premises consumption only; ~~and~~ (2) the customers pick up their orders either at a counter inside the building or at a walk-up window; ~~and~~ (3) food is prepared on-site. For purposes of this definition, “prepared” does not include warming or re-

Commented [CMM3]: We discussed ice cream shops where the ice cream is made off-site. Shall we exclude ice cream shops from this definition? Consider them to be retail? Or is it enough that an ice cream shop offers frappes and sundaes for sale food enough to be a take-out restaurant?

heating food that was assembled off-site. A Take-Out Restaurant operation may include an ancillary delivery service but may not include a Drive-through facility.

Food Establishment: Fast Food Restaurant – A commercial food service establishment where (1) prepared pre-packaged and ready-to-eat meals food and beverages that are hot cooked or prepared fresh on the premises are served and sold in disposable containers for consumption either on the premises or off the premises; (2) the menu and operation are designed for quick service; (3) serving premade food or meals and (3) the customers pick up their orders either at a counter or walk-up window. For purposes of this definition, “prepared” does not include warming or re-heating food that was assembled off-site. For purposes of this definition, “prepared” does not include warming or re-heating food that was assembled off-site.

Food Establishment: Drive-through Facility – A service window or a mechanical device where customers waiting in motor vehicles may order and/or pick up prepared food and beverages from a food service establishment.

~~**Restaurant** – A building or part thereof to be used for the preparation, indoor sale, and consumption of meals and refreshments on the premises. Seating area for a restaurant may include open or outdoor terrace or patio upon issuance of a Special Permit. ATM 4/23/90~~

~~**Restaurant, Drive-In** – Premises where meals and other items of nourishment and refreshment are offered for sale, and where any portion of these are consumed or intended to be consumed off premises or within cars parked on the premises. ATM 4/23/90.~~

~~**Restaurant, Fast Food** – A restaurant with drive-up window service, or that otherwise receives payment and/or dispenses products to patrons while in their vehicles. (ATM 4/25/11)~~

~~**Restaurant, Formula** – A restaurant that stands alone or with other use(s), and which prepares food and beverage on site for sale to the public, and which is required by contractual or other arrangement or as a franchise to offer any of the following features: Standardized menu, trademark or service mark, defined as a word, phrase, symbol, design or logo, or a combination of words, phrases, symbols, designs and/or architecture, façade, or color scheme that identifies the restaurant as one (1) of twenty-five (25) or more other restaurants worldwide. (ATM 4/25/11)~~

B. By amending Chapter 235, Section V – Uses, Table 5.3.2 – Commercial, by striking from the table the uses of “~~Restaurant, Indoor,~~” “~~Restaurant Drive-In,~~” “~~Restaurant Fast Food,~~” and “~~Restaurant Formula~~” and inserting the uses of “Food Establishment: Bakery”; “Food Establishment: Full-Service Restaurant”; “Food Establishment: Take Out Restaurant”; “Food Establishment: Fast Food Restaurant”; and “Food Establishment: Drive-Through Facility”, which shall be allowed by special permit (A) or prohibited (O) as follows in the various zoning districts:

5.3.2 Use Regulations:

Commented [CMM4]: I recognize the different types of restaurants we are trying to regulate. Take out restaurants would include an ice cream shop, pizza/sub shop, clam shack, etc. However, if any of these uses add picnic tables or benches outside but on the premises, they could become Fast Food Restaurants, which are not allowed. Similarly, if McDonald's eliminated their dining room and only offered food to be eaten off-premises, they would fit the definition of Take-out Restaurant and be allowed in three districts.

Commented [RC5R4]: Added that food has be prepared on site.

Commented [CMM6]: Should this say NOT cooked or prepared fresh on site to distinguish it from Take-Out restaurant?

Commented [CMM7]: This could apply to some Take-Out Restaurants, too, like a pizza or fish and chips shop.

Commented [RC8R7]: Maybe instead ready to eat meals/premade? Other types prepare food to order, but what would constitute premade?

5.3.2 <u>Commercial</u>	CD	R1	R2	NSP	C	C2
	<u>A</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>A</u>	<u>A</u>
<u>Food Establishment: Bakery</u>	<u>A</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>A</u>	<u>O</u>
<u>Food Establishment: Full-Service Restaurant</u>	<u>A</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>A</u>	<u>O</u>
<u>Food Establishment: Take-Out Restaurant</u>	<u>A</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>A</u>	<u>O</u>
<u>Food Establishment: Fast Food Restaurant</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>
<u>Food Establishment: Drive-through Facility</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>
Restaurant, Indoor ⁸	A	O	O	O	A	O
Restaurant, Drive-In ⁹	O	O	O	O	A	O
Restaurant, Fast Food ¹⁰	O	O	O	O	O	O
Restaurant, Formula ¹¹	O	O	O	O	O	O

C. By repealing Chapter 235-Section 6.29 – Fast Food & Formula Restaurant Prohibition in its entirety and replacing it with a new Chapter 235, Section 6.29 - Developments of Significant Planning Interest by inserting the following underlined text:

6.29.1-Purpose:

The purpose of this bylaw is to regulate the location, traffic, scale, impacts, and visual features of Developments of Significant Planning Interest in Wellfleet to maintain the unique, small-scale, small-town character and the quality of life for all Wellfleet residents by preserving the individuality and distinctive appeal which are among the Town’s most recognized features. Preservation of the existing character, diversity, variety, and scale of commercial activities is vital to the continuation of Wellfleet’s ability to attract both residents and visitors. Wellfleet must retain its distinctive Cape Cod character, general welfare, and historical and cultural relevance.

This bylaw incorporates by reference and shall be construed consistently with the policy direction of the Town’s Comprehensive Plan, the Cape Cod-Commission Act, the enabling act of the Cape Cod National Seashore, and Wellfleet’s designated historic districts, with which Wellfleet is intimately and intricately associated.

6.29.2 Application Requirements

Applicants for Special Permits for uses so controlled as **Developments of Significant Planning Interest** shall submit to the Zoning Board of Appeals three copies of the following:

- a) An application identifying the intended use and narrative description of the proposed use;
- b) A site plan prepared by an architect, landscape architect, or Registered Professional Engineer, showing proposed structures, building design, lighting, drives, parking, landscaping, screening, dust mitigation, and provision for stormwater management and drainage;
- c) A floor plan for all floors, an elevation plan of all sides of the proposed building and a plan or rendering showing the proposed building in relation to adjoining structures and abutting properties;
- d) A plan showing the dimensions, type, location and elevations of all proposed signs; and
- e) photographs of the premises in its current condition and all adjoining structures.

Forthwith upon receipt of the above materials, the Board of Appeals shall transmit one set of them to the Planning Board for their review and recommendation.

6.29.3 Special Permits for Development of Significant Planning Interest

6.29.3.1 Bulk Storage, Motor Vehicle Repair or Sales Shop.

In addition to Sections 8.4.2.1, 8.4.2.2, and 8.4.2.3 of this Bylaw, the following shall be considered by the Special Permit Granting Authority prior to the issuance of a special permit for the following uses, **Boat House, Commercial; Bulk Storage, Open; Bulk Storage, Tanks; Filling Station; Motor Vehicle Repair Shop; Motor Vehicle Sales; and Warehouse.**

- (a) whether the proposed use will increase the intensity of use on the site to a level that will adversely impact land uses in the area, pedestrian or motor vehicle traffic or the public welfare;
- (b) whether the proposed design and any other improvements to the site are compatible with the existing architecture and unique aesthetic appearance of the zoning district;
- (c) whether the proposed design retains the historic characteristics if located within a designated historic district.
- (d) whether the proposed design preserves the character-defining elements of an historic building and its setting when adapting to a new use.
- (e) The use of permeable pavement or pavers for parking areas and walkways ;
- (f) whether the proposed use will generate noise, dust, odor, glare, fumes, vibration, risk of fire or explosion or similar noxious impacts to surrounding properties and whether these impacts can be sufficiently mitigated;

(g) whether the proposed use includes the storage or presence of hazardous and/or combustible materials;

(h) the overall impact of the proposed use on the health and safety of area residents.

