



Wellfleet Selectboard

Note: Start Time of 6pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, June 8, 2021, at 6:00 p.m.** **This meeting will be held via Zoom Video Conference** in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker. Instructions for a Zoom video conference meeting which also allows phone dial-in are given below:

1. Watch a livestream on Wellfleet's YouTube Channel located at the following link:
www.youtube.com/c/wellfleettownmedia.

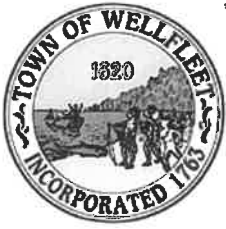
Join the meeting hosted in Zoom by using the following link:

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

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

- a. Raise hand in smartphone app – touch bottom of your screen and select "more" - hit "raise hand" button
 - b. Raise hand on computer – hit "participants" button on bottom of screen – hit "raise hand" button on bottom of participants panel
 - c. Please make sure you properly identify yourself before speaking, rename yourself by selecting the participants button and choosing "more" (or by holding down on your name on a smartphone app) and selecting "rename" - full, legal names only.
 - d. Please join the meeting on time.
2. You may also listen to the meeting by calling in on a phone to +1 929 205 6099 and enter **Meeting ID: 856 8960 4806 | Passcode: 611877** Landline callers can participate by **dialing *9 to raise their hand**.
 3. You may submit questions and comments to the Town using the following email:
executive.assistant@wellfleet-ma.gov Comments made during the meeting via e-mail will be sent to Selectboard members AFTER the meeting.
 4. Meeting materials are attached to this agenda, available online at Wellfleet-ma.gov. It is recommended that phone participants access materials in advance of the meeting.
 5. **Please follow the following general instructions:**
 - a. Keep your phone muted at all times when not talking; no one is allowed to unmute themselves during the meeting.
 - i. Selectboard meetings are NOT interactive. If public comments are allowed that's all, comments only, not questions.
 - ii. If the Chair is allowing comments during the meeting the number of comments will be limited and may be **no longer than one minute**.
 - b. Do not use speakerphone; do not use Bluetooth devices; mute all background noise.
 - c. Please do not speak until the Chair asks for public comments or questions and you have been recognized by the moderator and unmuted.
 - d. After the business section is complete no public comments are permitted. Future agenda items are from the Selectboard, no one else.
 6. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.
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- I. ***Announcements, Open Session and Public Comments***
Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.
- II. ***COVID-19 Updates and Recommendations***
- III. ***Licenses***
 - A. Trudy Vermehren ~ Weekday and Sunday Entertainment ~ Fox and Crow Restaurant.
 - B. Weekday Entertainment ~ Lobster & Chowder House
- mi. ***Use of Town Property***
 - A. Mayo Beach, Town Pier, and Indian Neck parking areas, for various dates and times ~ Wellfleet SPAT.
 - B. Wellfleet Memorial Garden ~ September 18, 2021, 5:30PM ~ Mary Gallagher & Alex Kent
 - C. Duck Harbor ~ July 23, 2021, 7:00PM – 8:45PM ~ Nanci Sullivan
 - D. Baker Field Tent ~ Various Dates and Times ~ Neal Nichols, Jr.
 - E. Baker Field Pavilion ~ June 27, 2021, 6:00PM – 9:00PM ~ Frank Corbishley
- mii. ***Business***
 - A. Selectboard to rescind the original vote of Town Meeting Quorum.
 - B. Change Name of Wastewater Committee to Clean Water Advisory Committee
 - C. Request Town to Serve as 10% Match Partner for Grant Proposal for Herring River Restoration Project~ Carole Ridley.
 - D. Discussion of Remote Participation after the resumption of in person meetings ~ Selectboard Member Curley
 - E. Remote Participation Policy ~ Selectboard Member Curley
 - F. Review of Administration’s Workplan to address Auditor’s Management letter and comments ~ TA Charlie Sumner, Lisa Souve, Mary McIsaac (interim accountants)
 - G. Review and Discuss Management & Audit Letter ~ Powers & Sullivan.
- miii. ***Selectboard Reports***
- miv. ***Town Administrator’s Report***
 - A. Town Administrator Sumner will give a report on things happening throughout the town.
- mv. ***Topics for Future Discussion***
- mvi. ***Correspondence and Vacancy Reports***
 - A. Site map received by Attorney Ben Zehnder for Nature’s Alternative
- mvii. ***Minutes***
 - A. May 17, 2021
 - B. May 18, 2021
 - C. May 20, 2021
 - D. May 25, 2021
- mviii. ***Adjournment***



