



Wellfleet Selectboard

Note: Start Time of 7pm

The Wellfleet Selectboard will hold a public meeting on **May 31, 2022, at 7:00 p.m.** **This meeting will be held via Zoom Video Conference and In Person at the Wellfleet Adult Community Center 715 Old King's Highway** (in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by the General Court of the Commonwealth of Massachusetts. Instructions for a Zoom video conference meeting which also allows phone dial-in are given below):

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

7. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.
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I. ***Announcements, Open Session and Public Comments***

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

II. ***Consent Agenda***

A. Wellfleet PTA change of date due to weather ~ Change from Saturday May 28, 2022, to June 25, 2022

B. Karen Johnson ~ application for the Shellfishing Advisory Committee

III. ***Use of Town Property***

A. Rebecca Arnoldi ~ Various Wellfleet Beaches ~ Please see attached applications and detailed information

IV. ***Herring River Restoration Project***

A. Ducks Unlimited Town's Match

V. ***Adult Community Center Retirement Letter***

A. Discussion and delegation of Selectboard member to be present

VI. ***Public Discussion***

A. Financial Discussion ~ Slide show including the following ~

- Findings of the internal audit with the finance team
- Moving Forward
- Questions and Comments

VII. ***2022 Annual Town Meeting***

A. Discussion and Review of events for town meeting.

VIII. ***New Business***

IX. ***Adjournment***



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 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: May 31, 2022

II

CONSENT AGENDA

REQUESTED BY:	Various Parties
DESIRED ACTION:	To approve the following without objection
SUMMARY:	<p>I move to approve the following items: Wellfleet Elementary School PTA to change the rain date for WES Fest to June 25, 2022. There is no fee for this event.</p> <p>I move to approve the appointment of Karen Johnson to the Shellfish Advisory Board, for a term ending June 30, 2025 not to vote at a meeting until sworn in by the town clerk and read all rules and regulations in the charter, bylaws and MGL to be on a committee or board.</p>
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

original
Application

Applicant Lauren Hill Affiliation or Group WES - PTA
Telephone Number 774 722 5428 Mailing Address 100 Lawrence Rd
Email address lauran02128@yahoo.com Welfleet 02667

Town Property to be used (include specific area) _____
Bakers Field

Date(s) and hours of use: 5/28/22 9-5 (raindate 5/29/22)

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

PTA Fundraiser - 2 inflatables, 4 carnival rides, 3 carnival games. Parking in lot across the street and at the marina. Hot dogs, popcorn and refreshments to be sold at event. tickets sold for rides and games. live music band & DJ.

Describe any Town services requested (police details, DPW assistance, etc.)
0

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Date: _____

Processing Fee: \$50.00 pd. 4/7/22

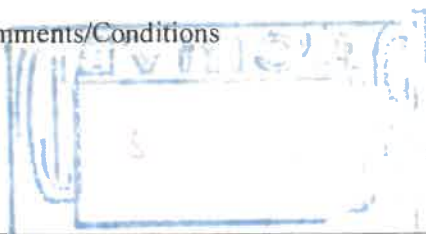
Fee: _____ RE

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

<p>Health/Conservation Agent: OKayed by Hillary with a food truck permit</p> <p>Comments/Conditions:</p> <p>Permits/Inspections needed: Needs a food truck nermit</p>	<p>Inspector of Buildings: N/A</p> <p>Comments/Conditions:</p> <p>Permits/Inspections needed:</p>
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<p>Police Department: OKayed by Chief Hurley</p> <p>Comments/Conditions:</p>	<p>Fire Department: OKayed by Chief Pauley</p> <p>Comments/Conditions:</p>
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<p>DPW: OKayed by Jay Norton</p> <p>Comments/Conditions Jay also stated a coordination meeting with DPW along with Recreation</p>	<p>Community Services Director:</p> <p>Comments/Conditions:</p>
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<p>Harbormaster: N/A</p> <p>Comments/Conditions</p> 	<p>Shellfish: N/A</p> <p>Comments/Conditions</p>
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<p>Recreation:</p> <p>See comments from Rec Director</p> <p>Comments/Conditions</p> <p>. The event needs to coordinate with rec, DPW and vendors about delivery of carnival rides to make sure the trucks drive on the nerimeter of the field, and away from the marked snrinkler heads. Rec annroves with these stinulations in nlace.</p>	<p>Town Administrator:</p> <p>Comments/Conditions</p>
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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 Karen Johnson Date 5/23/22