6.29.4 Food Service Establishments or Commercial Developments involving more than 4,000 square feet of floor area

In addition to Sections 8.4.2.1, 8.4.2.2, and 8.4.2.3 of this Bylaw, the following shall be considered by the Special Permit Granting Authority prior to the issuance of a special permit:

- (a) Whether the proposed use is designed and operated in a manner that preserves the community's distinctive small-town character, including the following:
- (1) the use of natural shingles or clapboards as exterior finishes;
 - (2) whether the building incorporates a gabled roof;
 - (3) whether the building proposes to use 6 over 6 or similar paned windows and doors;
 - (4) exterior lighting uses gooseneck or similarly designed lighting;
 - (5) use of permeable pavement or pavers for parking areas and walkways;
 - (6) whether the scale of the building is in keeping with a small-town, coastal setting;
 - (7) Preserve the character-defining elements of an historic building and its setting when adapting to a new use.
 - (8) whether the façade is broken up in terms of color scheme, use of materials and incorporates segments that protrude forward or are recessed to minimize the appearance of massing;
 - (9) whether the design is compatible with the character of surrounding properties or the zoning district;
 - (10) use of native plantings of a suitable size, diversity and hardiness to survive Cape Cod's climate and minimize use of water, herbicides and pesticides;
 - (11) use of small-scale, painted wooden signs that are externally illuminated;
 - (12) When practical, whether parking is provided to the sides of the building and parking in the front of the building is minimized;
 - (13) Whether customers place and pay for their own orders directly and electronically without the assistance of staff;
 - (14) Whether the business model includes curbside pick-up or delivery of goods to patrons in their vehicles; and
 - (15) Whether entrances are automatic or manual.
 - (16) Accessibility of the development for disabled individuals.

(b) whether the proposed use contributes to the diversity of uses to assure a balanced mix of businesses available to serve residents and visitors;

(c) whether the proposed building design and any other improvements to the site are compatible with the existing architecture and unique aesthetic appearance of the zoning district;

(d) whether the proposed use will increase the intensity of use on the site to a level that will adversely impact land uses in the area, pedestrian or motor vehicle traffic or the public welfare;

Commented [CMM9]: Will this apply to ALL commercial developments greater than 4000SF or only the commercial uses identified above (Bulk Storage, Open, Food Establishments, etc.) that add 4,000 SF?

Commented [CMM10]: Any place of public accommodation is required to comply with ADA, so I am not sure this last item is needed.

(e) whether the size, style and design of signage is appropriate to maintain the scale and character of Wellfleet;

(f) whether the proposed use will generate noise, dust, odor, glare, fumes, vibration, risk of fire or explosion or similar noxious impacts to surrounding properties and whether these impacts can be sufficiently mitigated;

(g) whether the proposed use includes the storage or presence of hazardous or combustible materials;

(h) the overall impact of the proposed use on the health and safety of area residents;

6.29.2.3 Floor Area Applicability

Any increase in floor area shall be cumulative upon the adoption of this bylaw (ATM 2023).

~~6.29 FAST FOOD & FORMULA RESTAURANT PROHIBITION (ATM 4/25/11)~~ Purpose: The Cape Cod seaside character of Wellfleet is unique, and is important to the people of the community and their collective identity as a community, as well as to the visiting public. Far more than most Cape Cod towns, Wellfleet retains its rural village character, which is integral to the fabric of the community. Wellfleet is also traditionally home to small, locally owned and operated businesses. In these senses, Wellfleet has maintained its identity in a manner rare in the region. The purpose and intent of the Formula Based Restaurant Prohibition is to address the adverse impact (in terms of noise, litter, traffic, and aesthetically inappropriate development) that standardized fast food and formula restaurants would have on Wellfleet's distinctive Cape Cod character, general welfare, and historical and cultural relevance as a rural community. These uses are therefore prohibited in order to preserve and protect the unique and locally oriented community experience of Wellfleet, and all that this offers to its citizens and tourists alike as a treasured destination. This policy is also consistent with the policy direction of the Town's Comprehensive Plan, the Cape Cod 77 Commission Act, and the enabling act of the Cape Cod National Seashore, with which Wellfleet is intimately and intricately associated.

Summary: When Wellfleet adopted both the Formula Business and Fast Food & Formula Restaurant provisions in 2011 the Attorney General warned the Town that both provisions but noted that at the time, no court rulings had been made. Both provisions used substantially the same language and definitions. The following year, Cumberland Farms, Inc. v. Board of Appeals of the Town of Wellfleet and the Town of Wellfleet challenged the validity of Section 6.30 Formula Business. In 2015 a ruling was made invalidating Wellfleet's Formula Business provisions on the grounds that they (1) violated G.L. c.40A, §4, which requires that zoning regulations be uniform within a zoning district for each class or kind of structure or use permitted, and (2) imposed impermissibly vague and subjective special permit standards. We have also been advised that the definitions of Drive-In Restaurant and Fast Food Restaurants are likely too similar to prohibit one and allow the other. We have been informed by Town

Counsel that the Fast Food and Formula Restaurants is similarly vulnerable to challenge. In order to protect the Town from development that it considers deleterious we need to amend our Zoning Bylaw. This proposal retains the prohibition on Fast Food Restaurants, strengthens our definitions, and gives the Zoning Board of Appeals additional tools to protect the character of Wellfleet and extends them to some other commercial uses of particular concern. [It also defines certain light industrial uses or scale as activities that require additional considerations to be taken into account.](#)

Town Counsel Comments 10/25/2022

I recognize that you are using definitions I provided in a memorandum regarding Formula Restaurants back in May 2022, so the definitions are fine. However, the definition for "Food Service Establishment" was intended to be a broad, overarching category applicable to all types of restaurants, whether take-out, full-service or fast food. I recommend deleting "Food Service Establishment" from Section 5.3 Use Regulations because a "Fast Food Restaurant" (which is a prohibited use) could argue that it fits the definition of "Food Service Establishment" (which is permitted by SP in three zoning districts). In fact, you might delete the definition of "Food Service Establishment" unless that term is going to be used in a broader sense elsewhere in the Zoning Bylaw.

I notice that both a "Food Service Establishment" and "Full-Service Restaurant" are expanded to be allowed by SP in the C2 zoning district, whereas indoor restaurants are not presently allowed in the C2 Zoning district.

You have also proposed a new Section 6.29 Development of Significant Impact, but a Section by that title already exists at Section 6.3.13 (unless this was renumbered by the recent recodification). Consider whether the two sections can be combined or Section 6.29 renamed to avoid confusion. Also, "Development of Significant Impact" is not defined, except under Section 6.3.13. Consider expanding the definition under Section 6.3.13 or adding a definition under the proposed zoning amendment to clarify that any Food Service Establishment and the various other uses in this amendment (Bulk Storage, MV Repair or Sales Shop) is considered a "Development of Significant Impact" and must comply with this Section.

Commented [RC11]: Deleted but I used the term to organize the definitions after hearing some concerns expressed in a PB meeting so that they appear in order in the definitions together

Commented [RC12]: A number of restaurants operate within one section of C2 district as well as part of R2. It might be beneficial in the future to covert that portion of C2 to C. Made the correction

Commented [RC13]: 6.3.13 has to do with parking requirements, Retitled



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VI

BUSINESS

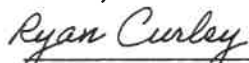
~ E ~

REQUESTED BY:	Wellfleet Selectboard
DESIRED ACTION:	To review the Town Administrator's six-month performance review
PROPOSED MOTION:	If a motion is needed one will be made at the time of the meeting
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Town Administrator Mr. Richard Waldo 6 Month Performance Review**A few notes: on worksheet and criteria.**

1. Utilizing a 6-month review provides a snapshot and identifies areas of concern well in advance of the annual performance evaluation.
2. I have attached a blank copy of the performance evaluation for reference.
3. This is the first year of a new Performance Review Format to assess the performance of the TA. In this the six-month review is valuable to both familiarize board members with the process as well catching mistakes or areas of confusion in the format.
4. Under goals the total should be divided by 8 and not 9. Goal #9 is a stretch goal and does not count towards numerical score.
5. Some of the criteria the board has little to judge by as it relates to the Capital Improvement Plan, Budgets and other yearly processes that will be a focus of meetings going forward.
6. Scores in this document are composite scores, we had a few categories where various board members felt they could not judge the Performance Category. The scores within this document are the average score of those returning an answer categories with partial returns will be noted for the ease of use as "TBT" as these are reflective of the board member/s feeling it is too soon to judge.
7. Composite Scores removes the TBTs from both counting towards any section and in the final composite score.
8. Hopefully by the time we undertake the 1-year anniversary performance review we will have a HR Director to facilitate and summarize this process.