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

II

COVID-19 UPDATES AND RECOMMENDATIONS

REQUESTED BY:	Chair DeVasto/Health Agent Lemos
DESIRED ACTION:	Discuss any new updates or information
PROPOSED MOTION:	TBD
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea ____ Nay ____ Abstain ____



SELECTBOARD

AGENDA ACTION REQUEST

Meeting Date: June 8, 2021

III

Licenses ~ A

REQUESTED BY:	Trudy Vermehren
DESIRED ACTION:	To approve the weekday and Sunday entertainment license
PROPOSED MOTION:	I move to approve the Weekday and Sunday Entertainment License to Trudy Vermehren from the Fox and Crow Restaurant.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

deadline May 7



Board of Selectmen

Request for Placement on Agenda

Name: TRUDY VERMEHREN
 Address: 340 COLES NECK RD., WELLFLEET, MA 02667
 Company or Organization Representing: THE FOX and CROW INC d/b/a
THE FOX and CROW CAFE
 Phone Number: 508.349.1631
 Email Address: trudy10@msn.com

Specific Request: THE FOX and CROW CAFE requests placement
on the MAY 11th selectboard meeting seeking:
 1) weekday entertainment license
 2) SUNDAY entertainment license
 3) request consideration of improvements to
town landing parking area at the intersection
of Bank St & Commercial St.

To be Filled out by Dept.

Applicant Notified: _____ Date of Hearing: 5/25/21

Date Request Completed: _____



Town of Wellfleet
 300 Main Street
 Wellfleet, MA 02667
BUSINESS LICENSE APPLICATION

2021

Fee
 BOH Fee
 Processing Fee
TOTAL

Business Name/Map/Lot THE FOX AND CROW INC.
 Mailing Address ~~6 COMMERCIAL ST.~~ 340 COLES NECK RD.
 Town/State/Zip WELLFLEET, MA 02667
 Business Street Address 6 COMMERCIAL ST
 Business Telephone 508-214-0366 Cell 508-349-1639 Federal ID Number 82-5051400
 Manager TRUDY VERMEHREN E-Mail Address trudy10@mac.com

LICENSE TYPE:

Annual

Seasonal

- | | | |
|------------------------------|---------------------|---------------------|
| General | Class II | Retail Food |
| Charter Boat | Class IV | Food Service |
| Common Victualler | Automatic Amusement | Residential Kitchen |
| <u>Sunday Entertainment</u> | Taxi | Catering |
| <u>Weekday Entertainment</u> | Driver | CMT |
| Food Truck | Trash Hauler | Bed & Breakfast |

If applicant is an individual or partnership, please answer below:

- a. Telephone _____
 b. Name _____
 c. Mailing Address _____

- a. Telephone _____
 b. Name _____
 c. Mailing Address _____

If applicant is a corporation or trust, please answer below:
 List the titles of all officers and manager:

Title	Full Name	Home Address
<u>PRESIDENT</u>	<u>TRUDY VERMEHREN</u>	<u>340 COLES NECK RD WELLFLEET MA</u>

Corporate or Trust Name The Fox and Crow Inc

Corporate Mailing Address 340 COLES NECK RD
WELLFLEET, MA 02667

Corporate Telephone 508-349-1639

Establishment is open 12 months a year. Total seating capacity 59 Take-out service only? No

Name of Certified Food Handler (s) TRUDY VERMEHREN P.I.C. _____

Does establishment have outside seating? Yes Seating Capacity 59 Is area enclosed? Yes

If seating capacity are over 25, person Chokesaver Certified: YES, TRUDY VERMEHREN

I certify under the penalties of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all State taxes under law. I further certify that in the conduct of this business I will abide by all Town bylaws and regulations.