Mailing Address PO Box 1343
Wellfleet, MA 02667

Phone (Home) _____ (cell) 774-268-0169

E-mail Shellfishgrl@gmail.com

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

Over 7 years commercial shellfishing including both aquaculture and wild fishing.

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

Committees/Boards of Interest: 1)

Shellfish Advisory

2)

3)



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

III

USE OF TOWN PROPERTY

REQUESTED BY:	Rebecca Arnoldi
DESIRED ACTION:	Arnoldi will report back to the board regarding her meetings with the recreation director, the beach director, and the conservation agent. Asking for the approval of the use of various locations on beaches throughout Wellfleet
PROPOSED MOTION:	A motion will be made at the meeting
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

original application

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

Applicant Rebecca Arnoldi Affiliation or Group Be Body & Earth

Telephone Number 617-935-1548 Mailing Address 1527 Baker Ave

Email address rebeccaarnoldi@yahoo.com Wellfleet MA

Town Property to be used (include specific area) programs, Newcomb Hollow, on Beach, Mayo Beach, Uncle Tim's Cannon Hill Area, The Gut

Date(s) and hours of use: Tues/Wed/Thurs Daytime July/Aug/Sept.
10 - 4:30pm

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

would like to Advertise to people for private sessions
yoga on the beach, nature walks, different nature
programs. Not all the hours listed above but during
those hours.

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

none needed

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: April 29, 2022

Processing Fee: \$50.00 p.d. R&E

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

<p>Health/Conservation Agent:</p> <p>Comments/Conditions:</p> <p>Permits/Inspections needed:</p>	<p>Inspector of Buildings:</p> <p>Comments/Conditions: N/A</p> <p>Permits/Inspections needed:</p>
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<p>Police Department:</p> <p>OK - per Chief Hervey</p> <p>Comments/Conditions:</p>	<p>Fire Department:</p> <p>OK - per Chief Pauley</p> <p>Comments/Conditions:</p>
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<p>DPW:</p> <p>OK - per Jay Norton</p> <p>Comments/Conditions:</p>	<p>Community Services Director:</p> <p>The Gu - NO (limited parking)</p> <p>Comments/Conditions:</p> <p>- Newcomb Hollow Beach - all activities must be off the guarded beach. All participants must have valid Wellfleet Beach sticker on vehicle 9am-5pm</p> <p>Mayo Beach - OK</p>
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<p>Harbormaster:</p> <p>Comments/Conditions:</p> <p>N/A</p>	<p>Shellfish:</p> <p>Comments/Conditions:</p> <p>N/A</p>
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<p>Recreation:</p> <p>Need to know the AM dates & times planned to use Mayo Beach to coordinate with Rec.</p> <p>Rec would like to recommend no use of Mayo Beach on Thursday mornings in July & August due to approved craft fair already taking place in that location.</p> <p>Comments/Conditions:</p>	<p>Town Administrator:</p> <p>Comments/Conditions:</p>
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BE Body and Earth- Yoga Nature & Art Adventures!
(Rebecca Arnoldi DBA be body and earth)

Mission: Deepen body awareness, ecological awareness & creativity to promote health & wellbeing of participants and the life that surrounds us.