Humbly Submitted



Ryan Curley, Selectboard Chair

Criteria Performance Category Scoring (scored on a 1-5 scale)

1. Individual Characteristics
 - a. Composite Score: 4.52
 - b. Comments: None
2. Professional Skills and Status
 - a. Composite Score: 4.12
 - b. Comments: None
3. Relations with Member of the Elected Body
 - a. Composite Score: 4.29 (one TBT on Meeting Agendas)
 - b. Comments: None
4. Policy Execution
 - a. Composite Score: 4.12 (one TBT on workable alternatives when there is a change in law)

- b. Comments: Review of bylaw and policies and workable alternatives to changes in the law not expected yet
- 5. Reporting
 - a. Composite Score: 4.44
 - b. Comments: None
- 6. Citizen Relations
 - a. Composite Score: 4.64
 - b. Comments: Sometimes too responsive to citizen requests
- 7. Staffing
 - a. Composite Score: 3.8 (one TBT on Managing the compensation and benefits plan professionally)
 - b. Comments: Forces outside of TA Control render staffing issues difficult to evaluate.
- 8. Supervision
 - a. Composite Score: 3.88 (1 TBT on instills confidence and promotes initiative..., 1 TBT on develops and maintains..., 1 TBT on sustains or improves staff performance..., 1 TBT on encourage teamwork...)
 - b. Comments: Forces outside of TA Control render staffing issues difficult to evaluate. (again)
- 9. Fiscal Management
 - a. Composite Score: 4.067 (10 TBTs)
 - b. Comment: Going though budget now can't evaluate yet giving all 4s for now.
- 10. Community
 - a. Composite Score: 4.2
 - b. Comments: None

Total Weighted Composite Score: 4.21

Combined 1& 2. What performance area(s) would you identify as most critical for improvement? What constructive suggestions or assistance can you offer the Town Administrator to enhance performance? Particularly areas that scores a 1 or 2.

Staffing was identified by all members in one form or another as critical for the town. Communication and team building. Some comments to the effect that it is too soon to evaluate certain elements (as also indicated in limited the section comments). Also identified are the Marina, Communication with certain members of the Board, accessibility of video of meetings to the public.

Must advertise positions immediately when a vacancy develops. Needs to be able to recruit staff and do outreach to possible applicant pools.

GOALS scored on a 1-3 basis.

- 1. Support and Promote Housing Development
 - a. Composite Score: 2.6

- b. Comments: I am giving partially achieved on all of these, but note that TA has had to prioritize financial issues, Maurice's Campground, and other matters, leaving little if any time for particular initiative, plus its been just 6 months!
- 2. Continue Improvement of Town Finances
 - a. Composite Score: 2 (one TBT)
 - b. Comments: None
- 3. Address Cahoon Hollow Beach Issues
 - a. Composite Score: 2.1
 - b. Comments: This is an ongoing discussion, my 2 reflects this and is not a reflection on Mr. Waldo
- 4. Invest in Public Facilities & Town Properties
 - a. Composite Score 1.5 (one TBT)
 - b. Comments: None
- 5. Modernization
 - a. Composite Score: 1.75 (one TBT)
 - b. Comments: board member not feeling fully kept abreast
- 6. Improve Communications & Community Engagement
 - a. Composite Score: 2
 - b. Comments: Video recordings accessibility has gotten worse, some town bodies holding public input sessions on regulations without posting or explaining the regulation changes being considered.
- 7. Strengthen Human Resources and Staff Support
 - a. Composite Score:2 (one TBT)
 - b. Comments: none
- 8. Advance Climate Resiliency Efforts
 - a. Composite Score:2 (one TBT)
 - b. Comments: Bot aware od any developments on municipal rooftop solar, and purchasing fuel efficient vehicles under review by departments

Goals Total Composite Score: 1.99

- 9. Stretch Goal Support Public Health and Mental Health and Substance Abuse Programming
 - a. Composite Score: 2
 - b. Comments: None
 - c.
- 10. Other Achievements, Projects & Initiatives:
 - a. **First a comment about formatting of this evaluation. The majority of the board returned no score for this section even if the board member listed items. The board should decide how to handle this section for prior to the 1-year performance review.**
 - b. Other Achievement, Projects & Initiatives Listed
 - i. Detailed Staff Report for each MTG
 - ii. outreach to congressional delegation regrading dredging
 - iii. proactive outreach to marina advisory and dredging task force
 - iv. always available to discuss concerns
 - v. Herring River
 - vi. TWMP Filing

BOARD MEMBERS FINAL COMMENTS

What other comments do you have for the Town Administrator (e.g., priorities, expectations, goals, or objectives for the new fiscal year)?

Staffing again identified as critical to the success of the Administration by almost every board member. There will also be a priority placed on financial matters until free cash has been certified. Most board members had positive remarks about how Mr. Waldo Conducts himself. Also identified are the number of projects the town is undertaking and the housing crisis. One Board member feels there is an issue with communicating with Mr. Waldo.

Performance Evaluation Policy

The Performance Evaluation Policy for the Town Administrator includes the following:

1. Establishment of measurable objectives which the Town Administrator can achieve for the next review period for up to 5 goals which reflect the areas which the town and the Board expect him or her to exercise leadership.
2. Opportunity for regular as well as annual written feedback from the Board to the Town Administrator on goals, priorities, and performance, as well as regular informal feedback. Each year, with the performance evaluation process.
3. A formal evaluation of performance of the Town Administrator meeting the objectives for these goals, to be done by each Board member, using the attached Performance Evaluation Form.
4. Regular performance reviews are critical in establishing a cohesive working arrangement between the Selectboard and the Town Administrator.
5. An annual salary review which includes both (a) any change in base salary determined by contract or by negotiation, and (b) any merit increase based upon the performance evaluation, *as set forth below*.

Performance Evaluation Schedule

The following schedule describes the formal process to be followed each year to establish objectives for and to review the performance of the Town Administrator.

1 Year Evaluation Period

June 2022

The Town Administrator shall submit their professional development plan.

July 2022

The Board will establish first year goals for the Town Administrator.

September 2022

The Selectboard and Human Resource Director (ATA) will initiate the Evaluation Process. The Selectboard will complete their individual reviews and submit them to the Assistant Town Administrator the for the Chair to compile.

November 2022

The Selectboard will meet with the Town Administrator to review their six-months evaluations.

November 30th, 2022

Six-month anniversary.

March 2023

The Selectboard and Human Resource Director (ATA) will initiate the Evaluation Process. The Selectboard will complete their individual reviews and submit them to the Assistant Town Administrator the for the Chair to compile.

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

April 2023

The Selectboard will meet with the Town Administrator to review their evaluations and determine. The Selectboard will consider annual performance merit increases to become effective on May 31st of each year. The merit increase will be based on the annual performance review, which will be performed by the Selectboard in timely fashion. Merit increases will consider cost of living adjustments provided to other Wellfleet municipal employees and movement through the salary range and will be based on performance.

First Monday in May

Annual Town Election.

Annual Review

February and March.

A formal evaluation is done by each Board member, including written feedback and recommendations for improvement for the next review period.

An informal review of the annual performance evaluation - including any measures to improve performance, and professional development objectives for the next year - should be conducted by two members of the Board with the Town Administrator before the ratings are presented at and voted on at a formal Board meeting. The overall performance rating should be presented to the public using the definitions which the Board selected ("meets expectations", etc.), rather than the numerical score.

The annual salary review should be discussed at a later formal Board meeting. Depending upon the terms of the contract with the Town Administrator, any increase in base salary may consist of either or both (a) any change in base salary determined by contract or by negotiation, and (b) any merit increase based upon the overall performance rating.

April of each year.

Any departing member of the Board should prepare a letter to the Town Administrator which summarizes the priorities they see for the next year. The Town Administrator should prepare a draft of his or her objectives for the next evaluation period, including any areas for improvement which were identified.

May and June.

The incoming Board should set its policy goals for the next year, taking into account recommendations from the outgoing Board for goals which carry over, and goals provided by Departments and the Town Administrator. The incoming Board should work with the Town Administrator to finalize the objectives for the next year, based upon the goals set by the Board and the draft objectives prepared by the Town Administrator.

October and November.

An informal review of progress towards meeting the objectives should be made at mid-year for improvement or major project goals.

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

Ryan Curley, Selectboard Chair

Richard Waldo, Town Administrator

Rebecca Roughly, Assistant Town Administrator/ Human Resource Manager

Annual Performance Evaluation Form¹

Town Administrator : Richard Waldo

Evaluation period: 6 Month

Period

Each Board member should complete this evaluation form, sign it in the space below, and return it to Rebecca Roughly. The deadline for submitting this performance evaluation is 5pm on November 13. Evaluations will be summarized by the Chair and distributed to all members.

Board Member's Signature _____ Date Submitted _____

Review Period Covered: Annual _____ Mid-year X Other _____

A. PERFORMANCE CATEGORY SCORING

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement in categories 1 - 10, use this scale to indicate your rating of the Town Administrator.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

¹ Adapted from City Manager Performance Evaluation, University of Tennessee Institute for Public Service.