Trudy Vermehren President
*Signature of Individual or Signature of Corporate Officer w/Title (Mandatory)

The Fox and Crow Inc.
Corporate Name (Mandatory if Applicable)

82.505.1400
Federal Identification No.

4/26/2021
Date of Application

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.
** Your social security number will be furnished to the MA Dept. of Revenue to determine if you have met tax filing or payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. c. 62C s. 49A.

Does establishment have a lockbox? No Fire Alarm? No Police Alarm? No

Company name, number _____

FOR OFFICE USE ONLY BELOW THIS LINE

Department Head or Designee Signatures

Department	Signature	Date	Comment
Police	<u>[Signature]</u>	<u>5-11-2021</u>	<u>Need to observe noise by-law 10pm to 8AM</u>
Fire	<u>[Signature]</u>	<u>5-12-21</u>	<u>OK</u>
Tax	_____	_____	_____
Building	_____	_____	_____
Health	_____	_____	_____

Received 5/9/21 By (initials) [Signature] Fee Received 125.- Insurance Date Issued 6/1/21

577



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

III

Licenses ~ B

REQUESTED BY:	Lobster & Chowder House
DESIRED ACTION:	To approve the Weekday Entertainment License
PROPOSED MOTION:	I move to approve the Weekday Entertainment License for the Lobster & Chowder House.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

IV

Use of Town Property ~ A

REQUESTED BY:	Wellfleet SPAT
DESIRED ACTION:	To approve the use of Mayo Beach, Town Pier and Indian Neck Parking Areas
PROPOSED MOTION:	I move to approve the use of Mayo Beach, Town Pier and Indian Neck Parking Areas for various dates and times to Wellfleet SPAT.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

2021 APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

Applicant: Wellfleet S.P.A.T., 501(c)(3) Corporation
Wellfleet Shellfish Promotion and Tasting, Inc.

Affiliation or Group: Wellfleet SPAT

Telephone Number: 508-349-3499

Mailing Address: Wellfleet SPAT

Email address: michele@wellfleetspat.org

P.O. Box 2156
Wellfleet, MA, 02667

Town Property to be used (include specific area):

The program will rotate among the following areas depending on the date:

- Mayo Beach Aquaculture lease area at two aquaculture sites at this location
- Indian Neck Aquaculture lease area at two-three aquaculture sites at this location
- Mayo Beach, Town Pier and Indian Neck public parking areas

Date(s) and hours of use:

- Wednesday, July 14 – 9:00 am
- Thursday, July 15 – 10:00 am
- Tuesday, July 20 at 2:30 pm
- Monday, July 26 – 7:30 am
- Tuesday, July 27 – 8:30 am
- Wednesday, July 28 – 9:15 am
- Wednesday, August 11 – 8:00 am
- Thursday, August 12 – 8:30 am
- Friday, August 13 – 9:30 am
- Thursday, August 19 at 3:15 pm
- Wednesday, August 25 - 8:00 am
- Saturday, September 11 – 9:00 am
- Sunday, September 12 - 10:00 am

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.

Wellfleet SPAT is a non-profit organization chartered in 2002 with the sole purpose of sustaining Wellfleet's vital shellfishing and aquaculture industries. SPAT achieves this goal through grant activities like our college scholarship program, awareness building events like the Wellfleet OysterFest and educational programs such as the Shellfish Farm Tours held in 2017 -2019. SPAT will like to resume its Shellfish Farm Tours this summer.

This program is intended to educate the public about all aspects of shellfishing. Participants will learn about the history of shellfishing in Wellfleet, what a 'grant' is, seed collection and development, various cultivation methods and practices, predators and other risks of production, harvest techniques that safely transport

product to wholesale dealer for retail distribution and where to purchase. Attendees will leave with a renewed understanding of what is involved in the production of shellfish and what makes Wellfleet such a special growing region.

The proposed tours will be held among 4-5 aquaculture sites on Mayo Beach and Indian Neck. These locations are ideal as they have adequate public parking.