Promotes:

- **connection** with self, community and the natural world
- **health** and wellbeing
- **grounding** and calm
- **strength**, stability and flexibility
- **creativity**
- **positive** ecological choices & **protection** of the natural world

Programs:

Yoga: Gentle Kripalu style trauma-sensitive yoga

Nature Walks: guided nature explorations

•Beach walk :A peaceful walk along the beach to explore the flora and fauna we see and find. Explore traits of resiliency that help these beings survive harsh conditions. Our exploration will be guided by the interests and findings of participants.

•Marsh Walk: Explore a tidal salt marsh and the flora and fauna we see there. Explore traits of resiliency that allow these beings to survive harsh conditions. Stretches breath awareness, and mindful walking to connect more deeply with our surroundings and ourselves. Our walk will be guided by the interests and findings of participants.

•Tree ID Walk: Explore branching patterns, bark, buds, leaves, flowers and fruits of the trees we see and the cultural and natural history of the different species that surround us. Participants will learn how to identify several common trees.

Art: Observational expressive drawing & watercolor open to all levels. Beginners welcome!

BE Body and Earth Adventures:

*BE Beach: Yoga+ Nature + Art +optional free write

*BE Marsh: Nature walk+ Art +optional

*BE Tree: Yoga/Mindfulness+ Nature +Art + optional free

free write
write

Summer Schedule (subject to change*)

Mondays : No programs til 8/22

Morning: Be Beach Adventure: TBD -Newcomb/Gut (CCNS parking & access via marsh path)

9-10 Yoga

10-11 Nature/Art

11-11:15 Free write

Tuesdays:

Morning: Be Marsh Adventure (Duck Creek)

9:30-10:30 Marsh Walk

10:30-11:30 Sketching the Marsh

11:30-11:45 Free write

Afternoon: Be Beach Adventure (TBD Mayo/Newcomb/Gut)

4-5PM Yoga

5-5:45PM Nature/Art Exploration

5:45-6PM Free write

Wednesdays & Sundays: occasional programs for individuals and small groups by request

Thursdays:

morning:Be Marsh Adventure (Duck Creek)

9:30-10:30 AM Marsh walk

10:30-11:30PM drawing & painting the marsh

11:30-11:45AM Free write

afternoon: Be Beach Adventure (TBD, Gut, Newcomb Hollow)

4-5 PM Beach Yoga

5-5:45PM Beach Nature/Art

5:45-6PM Free write

Fridays:

morning: Be Beach Adventure (TBD Gut/Newcomb Hollow)

9-10 Yoga at Beach

1030-1145 Nature/Art

11:45-12 Free write

Note: Detailed schedule in progress to work around other activities run by other yoga instructors, guides, recreation, town events etc. Some of the following activities/dates and times may be changed in accordance with such. Open to suggestions regarding locations, programs, schedule, marketing etc. If any of the above days/times/locations do not work for any part of Wellfleet town government I am happy to change as needed.

Details and Logistics :

Participants: 2-10.

Vehicles: 0-11 Carbon-free transportation encouraged (esp. bike/walk/bus)

Locations:

- Newcomb Hollow(outside protected area)
- Mayo (outside of Rec, craft fair, other yoga classes etc.)
- Gut (using NPS parking and Marsh path)
- DuckCreek
-

Fees: \$18 for 45min-1 hr program

\$36 for 2+ hr. combo program

Discounts:10% discount for locals. Pay what you can (for anyone who needs)

\$36 membership, 20% discount on programs (may add additional benefit to these)

\$180 Unlimited programs for one month “

\$360 unlimited programs for the season “

(may donate a percentage of proceeds to an conservation cause to be determined)

Primary season: summer. Occasional programs F, W, Sp. in person programs. Some virtual/hybrid programs during F,W,Sp.