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
 - _____ Exercises good judgment
 - _____ Displays enthusiasm, cooperation, and willingness to adapt
 - _____ Exhibits mental and physical stamina appropriate for the position
 - _____ Exhibits composure, appearance, and attitude appropriate for executive position
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
 - _____ Demonstrates a capacity for innovation and creativity
 - _____ Anticipates and analyzes problems to develop effective approaches for solving them
 - _____ Willing to try new ideas proposed by the Selectboard and/or staff
 - _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH MEMBERS OF THE ELECTED BODY

- _____ Carries out directives of the Selectboard as a whole as opposed to those of any one member or minority group
 - _____ Sets meeting agendas that reflect the guidance of the Board and avoids unnecessary involvement in administrative actions
 - _____ Disseminates complete and accurate information equally to all members in a timely manner
 - _____ Assists by facilitating decision making without usurping authority
 - _____ Responds well to requests, advice, and constructive criticism
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements Selectboard actions in accordance with the intent of the Board
- _____ Supports the actions of the Board, both inside and outside the organization, after a decision has been reached
- _____ Understands, supports, and enforces local government's laws, policies, and bylaws
- _____ Reviews bylaw and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the Board for changes in law or policy when an existing policy or bylaw is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the Selectboard concerning matters of importance to the local government, using the charter as guide
- _____ Responds in a timely manner to requests from the Board for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature
- _____ Produces reports that are accurate, comprehensive, concise, and written to their intended audience
- _____ Produces and handles reports so as to convey the message that affairs of the town are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Is responsive to requests from citizens
- _____ Demonstrates a dedication to service to the town and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests
- _____ Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Manages the compensation and benefits plan professionally
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the office of the Town Administrator
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the Selectboard
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Monitors and manages fiscal activities of the town appropriately

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

10. COMMUNITY

_____ Shares responsibility for addressing the difficult issues facing the town

_____ Avoids unnecessary controversy

_____ Cooperates with neighboring communities and the county

_____ Helps the Selectboard address future needs and develop adequate plans to address long-term trends

_____ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

PERFORMANCE CATEGORY

ENTER CATEGORY SCORES

_____ + _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____ = _____

SUBTOTAL SCORE _____ ÷ 10 = _____

1. What performance area(s) would you identify as most critical for improvement?

❖

❖

❖

❖

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

2. What constructive suggestions or assistance can you offer the Town Administrator to enhance performance? Particularly areas that scores a 1 or 2.

❖

❖

❖

❖

B. GOALS / OBJECTIVES – ACHIEVEMENT

For each goal/objective, use the following scale to indicate your rating of the Town Administrator 's progress:

3 = Achieved

2 = Partially achieved

1 = Not achieved

1. Support and Promote Housing Development

- a. Effectively Support the 95 Laurence Rd Project
- b. Maurice's Project support.

Subtotal value = _____.

- a. (Stretch Goal) Short Term Rental Tax re-allocation plan.

Comments:

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

2. Continue Improvement of Town Finances

- a. Address findings in annual financial audit and review and consider implementing the recommendations issues by the Department of Revenue's Financial Management Review.
- b. Finish Normalizing the Town's Financial Operations
- c. Transfer Station Financial Model Evaluation
- d. Village Core Parking and Parking for a Fee

Subtotal value = _____.

Comments:

3. Address Cahoon Hollow Beach issues

- a. Facilitate discussions with area partners (NPS) to address the issues.
- b. Develop a long term plan to reduce the burden of managing the crowds and unruly behavior at the beach and traffic issues on OVD.

Subtotal value = _____.

Comments:

4. Invest in Public Facilities & Town Properties

- a. Public Restrooms Renovations/Replacements Plan
- b. Evaluation of the Old Shellfish Shack
- c. Permanent Workspace out of the Weather for the Shellfish Department
- d. Marina Master Plan

Subtotal value = _____.

Comments:

5. Modernization

- a. Software Platform for Town Services, staff; and the public

Subtotal value = _____.

Comments:

6. Improve Communications & Community Engagement

- a. Develop a communications plan for Town government that includes transparency and community outreach on Town projects and initiatives and increases the Town's positive social media presence with continuity and consistency across all departments.

Subtotal value = _____.

Comments:

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

7. Strengthen Human Resources & Staff Support

- a. Hire a HR Director on a timely basis
- b. Establish clear expectations, accountability, and educational opportunities for Town Employees

Subtotal value = _____.

- a. Stretch Goal: Analyze staffing and storage space needs

Comments:

8. Advance Climate Resiliency Efforts

- a. Municipal Rooftop Solar Elevation
- b. Implement the changes to Fuel Efficient Vehicle Policy

Subtotal value = _____.

Comments:

9. (Stretch Goal) Support Public Health & Mental Health and Substance Abuse Programming

- a. Work with the Health Agent and Police Department to identify unmet needs and potential solutions.

Subtotal value = _____.

Comments:

10. Other Achievements, Projects & Initiatives (please list)

- a.
- b.
- c.
- d.
- e.
- f.
- g.

Subtotal value = _____.

Comments:

FINAL COMMENTS

What other comments do you have for the Town Administrator (e.g., priorities, expectations, goals, or objectives for the new fiscal year)?

TOWN OF WELLFLEET - TOWN ADMINISTRATOR PERFORMANCE EVALUATION

GOALS / OBJECTIVES ACHIEVEMENT

ENTER CATEGORY SCORES

_____ + _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____ = _____

SUBTOTAL SCORE _____ + 9 = _____

OVERALL SCORE

PERFORMANCE CATEGORY SUBTOTAL _____

GOALS/OBJECTIVES CATEGORY SUBTOTAL _____

OVERALL SCORE _____

EVALUTION CRITERIA -

Evaluation an Overall Score of:

Score 7 – 8 : Exceeds Expectations

Score 5 – 6 : Meets Expectations

Score 3 – 4 : Needs Improvement

Score 0 – 2 : Not Meeting Expectations
(Create an action plan)

SUGGESTED ANNUAL MERIT INCREASE (ANNUALLY IN APRIL)

At the Annual Evaluation an Overall Score of:

Score 7 – 8 : 4%

Score 5 – 6 : 2.5%

Score 3 – 4 : 1%

Score 0 – 2 : No Merit increase

*Merit increase must be incorporated into the budgeting process

**Merit increases only occur after an Annual Evaluation.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VII

SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

VIII

TOWN ADMINISTRATOR REPORTS

- **Please see Selectboard packet for full report**



MEMORANDUM

TOWN OF WELFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

To: Selectboard
From: Richard J. Waldo, Town Administrator
Cc: Rebekah Eldridge, Executive Assistant to Town Administrator
Subject: Department Update Report for the December 6, 2022 Select Board Meeting
Date: November 29, 2022

Administration

- The finance Committee voted to approve the FY24 Capital improvement program, the Selectboard will now have a chance to offer their comments starting on December 6th.
- We are working to finalize the closing documents for the purchase of Maurice's Campground which is scheduled for December 15th, 2022
- The RFP group is close to finalizing and begin solicitating a request for proposals to lease Maurice Campground for operations as a campground.
- FY24 budgets have been received by department heads, Town administration will begin reviewing with town staff before presenting to the Selectboard and Finance Committee.
- The Town has received a very important community compact grant award in the amount of \$190,708 to utilize a software platform for online permit applications. It is our anticipation that the program will be rolled out within the building, health, conservation, and assessor's office first with additional departments being included if funding allows.
- The Assistant Town Accountant gave her notice and her last day in the office will be December 9. Jane has been with the Town for 27 years and we wish her well on her next life chapter.

Assessing

- Abatement applications were due December 1. We received 24 real estate appeals and 16 personal property appeals. This is surprisingly low considering the huge increases in tax assessments. The Board of Assessors has 90 days to act on the applications.
- Boat excise tax bills went out November 1 and are due December 30, 2022.
- Data collector Jennifer Kane is actively performing building permit and cyclical inspections in the field.

Building

- Review Building Permit Applications, Issue Permits, Issue Certificates of Occupancy, Issue Certificates of Completion, Annual Inspections, Issue Certificate of Inspections, building site inspections, Respond to Complaints, Office Hours 8:00 – 10:30 a.m., (or by appointment) to address Building Code and Zoning questions with applicants and the public.

- Responding to written complaint letter concerning 70 Main Street, regarding (7) alleged Town of Wellfleet Zoning Bylaw Violations from an abutter to 70 Main Street property.
- Coordinating with Health Department on violations at 177 Peace Valley Road and 49 Chequessett Neck Road.

Community Services

Council on Aging / Adult Community Center

- The COA Chef was scheduled to cook, package and deliver 28 turkey dinners to Wellfleet residents who are home bound or unable to cook themselves. When Staff were notified that she was ill and not able to work, we decided to do it ourselves. We roasted three turkeys, prepped and roasted vegetables, boiled and mashed potatoes as well as butternut squash and made corn muffins. A hardworking group of volunteers delivered the meals on Wednesday afternoon, all ready to heat and enjoy on Thanksgiving.

Beach Program

- December 1 is the due date for pictures to be considered for the 2023 Beach Stickers. The theme is "Shellfishing in Wellfleet" and the photos selected will be featured in an art exhibit sponsored by the Wellfleet Historic District in May at the Adult Community Center. Artists from previous years will also be included.