A S.P.A.T. Board or Staff Member will lead the tours by interpreting the process and what people are seeing. A shellfish farmer will meet the group and make a short presentation about what it is like to farm in the water, their unique growing methodology and harvest location and what makes Wellfleet shellfish so special.

These tours are limited to 20-25 people to keep the number of guests to a manageable number. Fee is \$20 per person, children 12 and under are free. Pre-registration and waivers of liability will be required.

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

SPAT will coordinate with Beach and Recreation Director and the Shellfish Constable to confirm exact tour locations and times.

Request for parking permits for those who do not have a sticker.

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 insure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

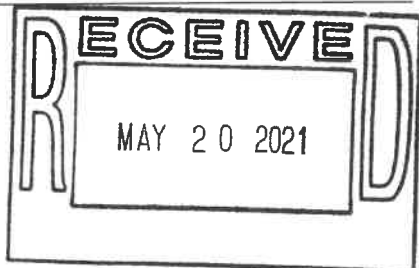
_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00 *paid*

Fee: _____

(over)



APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: <i>okay</i> Permits/Inspections needed: <i>6-3-21</i>	Inspector of Buildings: Comments/Conditions: <i>5-20-21 okay</i> Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>okay 5-20-21</i>	Fire Department: Comments/Conditions: <i>5-20-21 okay</i>
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DPW: Comments/Conditions: <i>responsible for trash removal 6-3-21</i>	Community Services Director: Comments/Conditions: <i>6-2-21 okay</i>
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Harbormaster: <i>weekday mornings okay, weekends in July/August do not work, they are major traffic + crowd time periods for the area</i>	Shellfish: <i>6-2-21 okay</i>
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Recreation: Comments/Conditions: <i>okay 6-2-21</i>	
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2021 APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant: Wellfleet S.P.A.T., 501(c)(3) Corporation
Wellfleet Shellfish Promotion and Tasting, Inc.

Affiliation or Group: Wellfleet SPAT

Telephone Number: 508-349-3499

Mailing Address:

Wellfleet SPAT

P.O. Box 2156

Wellfleet, MA, 02667

Email address: michele@wellfleetspat.org

Town Property to be used (include specific area):

The program will rotate among the following areas depending on the date:

- Mayo Beach close to parking area for shucking workshop or Powers Landing
- Aquaculture lease off Mayo Beach or Powers Landing
- Mayo Beach, Town Pier or Powers Landing public parking areas

Date(s) and hours of use:

- Saturday, July 24 at 5:00 pm
- Sunday, August 22 at 5:00 pm

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.

Wellfleet SPAT is a non-profit organization chartered in 2002 with the sole purpose of sustaining Wellfleet's vital shellfishing and aquaculture industries. SPAT achieves this goal through grant activities like our college scholarship program, awareness building events like the Wellfleet OysterFest and educational programs such as the Shellfish Farm Tours and culinary experiences like the shucking workshop.

This program is intended to foster a full appreciation of Wellfleet Oysters. Participants will learn how to safely buy, open and enjoy fresh oysters. Then they visit a working shellfish farm to learn how oysters are cultivated for harvest. The tour will cover the history of shellfishing in Wellfleet, what a 'grant' is, seed collection and development, various cultivation methods and practices, predators and other risks of production, harvest techniques that safely transport product to wholesale dealer for retail distribution and where to purchase. Attendees will leave with a renewed understanding of what is involved in the production of shellfish and what makes Wellfleet such a special growing region.

The proposed tours will begin on the beach where two folding tables will be set up for people to practice shucking. Each participant will be given a shucking kit complete with knife and gloves. Shellfish will be properly iced and tagged according to state vibrio regulations. After the shucking workshop, the SPAT program facilitator will take them on a tour of an aquaculture site on Mayo Beach or Powers Landing.

These tours are limited to 10 - 12 people to keep the number of guests to a manageable number. Fee is \$75 per person and includes shucking kit and oysters. Pre-registration and waivers of liability will be required.