Pilot program Summer 2022 July- Sept. No programs August 11-16



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

IV

HERRING RIVER RESTORATION PROJECT

REQUESTED BY:	Ryan Curley ~ Chair
DESIRED ACTION:	Discuss Duck's Unlimited Donation and the town's match
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 _____

Memorandum

To: Wellfleet Selectboard
From: Carole Ridley
Date: May 25, 2022
Re: Confirmation of Town To Serve as Grant Match Partner

BACKGROUND

The US Fish and Wildlife Service (US FWS) North America Wetlands Conservation Act (NAWCA) grant program has awarded \$2M to Ducks Unlimited (DU) to fund vegetation and marsh management actions that are part of the Herring River Restoration Project, Phase 1.

NAWCA grants are intended to “increase bird populations and wetland habitat, while supporting local economies and American traditions such as hunting, fishing, bird watching, family farming, and cattle ranching. Wetlands protected by NAWCA provide valuable benefits such as flood control, reducing coastal erosion, improving water and air quality, and recharging ground water.”

Last spring, the Selectboard voted as follows:

Board Member Curley moved; Board Member Reinhart seconded; and it was voted to approve the town of Wellfleet serve as a 10% match partner for a \$2 million grant proposal to be submitted by Ducks Unlimited to the US FWS North America Wetland Conservation Act program for the Herring River Restoration Project, and that the Town’s 10% match contribution be met by pledging \$200,000 of a pending grant from the Commonwealth’s Municipal Vulnerability Preparedness Action Grant Program or, if the MVP grant funds are not received, by pledging alternate match value totaling \$200,000 that could be met by other non-federal grants and in-kind contributions toward the project from January 2019 through September 2025, and to authorize the signing of a Partner letter of support, by the Selectboard Chair. Roll call vote: 5-0.

The MVP program subsequently awarded the Town a grant in the amount of \$589,960 for the purpose of completing final design plans and bid specifications for project elements. Thus, the \$200,000 in match value is available to the Town for this NAWCA match partner commitment. The MVP grant funds would not be eligible as match for other federal grant programs being pursued for the Herring River project.

REQUEST

To sign the enclosed Partner Contribution Commitment confirming the Town’s role as a 10% match partner by committing \$200,000 of MVP grant funds expended as non-federal match, and to provide documentation required by NAWCA for this purpose.

Possible Motion: That the Town of Wellfleet will meet its commitment as a 10% match partner for a \$2 million grant to Ducks Unlimited from the US FWS North American Wetland Conservation Act program for the Herring River Restoration Project, by pledging \$200,000 of expended grant funds from the Commonwealth’s Municipal Vulnerability Preparedness Action Grant Program, and to authorize the signing of a Partner Contribution Commitment and the provision of necessary documentation of expended grant funds.

**NORTH AMERICAN WETLANDS CONSERVATION ACT PROPOSAL
PARTNER CONTRIBUTION COMMITMENT**

The Herring River Restoration and Protection Project

The Herring River Restoration and Protection: Phase I NAWCA proposal dated July 7, 2021 was approved for NAWCA funding by the Migratory Bird Conservation Commission on April 27, 2022. (CFDA #15.623). Ducks Unlimited intends to serve as the NAWCA grant recipient on behalf of the Project partners and to administer grant funds received under a NAWCA grant.

The Project will be conducted in accord with the Project Proposal and all terms and conditions detailed by the USFWS (<https://www.fws.gov/grants/atc.html>) and in the NAWCA 2022 U.S. Grant Administration Standards.

Town of Wellfleet (municipality) intends to be a match provider and agrees to provide matching contributions as detailed below and to provide information and materials in a timely manner as requested by DU that are necessary to meet DU's obligations under the Grant.

When will you make the contribution? During the grant period April 2022-April 2025

What is the value of your contribution and how did you determine the value? Does the contribution have a non-Federal origin? If this is based on a fund-raising event or other future action, if that future action fails, will you still provide the contribution amount? The Town of Wellfleet is committing to \$200,000 in match funding towards the Herring River construction project. The source of match funding is grant funds received from the Commonwealth of Massachusetts Municipal Vulnerability Preparedness Program that were expended to cover direct restoration project costs. The funding is based on a secured grant. Funds will not be leveraged towards any other federal sources and are non-federal in origin.