Harbormaster

- Assistant Harbormaster: Our Assistant Harbormaster Mckenzie Hartman has resigned from her position after one eye opening year for her. One of her biggest takeaways will be the lessons of human nature. She is moving on in search of bluer waters, and we wish her the best of luck. We will now begin the incredulous duty of searching to fill the open position. Our staffing will be down to a bare minimum with plenty of work to do, we are down to one full time and two part time employees.
- Grant extensions: We have been spending a bit too much time without water beneath our feet (we obviously walk on water most of the time) looking into multiple grant extensions with the Shellfish Department on Egg Island. I must admit the sunsets were certainly worth the high price of admission but we may or may not have made up for it with a couple pockets filled with scallops... don't tell the Shellfish Warden!
- Code of conduct: I recently attended the Town of Dennis Selectboard meeting where they held two Code of Conduct violation hearings. Mr. Giorgio from KP Law gave a very eloquent dissertation of the Code of Conduct policy related to how and why it is in place and the Town's responsibility. I believe it would be a very helpful tool for everyone to watch.
- Whales: As I was diligently putting together my thoughts for this weeks version of my Department update we were called into action to assist IFAW with the stranding of the pilot whales in the Sunken Meadow area. We were able to help with the release of all but one of the Pilot Whales which passed away earlier. Our efforts can be seen on Channel 4 where we proudly represented Wellfleet with our professional assistance. All of the assistance we provide for the marine environment does make one ponder about our relationship to the Sea and the Earth and how they are so fragile and yet so resilient.

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. In the previous two weeks we have had 0 positive test identified on our online reporting tool and may phase that out after the holidays and 3 identified in the state reporting database (PCR Only). The County is currently in the low-risk category.
- We are beginning to see a rise in the number of flu cases across the county and RSV cases are also continuing to increase. We will continue to monitor these over the coming months.
- The BOH held a Public Meeting on draft Regulations pertaining to changes to the subsurface sewage disposal section and the Targeted Watershed Management Plan on Wednesday November 9, 2022. It was well attended and public comments were received. The BOH is reviewing all of the comments and refining the draft regulations and will hold another meeting on the matter once the document is complete.
- There will be a joint regional BOH meeting on December 14 at 5:00 to review the Outer Cape Health Assessment. Patrice Barrett from Barnstable County will review the results and give an overview of the report and discuss a roadmap for the future health and wellness of our communities. We have been working on this for the past six months and it will be nice to have this document to share. This is a hybrid meeting, available on teams. Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 226 687 668 94

Passcode: D7CUJU

Or call in (audio only)

[+1 857-327-9004](tel:+18573279004),,[311357945#](tel:+1311357945) United States, Boston

[\(833\) 579-7589](tel:+18335797589),,[311357945#](tel:+1311357945) United States (Toll-free)

Phone Conference ID: 311 357 945#

- The vaccination clinic on November 17 at WES distributed 43 covid vaccinations and 16 Flu vaccinations.
- We continued working with Anne Reynolds from the Cape Cod Commission and Arozana Tesson from the Town of Truro on the revision to our septic and well viewer. The revision will include an update to systems installed post 2017, and also include the proposed and contingency sewersheds as outlined in the TWMP. We hope to have this complete within a few weeks.
- We are working on our full submission for the APRA grant with our regional partners to meet the required deadline and are so excited about this opportunity.
- We stickered the remaining boats at the pleasant point boat rack and sent a reminder email to our permit holders to remove their boats before the winter season. There were still quite a few left last week.

- We continued work on the regional CZM Resiliency Grant on shoreline management and are beginning to set up meetings with DPW's, Beach Administrators, and Harbormasters to discuss sand banking. Meeting dates for staff from the four towns is proving a bit tricky and we have had to cancel two scheduled meetings.
- I am attending a seminar today on the new housing code taking effect this spring.

Fire

- Paramedic Bill Blake and EMT Ryan Hickey are in their third week (out of ten weeks) of classes at the Massachusetts State Firefighting Academy in Bridgewater. This is to certify both as full-time firefighters (Firefighter I/II) in accordance with National Fire Protection Association and Commonwealth of Massachusetts fire training requirements.
- FF/EMT Luke Fancy and EMT Brendan Cutting are completing their two (2) weeks of full-time employee orientation and will be assigned to one of the four duty groups within the next day or so.
- We are completing our request for the FY-2024 Department Operating Budget to present to the Town Administrator, Selectboard and Finance Committee.
- Work continues on preparing Ladder 93 for its refurbishment by Greenwood Emergency Vehicles, North Attleborough, MA in January.
- As we have left the "busy season" of April through October, all personnel are concentrating on winter projects with respect to enhanced training, equipment preventative maintenance, special projects, etc.

Library

- On December 1st, the Library will start collecting "Food for Friends", our annual drive for the Wellfleet Food Bank. Please bring non-perishable food and personal care items to the Library, where we will be filling our large, wooden boat. We hold this drive every year. It will run through MLK weekend.
- On Saturday, December 10th, please join us for our Holiday Children's Book Giveaway and Wrapping event! Get a FREE new book for every child in your life, and wrap the books right there! This very special annual event is sponsored by the Friends of the Library and runs from 10-4.
- Looking for something to do with your family this holiday season? Thanks to the generosity of the Friends, the Library has discount passes to tons of museums and attractions both locally and in Boston. You will save big at places that normally cost a lot - like the Museum of Science or the New England Aquarium. If you want to stay more local, discount passes are available to Pilgrim Monument, Audubon, Plimoth Patuxet and more. For a full listing, see our homepage, or this listing: <https://www.wellfleetlibrary.org/museum-passes>

Police

- This week began the department sending officers to their yearly 40-hour in-service training to maintain POST certification. The curriculum includes legal update, trauma informed policing, frontline digital evidence, officer response to interpersonal violence, duty to intervene, hate crimes and 212 degrees: preventing officer crisis. This training is held

locally on cape cod at either the Yarmouth or Sandwich Police Department training rooms.

- The department is participating in this year's "Toys for Tots Stuff a Bus Challenge" with gifts being collected at various locations around town. On Sunday December 4th, the collected toys will be transported by cruiser and ambulance to Hyannis to be distributed to families across the cape. In addition, department members will also be participating in "Homeless for the Holidays" at Truro Vineyard from December 7th-11th with Santa arriving on Saturday December 10th. We will be braving the winter elements for 106 straight hours with members of Wellfleet Fire, Truro Police, Truro Fire and Lower Cape Ambulance.
- Congratulations to all the Cape Police Departments who participated in the inaugural SWISH Basketball Tournament at Nauset High School on Saturday November 19 to benefit the Jonny Hackett Memorial Fund. Chief Hurley, Sergeant Clark, Officer Allen, Officer McGue, Officer Daley and Community Service Officer Bradshaw played against the Barnstable Police Department. We may not have won (congrats, Barnstable PD!) but we had a blast and can't wait till next year!!

Public Works

- DPW Administration
 - a. Hired Matthew Peterson for the Heavy Truck Driver/Mechanical Assistant position. Matt started on 11/28/22.
 - b. Large focus on preparing FY 24 DPW Operating budget and coordinating with various department heads
 - c. Submitted information to Barnstable County Procurement to participate in the FY 24 Roadway construction bid
 - d. Director Norton has been chairing the Cape Cod Joint Transportation Committee (CCJTC) meetings and was selected to chair a sub-committee to evaluate criteria and objectives for the 2024 Regional Transportation Plan. He also has been attending Metropolitan Planning Organization meetings (MPO)
 - e. Herring River Restoration Owner's Project Representative (OPR) is in the final stages of review at the Division of Ecological Restoration (DER).
 - f. A post award meeting has been scheduled with MIG for the Chequessett Neck River (CNR) bridge
- Facilities/Grounds
 - a. Scheduling the replacement of backup batteries for the UPS system at the Police Department. This is a critical preventative maintenance task to ensure communications are uninterrupted during power outages.
 - b. The new SEMACONNECT upgrades for the EV charging stations at the Town Hall are up and running
 - c. Highway Department assisted Facilities Department with the installation of Christmas decorations at Town Hall and on Main street.

- d. Coordinating with Rusty's on boiler servicing and making sure all systems are up and running for the winter season
- Highway
 - a. Assisting various departments, such as the Harbor with float removal, etc. (ongoing)
 - b. Hauling material from the pit to the transfer station (ongoing)
 - c. Cleaning/clearing catch basins prior to winter season
 - d. Contracts for snow removal subcontractors have been submitted and equipment has been inspected
- Transfer Station
 - a. Director Norton will be meeting with Foreman Cicale to review current fiscal status of the Transfer Station to analyze rates, processes, etc.