What long-term migratory bird and wetlands conservation work will the contribution cover? The project will re-establish tidal flow to the Herring River estuary through removal of tidal obstructions to reconnect hydrology and through vegetation and marsh management. The elimination of connectivity has resulted in the loss of important migratory bird habitat, loss of function as a nursery for a regionally important commercial and recreational fishery and shellfishery. After restoration the wetlands in the project area would change from degraded habitats influenced by freshwater to tidal marsh habitats influenced by varying degrees of salt water. Increased tidal range would restore an estuarine salinity gradient and allow for colonization of native tidal marsh plants. Restoration of the Herring River estuary will likely also beneficially or positively impact several state-listed species and their habitats in the estuary, including American Bittern, Least Bittern, Northern Harrier. The project area is recognized within the State and Globally as an Important Bird Area: The Outer Cape Code National Seashore. For decades, this area has been recognized throughout the Atlantic Flyway for its importance for marshbird breeding habitat for Saltmarsh Sparrows, wintering habitat for American black ducks, and a migration stopover for >300 bird species.

Does the proposal correctly describe your contribution, especially the amount? Yes, the Project will be completed in accordance with the Project Proposal (attached), including any mutually agreed modifications. DU and the Town of Wellfleet intend to cooperate to complete the Herring River Project, as detailed in the proposal.

Please confirm that your contribution has not been used to meet any other federal programs match or cost share requirements. The funding will not be used to leverage other programs or cost-shares.

This match commitment is contingent upon DU's receipt, acceptance and execution of the Grant, the terms and conditions of which are acceptable to DU that will fund this Project. If DU should not receive or accept the Grant or if this Project is excluded from the Grant, this match commitment shall be rescinded as of its effective date and neither party shall have any obligations.

Signature:

Name (printed), Title, and Affiliation:

Date Signed:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

V

ADULT COMMUNITY CENTER RETIREMENT LETTER

REQUESTED BY:	Ryan Curley ~ Chair
DESIRED ACTION:	To approve the letter written and designate a selectboard member to attend the open house for the retirement of Linda Balch
PROPOSED MOTION:	I move to approve the letter for Linda Balch and have the chair sign on behalf of the selectboard, to delegate _____ to attend the open house in celebration of Linda's retirement.
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELFLEET
300 MAIN STREET WELFLEET, MASSACHSETTS
508-349-0300

We would like to acknowledge the invaluable services that Linda Balch has provided to the older adult population in Wellfleet for 31 years in your role as the Outreach Coordinator at the Wellfleet Council on Aging. Starting as a half-time employee before becoming a full-time employee in 2006, as the needs of the residents increased, so did Linda's role in meeting them. Linda was born and raised in Wellfleet and has devoted her professional life to serving those in the greatest need. Like her parents before her, she has served Wellfleet and its residents well.

The role of an Outreach Coordinator has changed over the years, but it has always involved reaching and visiting older adults in their homes, ensuring their well-being, and making sure that their needs are being met. This is critical for housebound or frail residents. Linda's long experience was crucial in identifying older residents in need of programs and services. In particular, health insurance, prescription plans, and Social Security enrollments have become much more complicated and have mostly moved online, creating a significant handicap for the older adults navigating those services.

Linda's role was to serve as a bridge and assist vulnerable residents of Wellfleet. She would make frequent wellbeing check-ins with at-risk residents. These would happen before and after storms and regularly year-round. In addition, Linda enrolled many in fuel assistance, made twice-monthly food delivery from food pantries, and provided social contact to those in need.

With warm regards, we wish Linda Balch a happy retirement,

Yours Sincerely on behalf of the Wellfleet Selectboard,

Ryan Curley

May 31, 2022



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

VI

PUBLIC DISCUSSION

REQUESTED BY:	Wellfleet Finance Team ~ Charlie Sumner, Lisa Souve, & Mary McIsaac
DESIRED ACTION:	To discuss and present a slide show of the financial findings of the internal audit for the town of Wellfleet.
PROPOSED MOTION: SUMMARY:	No motion is needed
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Municipal Services for the Town of Wellfleet



- To coordinate the effort to complete the FY20/FY21 years and cover interim vacancies in administration and finance
- Administration – providing interim management services for personnel administration, budgeting, financial forecasting, contract negotiations, and grant procurement.
- Finance and Accounting – providing Interim Treasury management and accounting services



Staff Turnover Starting FY19



■ Hire Date ■ End Date

FY2020 and FY2021 Reporting Years

- Financial Software Conversion
- Budgeting Issues
- Use of Reserves and Free Cash



FY2020 Financial Audit



**AUDITOR'S REPORT/AUDIT
STANDARDS**



MANAGEMENT LETTER

FY2020 and FY2021

- **Commencement**
- **Standards:**
 1. Massachusetts General Laws
 2. Town Bylaws
 3. UMAS (Uniform Municipal Accounting System)
 4. GAAP (Government Accounting & Auditing Procedures)
 5. Municipal Finance Best Practices
- **External consults:**
 1. Commonwealth of MA – Dept. of Revenue
 2. Unibank Fiscal Advisory Services (Financial Advisor)
 3. Powers and Sullivan, LLC
- **Body of Work – Analysis and transaction testing of Treasurer’s cash in Vadar**
- **Agency Funds – Withholdings and other receipts**



Results of Internal Audit Part I

Financial Software Enhancements

- Create a standardized chart of accounts for budgets of the General Fund, the Marina Enterprise Fund, and the Water Enterprise Fund
- Create a new Chart of Accounts for the Town's Long-Term and Short-Term debt obligations
- Correct the chart of accounts to fix the path of information that is entered into the system
- Standardize fund structures, to create and/or eliminate accounts
- Formalize interim reporting of revenues and expenditures and period- end trial balances to deliver to management and department heads

Results of Internal Audit Part II

Accounting Review and Corrections

- Completion of the recording of the Town's budget and the DOR approved tax recap
- Posting **THOUSANDS** of entries to correct accounting errors and omissions
- Correcting accounting records of restricted funds for community preservation, affordable housing, stabilization funds (5), trust funds (20), and escrow accounts (13)
- Correcting financial activity in Shellfish Funds, and agency accounts for Police and Fire Details, Firearms, Deputy Collector, and Taxes due to the Commonwealth for School Meals and Pier Gas.
- Completing comprehensive transaction review of withholdings in Fund 92 (payroll withholdings) and related entries in Fund 93 (other withholdings)

Final Pieces

- Completion of FY2021 independent financial audit
- Submission of required reports to the Department of Revenue
- Certification of Free Cash
- Preparation for FY2022 year-end close
- Draft the Finance Team's report on findings/recommendations





Overrides

- What is an override? What types are there? Why are overrides important?
- What is the impact of the requested overrides?
- ATM 2022 requests
- Cape Trends



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

VII

2022 ANNUAL TOWN MEETING

REQUESTED BY:	Charlie Sumner ~ Interim Town Administrator, Ryan Curley; Chair
DESIRED ACTION:	To discuss and go over the plans and procedures for town meeting set for June 11, 2022
PROPOSED MOTION:	No motion is needed for this agenda item
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

VIII

NEW BUSINESS

REQUESTED BY:	Ryan Curley ~ Chair
DESIRED ACTION:	To discuss anything that has not been reasonably anticipated by the chair
PROPOSED MOTION: SUMMARY:	If a motion is needed one will be made at the time of the meeting
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: May 31, 2022

IX

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 ____