Recreation

- The recreation basketball season gets underway the first week of December. Wellfleet has 5 teams competing in grades K-6. Games for grades 3-6 begin after the holiday break.
- Open gym basketball for high school age through adult will begin in December at the Wellfleet Elementary School gym.
- The Department is sponsoring a community free ice-skating session at the Charles Moore Arena in Orleans on January 1, 2023 from 11-1.
- Extensive planning is underway for winter after school and weekend activities and classes for all ages at Wellfleet Elementary School to augment current programming.
- The Department submitted a Community Preservation Grant for a pavilion/awning for the bandstand at the end of the Town pier. Successful granting of this project will enable enhanced usage by the rec dept and the community.
- Due to the extended warmer temperatures, well Attended Adult pickleball round robins continue four days/week at the Mayo Beach Courts. Planning is underway for indoor pickleball round robins at Wellfleet Elementary School to begin in January.

Shellfish Department

- We finished breaking down all of our spat collecting devices (hats) and estimate that this resulted in 130,000 large oyster seed. Many thanks to our AmeriCorps member Henry Torpey for his diligence and assistance on this project.
- We issued a written warning and confiscated catch of a commercial wild oyster harvester.
- A few years without ice and some good work by Johnny Clam and the department's propagation efforts have resulted in Chipman's Cove continuing to offer excellent oyster and quahog harvesting opportunities to lots of commercial and recreational permit holders

who are easily getting their limits each day. We believe that the harbor dredging has helped this as it seems like there is less mud in the Cove.

- We are continuing to research getting a replacement truck. With assistance from Jay Norton at the DPW and suggestions from others at our Dept. Head meeting, we are monitoring Municbid, calling other towns on the Cape and sent an email out to Bay State Roads email list, which includes Mass. DOT. We have identified \$12,000 leftover in our ATM approved truck articles for this truck.
- In 2023, we sold 169 commercial shellfishing permits and 1,042 recreational ones (the most in my five-year tenure) for a total of \$91,205 in revenue. This revenue is divided between the Shellfish Fund which gets 25% and is used for CIP projects and other shellfish-related expenses, and the Revolving Fund for Propagation which gets 75% and can be used solely for shellfish propagation activities and other propagation-related expenses. This revenue takes a little pressure off the department's use of the General Fund.
- The department initiated a fee research project comparing commercial and recreational permit fees between other shellfishing towns on the Cape and in the Commonwealth through the Mass. Shellfish Officers Association. We created a comparison table which we presented to the Shellfish Advisory Board to inform their review of fees for 2023. On Nov. 29, SAB voted 5-1 to increase recreational shellfishing permit fees by \$10. With more than 1,000 recreational permits sold in 2022, this could result in an additional \$10,000 in revenue. The Shellfish Department supports this increase and will bring it to the Selectboard for review and a vote on Dec. 20.
- The department researched what other towns charged aquaculture license holders: Most charge the maximum required by MGL of \$25 an acre (or portion therefore). For Wellfleet, this represents less than \$12,000 in revenue each year. Four towns require grant license holders to also hold a town commercial shellfishing permit with fees ranging from \$100 to \$625, and two others are in the process of considering this requirement. Six towns charge other usage, service, application or advertising fees to grant license holders with a cost range of \$100-\$130, and two more are considering initiating a separate annual fee for grant holders. We produced a table with this information, which also outlined that Wellfleet has more than double the number of growers and almost double the amount of acreage in aquaculture as compared to other towns. Wellfleet was also number one in the state for town-managed commercial shellfish landings in value bringing in \$8M in 2019 (pre-pandemic). Our growers were third in the state in 2021 for farmed oyster production, with more than 10 million oysters sold with a value of \$5.4M, and our quahog farmers were first in the state with close to 3 million clams sold worth more than \$850,000. At its meeting on Nov. 29, the Shellfish Advisory Board considered requiring all grant license holders to purchase a town commercial shellfishing permit = \$310 each. This could result in close to \$17,000 in additional revenues. (The board did not want to initiate another sort of fee.) They will take a vote at their Dec. 19 meeting. The Shellfish Department supports this requirement and will bring it to the Selectboard for review and a vote on Dec. 20.
- After the Shellfish Advisory Board's approval, Nancy prepared documents for a Selectboard public hearing for two regulation changes – one of which will eliminate the redundancy in paperwork that grant holders have to do; the other is a housekeeping change to put us in line with MGL requirements for a public hearing for anything grant-related. This hearing is on Dec. 6.

- We met with two grant holders regarding proposed extensions to their grants and conducted site visits with the Harbormaster to each of these proposed locations.
- We worked with the state to finalize paperwork necessary for grant extensions already in the works and for the five deep water grants on Indian Neck that are moving in.
- We continued oversight of the grants with Selectboard orders of conditions for minimum productivity and conducted site visits to each.
- Nancy prepared advertisements and paperwork for two grant renewals and attended the Selectboard public hearing.
- We assisted a grant holder in removing derelict gear and took it to the transfer station and pulled another grant holder's truck that wouldn't start off the flats.
- Nancy attended a Conservation Commission meeting with property owners requesting revetments and beach nourishment that could affect shellfish farms and wild harvesting areas.
- Nancy and Johnny attended the Barnstable County Shellfish Advisory Committee meeting in Barnstable. Seed and growth and propagation issues were discussed.
- Nancy participated in interviewing three people for Principal Clerk.
- We took the state out for water quality testing in Duck Creek again before the December 1 opening. It passed again and will open as scheduled.
- Nancy and Hillary's work with the Conservation Commission resulted in the Mass DOT Route 6 project being required to put a time of year restriction (TOY) on its work in order to protect the eels migrating into Hawes Pond - MADMF wrote: "I would recommend a spring TOY for this project. Juvenile glass eels will be attracted to any freshwater flow. The construction site should not be active during the spring TOY to avoid impacts to glass eels. Given what I have seen on this project, it may not be necessary to have a fall TOY that protects adult silver eel emigration out of Duck Creek."

Town Clerk

- Preparation for the January 10, 2023, dual district and special town election is underway.
- End of the year preparations for the 2023 Annual Street census. To be mailed January 3rd, 2023.
- Completion of my FY24 budget submissions (Town Clerk & Elections).
- Town Report submission



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

IX

TOPICS FOR FUTURE DISCUSSION

- **The Selectboard will discuss a list of current items that are outstanding**



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

X

VACANCY REPORTS

*****Please see the packet for full report*****

Date: December 6, 2022
To: Board of Selectmen
From: Rebekah Eldridge
Re: Vacancies on Town Boards

Bike and Walkways Committee (5 members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	1 year (complete term)

Requesting Appointment: No applications on file

Board of Assessors (3 members, 1 alternate)

Vacant Positions	Appointing Authority	Length of Term
1 alt Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Board of Health (5 members, 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
0 alt Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Board of Water Commissioners (5 Members, 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
2 alt Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Building and Needs Assessment Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Cable Advisory Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year

Requesting Appointment: One application on file

Commission on Disabilities (up to 5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Conservation Commission (7 Members + 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Positions	Board of Selectmen	
2 alt Positions		3 years

Requesting Appointment: No applications on file

Council on Aging (11 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No application on file

Cultural Council (no more than 15 Members)

Vacant Positions	Appointing Authority	Length of Term
7 Positions	Board of Selectmen	3 years

Requesting Appointment: **One application on file**

Dredging Task Force (5 Members)

Vacant Positions	Appointing Authority	Length of Term
0 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Finance Committee (9 members, 2 alternate)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Town Moderator	3 years

Requesting Appointment: **no application on file**

Historical Commission (7 members)

Vacant Positions	Appointing Authority	Length of Term
0 Vacancies	Board of Selectmen	3 years

Requesting Appointment: **no application on file**

Local Housing Partnership (at least 10 members)

Vacant Positions	Appointing Authority	Length of Term
0 Vacancy	Board of Selectmen	1 year

Requesting Appointment: No application on file

Marina Advisory Committee (7 Members, 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	2 years

Requesting Appointment: No applications on file

Natural Resources Advisory Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
3 Position	Board of Selectmen	3 years

Requesting Appointment: No application on file

Open Space Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
0 Positions	Board of Selectmen	1 year

Requesting Appointment: **No application on file**

Personnel Board (4 members + TA + FinCom Rep)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Planning Board (7 members + 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
2 Alternate Position	Board of Selectmen	5 years

Requesting Appointment: No applications on file

Recreation Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Recycling Committee (7 Members + 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
2 Alternate Positions	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Rights of Public Access (5 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	1-2 years
Requesting Appointment: No application on file		

Shellfish Advisory Board (7 members + 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Alternate Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

Zoning Board of Appeals (5 Members, 4 Alternates)

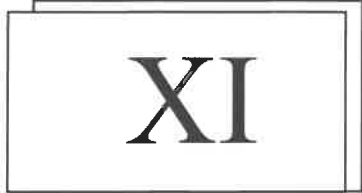
Vacant Positions	Appointing Authority	Length of Term
0 Position	Board of Selectmen	3 years
Requesting Appointment: No applications on file		

An application was received from a resident looking to join a school or housing committee that has ties and deals with green issues. I am currently talking to some housing committees to see where he could best serve the town.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022



MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes
PROPOSED MOTION:	I move to approve the meeting minutes of November 15, 2022.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Selectboard
Tuesday November 15, 2022; 7pm
Hybrid ~ Zoom/715 Old King's Highway
Meeting Minutes ~ Open Session

Members Present: Ryan Curley, Chair; Michael DeVasto, Vice Chair; Barbara Carboni, John Wolf, Kathleen Bacon

Others Present: Richard Waldo, Town Administrator; Rebekah Eldridge, Executive Assistant; Elaine McLroy, Wellfleet housing authority; Nancy Civetta, Shellfish Constable; Mac Hay, Owner Mac's at the Pier (Belvernon, LLC.); Ann Sobolewski, attorney for Living Shoreline; Seth Wilkinson, member of Living Shoreline; Patrick Otton, artwork applicant; Suzanne Grout-Thomas, Director of Beaches; Michelle Olem, Candidate to be appointed to as the governor's appointee to the Housing Authority; Brian Stern, applicant to be on the Maurice's Campground Committee; Jan Plaue, applicant to be on Maurice's Campground committee; Domenico Russo, applicant for the Maurice's Campground planning committee; Robert Wagner, applicant for Maurice's Campground Planning Committee; Tim Sayre, applicant for Maurice's Campground Planning Committee; Curt Felix, Wellfleet resident.

Chair Curley called the meeting to order at 7:15pm

I. *Announcements, Open Session and Public Comments*

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

Chair Curley announced that the vice chair was on his way due to being virtual at the executive session.

Elain McLroy spoke to the board and public reminding them that they have they housing survey that they are asking people to respond to the survey, so they have a large amount of responders.

II. *Consent Agenda*

A. FEMA Generator Grant, DPW Building ~ Jay Norton/Rebecca Roughley

B. Request from Hog Island Wellfleet to stay open until January 1, 2023, ~ Michael McNamara, manager Bacon spoke to the McNamara congratulating him for wanting to stay open longer to help the town.

C. Board to sign the warrant for the special town election on January 10, 2023. ~ Regarding New Nauset Regional High School Project.

D. Appointment to the Cable Advisory Committee ~ Heather Doyle

E. Appointment to the Marina Advisory Committee ~ James Gray

F. Appointment to the Wellfleet Cultural Council ~ Kathleen Grzewinski

Chair Curley Moved; Board Member Wolf Seconded, and it was voted to adopt the consent agenda as printed.

Roll Call vote: 4-0-1 (DeVasto wasn't in attendance yet)

III. Public Hearings

Civetta spoke to the board stating what was before them

Chair Curley Opened the grant renewal hearing for Chris Merl:

- A. Shellfish Grant Renewal for Chris Merl, grants #95-19 and #95-20 ~ Shellfish Constable Civetta

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve Chris Merl's grant renewal request for grant numbers #95-19 and #95-20 consisting of 1.84 acres located on Egg Island for a period of nine years, 10 months and 28 days with an expiration date of April 30, 2032.

Roll Call Vote: 4-0-1 (DeVasto recused)

- B. Shellfish Grant Renewal for Robert Emmet grants #861 and #861-A ~ Shellfish Constable Civetta

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve Robert Emmet's grant renewal request for grant numbers #861 and #861-A consisting of 1.5 acres located on Field Point for a period of four (4) years, eleven (11) months, and four (4) days with an expiration date of April 30, 2027.

Roll Call Vote: 4-0-1 (DeVasto Recused)

- C. Shellfish Grant Extension to Grant #2000-6 located on Egg Island for Nick Sirucek. ~ Shellfish Constable Civetta ~ **This hearing will be continued until December 20, 2022.**

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to continue the public hearing to consider a potential grant extension to grant #2000-6 on Egg Island for Nick Sirucek until December 20, 2022

Roll Call Vote: 4-0-1 (DeVasto Recused)

Chair Curley Closed the Shellfish Public Hearings.

IV. Licenses

- A. Macs on the Pier (Belvernon, LLC.) ~ Renewal of a one-year license for property

Waldo spoke to the board filling them in on this license and approving another year with Hay. He stated that town counsel stated they agreed with another year. Hay was in attendance but would like to keep the license the same. Bacon had a few questions for Hay which were about the dredging soils, being allowed to be on the property, Hay stated he had no issues with the soils. She asked about the picnic tables and he spoke to the license allowing between 8-14 tables. Carboni stated she felt this was in need of it going out to bid for procurement.

Board Member Bacon Moved; Board Member DeVasto Seconded, and it was voted to approve license as printed between the Town of Wellfleet and Belvernon, LLC (Mac's at the Pier) For a term of one-year to be executed by the Town Administrator.

Roll Call Vote: 3-0-2 (Carboni, Curley abstained)

V. Use of Town Property

- A. Living Shoreline and Bank Stabilization ~ 376 & 400 King Phillip Road, Wellfleet ~ Mark Burgess, Shorefront Consulting; B.S. Ocean Engineering DeVasto recused from this agenda item**

Sobolewski stated they were approved by the conservation commission and are able to begin the work. Chair Curley asked how many vehicles would be on the property. It was stated that there are 10 trips with one vehicle per trip. Wolf questioned if this was an issue with the Shellfish constable. The work will begin November 16, 2022.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve the application from Shorefront Consulting; Mark Burgess; for beach and shorefront stabilization for 376 & 400 King Phillip Road, Wellfleet.

Roll Call Vote: 4-0-1 (DeVasto Recused)

- B. Trash Artwork around Wellfleet ~ Patrick Otton**

Otton spoke to the board explaining that trash is becoming a huge impact on the cape. He explained that the proposal is to be put up weather display cases around the beaches to showcase the amount of trash that is being collected on the beach's and bring awareness to the community. Bacon Spoke to Otton and stated some concerns about the installation stating that it is a burden to the DPW. She stated concerns about vandalism and questioned how long they would be up, and which beaches he would like to have these showcased. He stated he would be responsible for the upkeep of the artwork, and he stated it is durable and not easily vandalized. He stated he wanted to work with the board on which beaches they would like to see them. Thomas stated she believed this was a good idea as people are unaware of the amount of trash that is accumulated at the beaches. Stating that she would like to see one on the bay side and one on the ocean side to start for one year as a trial basis.

Chair Curley Moved; Board Member DeVasto Seconded and it was voted to approve Suzanne Nickerson and Patrick Otton to showcase their "Trash Art" at two locations to be determined by the director of beaches Suzanne Thomas, trash to be collected at Wellfleet beaches and the applicant to be responsible for the upkeep and maintenance of the artwork.

Roll Call Vote: 5-0

VI. Board/Committee Appointments and Updates

- A. Appoint Michelle Olem to fill the vacant Governor's appointee position on Wellfleet Housing Authority ~ Wellfleet Housing Authority**

McIlroy spoke to the board, stating that under the law after 120 days if the governor's office doesn't act then the selectboard has the authority to do so. She stated that they have been looking for people interested in this position. She spoke to Olem's ability and her interest in the welfare of the town would benefit the housing authority. Olem spoke to the board giving a bit of background. There were no questions for her and the board thanked her for her dedication.

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to move to appoint Michelle Olem to fill the vacant governor's appointee position on behalf of the governor's office to the Wellfleet Housing Authority for a term of five-years to end June 30, 2027. To be sworn in by the Town Clerk before participating in any Housing Authority decisions or votes.

- B. Reduce the number of members from 7 to 5 on the Dredging Task Force ~ Chris Allgeier, Chair**

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to approve the Dredging Task Force go from a seven-member board to a five-member board.

Roll Call Vote: 5-0

- C. Maurice's Campground Planning Committee ~ interviewing and appointing final members.**

Chair Curley stated that there was some discussion to make this committee a little larger so they can meet quorum

Chair Curley Moved; Board Member Carboni Seconded; and it was voted to amend the Maurice's Planning Committee to 7 members and 2 alternates selected by the Selectboard and 2 members selected by the Town Administrator.

Roll Call Vote 5-0

- Brian Stern was asked to speak to the board as to why he was interested in being on this committee. He stated he was an abutter and would like to see what this campground will look like in seven-years, how does the town plan to support the people currently living there. He stated he's not entirely sure if he wants to run the committee but wanted to be honest and had many questions. Chair Curley questioned if he was an immediate abutter? He stated he was. Bacon questioned if he had a vision for the property, he stated wastewater was a big deal and something that needed to be considered. He stated summer residents needed to be considered when building this property. Chair Curley stated that Stern would be best suited for the Stakeholders group as it would be more focused on the abutters and what the plans are for the group.
- Domenico Russo was next to be talked to. He stated that he is a summer resident in Wellfleet and would like to be a year-round resident at some point but because of housing issues in Wellfleet he is unable to be a year-round resident. He gave a brief update on his interest of being on this committee. Carboni spoke to Russo asking if saw any other uses for the property. He stated that he believed the majority of the residents in the campground right now are all working class people and he feels this is the only way for people to work and stay in Wellfleet in the summer. He was asked about his background, which he gave to the board.

- Carl Sussman was next to be called on by the board. He came to the table and spoke to them about being on the Wellfleet Seasonal resident's board. He gave some background information and stated he feels this property will give a great deal of housing to people in need on the outer cape. He stated that he feels because this parcel of land is so large there are many options that can be looked at. The board had some questions for Sussman regarding the assessment of housing needs which he stated he feels is a huge need.
- Jan Plaue was asked to come to the table where the board had similar questions. Plaue spoke to her interest in being a part of the planning committee. She stated she felt this is the best thing to happen to Wellfleet in her 25 years as a resident. She gave her background and her reasoning of wanting to be on the committee. She gave some ideas of what she would like to see done with the property. She gave some background information on her work in Wellfleet.
- Carly Halloran spoke to the board about being on the planning committee. She stated she was a seasonal resident at Maurice's and worked at Maurice's as well. She stated she works from May through November. She gave some background on her being a part of the committee. She stated she didn't realize it was as much of a planning committee she stated she wanted to help in any way that she can. DeVasto stated that there will be some items coming up in the future that have to do with the operations of the campground, and they may need her input in the future if she was willing to do that. She agreed. She stated she didn't want to lose the housing that she has come to love and depend on.
- Bob Wagner spoke to the board about his background. Owning a home in Wellfleet for over 20 years and are now registered voters. He stated he was involved in town government in the town of Hatfield for many years. He stated that he feels affordable housing is very important. He explained that he has spoken to many of his friends in Wellfleet worrying about their children being able to live here in the future.
- Tim Sayre was last to be spoken to by the board, stating he was told that there were no more applicants being accepted and was upset to find out that they were still considering candidates and would like to be considered. He was asked about his interest in the planning committee. He stated that he felt this was the largest piece of property that the town can use for housing. He spoke to his experience with Habitat for Humanity and housing with the government. He continued to give his background.

The board discussed who they had already chosen and then discussed who be the last member of the committee. DeVasto stated he felt Carl Sussman would be an asset to the committee.

Chair Curley Moved; Board Member Bacon Seconded; and it was voted to appoint Carl Sussman as the seventh member to the Maurice's Campground Planning Committee.

Roll Call Vote: 5-0

Board Member Carboni Moved; Board Member Bacon Seconded; and it was voted to appoint Bob Wagner as the first alternate member of the Maurice's Planning Committee

Roll Call Vote: 5-0

Board Member Bacon Moved; Board Member Bacon Seconded; and it was voted to appoint Jan Plaue as the second alternate member of the Maurice's Planning Committee.

Roll Call Vote: 5-0

Chair Curley read the Committee's Charge to the board and public for the record. *****Full Charge can be heard on the recorded meeting, and found on the Wellfleet Maurice's Campground page of the town's website*****

DeVasto spoke to the board stating that if Waldo wanted to use one of the alternates as his appointees he could do so and the board would reappoint the alternates. Waldo spoke to the board about his selection. Waldo gave his list of applicants two of which were selectboard members and stated that he didn't believe that he could pick both. He spoke highly of each (Chair Curley and Board Member Carboni). He chose Ryan Curley stating that Curley has such passion. He also spoke to the elevation of Plaue from alternate to a full member. The board agreed and then voted another alternate

Board Member Wolf Moved; Board Member DeVasto Seconded and it was voted to appoint Tim Sayre as an alternate to the Maurice's Planning Committee.

Roll Call Vote: 5-0

D. Cable Advisory Committee Amend charge ~ Chair Curley

The board spoke to the amendment. Chair Curley stated it incorporates internet services.

Chair Curley moved; Board Member Bacon Seconded and it was voted to approve the changes made to amend the charge of the Wellfleet Cable Advisory Committee as printed in draft form and to be placed on the advisory page and distributed to the Town Clerk and the committee as soon as possible.

Roll Call Vote: 5-0

VII. Business

A. Kayaks at Lt. Island Bridge ~ Banning concerns and reasons

Waldo spoke to the board concerning the attention that it has caused and stated that staff requested to postpone this and he felt it needed to be addressed tonight. He gave some background. He stated there was some environmental damage from vehicles. He stated the signs will be removed but there will be no parking signs. Allowing people to launch kayaks but no parking. The board discussed this. It was discussed about people using Wellfleet and not being from Wellfleet. It was stated that the town property being used as a business and it being an issue. Bacon stated she doesn't just want no parking she wants more control on that as it is overused and a huge resource for Wellfleet.

The board agreed that they were inclined to leave this item with the Town Administrator to work out with staff.

B. Inclusionary Zoning Bylaw Amendment ~ Chair Curley

Chair Curley gave background on this amendment and why it was being brought forth. He explained the amendments to the board, and they discussed them. Chair Curley explained his reasoning for wanted to amend this bylaw and the board agreed. There were some questions from the board members. Bacon stated how well this bylaw was thought out and she commended Curley for his hard work and dedication to this cause. Carboni agreed but stated some concerns. Felix spoke to the board about adding housing on his building on route 6 and asked how this would affect him. Chair Curley spoke to Felix and explained the fees.

Chair Curley moved, Board Member Seconded and it was voted to refer the inclusionary Zoning Bylaw Amendment as drafted to town counsel for review and comment and to the planning board as a draft for comment
Roll Call Vote: 5-0

C. ARPA County Funding Request ~ Maurice's Campground ~ Town Administrator

Waldo spoke to this agenda item explaining to the board there was a program that came out a few months ago giving grants of a total of five million dollars. He explained that there were many applications that were submitted and he explained that Wellfleet was not selected for a grant. He explained that there is money that the town can apply for a different funding opportunity. He gave details on this funding and what he would like to see the money used for. He explained that he needed the board's approval to move forward with the application.

Board Member Carboni Moved; Chair Curley Seconded; and it was voted to direct to town administrator to apply for the ARPA funds that are available for the Maurice's planning.

VIII. New Business

There was no new business to be discussed at this time.

IX. *Selectboard Reports*

Bacon spoke to the board and reported that she attended a housing conference that spoke to the housing crisis on cape cod. She gave a full update to the board and passed out a flyer to them to look over that was handed to them at the conference.

X. *Town Administrator's Report*

Waldo gave his report pointing out important pieces of information from his written report *****please see the selectboard packet for the full written report***** Waldo announced the resignation of the town accountant Nick Robertson effective December 9, 2022.

Bacon Suggested that the town hold an exit interview with Nick. She needed to know that there was an interim plan in place so that there isn't a vacancy for another 7 months. The board discussed this issue and the vacancy.

XI. *Topics for Future Discussion*

DeVasto questioned addressing the fees for the town. The building department will be addressed in the future.

XII. *Vacancy Reports*

Please see Selectboard Packet for full report. Eldridge reported that there is one application that came in today and will be on the December 6th meeting. DeVasto also stated that he would like to discuss an analysis of the town's competitiveness for employment and wages. He stated he doesn't want to lose key employees due to lack of compensation.

XIII. *Minutes*

A. November 1, 2022

Chair Curley Moved; Board Member Bacon seconded; and it was voted to approve the meeting minutes of November 1, 2022, as amended.

Roll Call Vote: 4-0-1 (DeVasto Abstained due to not being in attendance of that meeting)

XIV. *Adjournment*

Chair Curley Moved; Board Member Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 5-0

Meeting Adjourned: 10:10pm

Public Record:

FEMA Generator Grant documents

Letter from Hog Island Manager Michael McNamara, to prolong business operations until January 1, 2023

Special town meeting Warrant for January 10, 2023

Application for the Cable Advisory Committee ~ Heather Doyle

Application for the Marina Advisory Committee ~ James Gray

Application for the Wellfleet Cultural Council ~ Kathleen Grzewinski

Shellfish Hearing documents

Application for shoreline restoration

Application to display art made of local beach trash around Wellfleet Beaches

Application from Michelle Olem to be on the Wellfleet Housing Authority as the Governor's appointee.

Amended Cable Advisory Charge

DRAFT *****A full recording of this meeting can be found on the town's website*****

***Letters and emails from residents and nonresidents regarding the use of kayaks on Lt. Island Bridge
Inclusionary Zoning Bylaw Amendment
Town Administrators Written Report
Meeting Minutes of November 1, 2022.***



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: December 6, 2022

XII

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 _____