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

SPAT will apply for a Temporary Food Establishment Permit and coordinate with Health Conservation Agent, the Shellfish Constable and the Beach and Recreation Director.

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 insure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

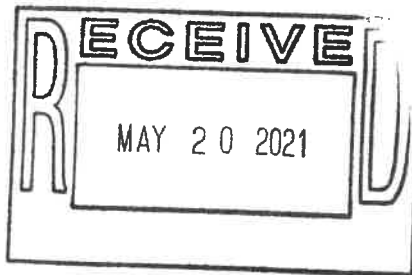
_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00 *paid*

Fee: _____

(over)



APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: <i>okay 5-20-21</i> Permits/Inspections needed: <i>6-3-21</i>	Inspector of Buildings: Comments/Conditions: <i>5-20-21 okay</i> Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>okay 5-20-21</i>	Fire Department: Comments/Conditions: <i>5-20-21 okay</i>
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DPW: Comments/Conditions: <i>okay 6-3-21</i>	Community Services Director: Comments/Conditions: <i>6-2-21 okay</i>
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Harbormaster: <i>Weekday warnings okay, weekends in Seelye largest are major traffic and crowd control time periods for the area</i> Comments/Conditions	Shellfish: <i>6-2-21</i> Comments/Conditions: <i>okay</i>
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Recreation: Comments/Conditions: <i>okay 6-2-21</i>	
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

IV

Use of Town Property ~ B

REQUESTED BY:	Mary Gallagher & Alex Kent
DESIRED ACTION:	To approve the use of The Wellfleet Memorial Garden
PROPOSED MOTION:	I move to approve the use of The Wellfleet Memorial Garden located beside Preservation Hall to Mary Gallagher & Alex Kent on September 18, 2021, at 5:30PM with the conditions a.) no alcoholic beverages are to be served or consumed in the garden b.) that any damage to lawn will be repaired to the satisfaction of the DPW and Health Agent and a fee of \$110 to be charged.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

Applicant Mary Gallagher & Alex Kent Affiliation or Group _____

Telephone Number 774-284-0611 Mailing Address PO Box 1546, Wellfleet 02667

Email address Marygallaghernyc@gmail.com

Town Property to be used (include specific area) _____

Park area next to Preservation Hall on Main Street.

Date(s) and hours of use: September 18 2021, Saturday at 5:30pm

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.

This is for our Wedding Ceremony and Reception at Preservation Hall. We would like to use the adjacent park area for pictures and a cocktail hour lasting approximately 1 hour for 20 to 30 guests who may go into that area with a beverage. The rest of the guests would be in the back garden of the venue under a tent.

Total guests approx 100-115. Please advise whether or not we need a temporary alcohol permit (beer and wine).

Fee for venue is \$4000, fee from Cosmos Catering \$20,000+

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

No Town services required.

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____



Date:

Processing Fee: \$50.00

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: <i>Work to be returned to pre-event condition by</i> Permits/Inspections needed: <i>applicant.</i> <i>6-3-21</i>	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>okay</i> <i>6-2-21</i>	Fire Department: Comments/Conditions: <i>6-3-21</i>
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DPW: Comments/Conditions <i>responsible for trash removal</i> <i>6-3-21</i>	Community Services Director: Comments/Conditions:
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Harbormaster: Comments/Conditions	Shellfish: Comments/Conditions
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Recreation: Comments/Conditions	Town Administrator: Comments/Conditions
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

V

USE OF TOWN PROPERTY ~ C

REQUESTED BY:	Nanci Sullivan
DESIRED ACTION:	To approve the use of Duck Harbor on July 23, 2021 from 7pm to 8:45pm
PROPOSED MOTION:	I move to approve the use of Duck Harbor to Nancy Sullivan on July 23, 2021 from 7pm to 8:45pm
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant: Nanci Sullivan Affiliation or Group None

Telephone Number 617 894 9855 Mailing Address 170 Rhoda Street, Quincy MA 02169

Email nsullivan3@bostonpublicschools.org

Town Property to be used (include specific area) Duck Pond Beach

Date(s) and hours of use: 7-8:45pm July 23 Friday 7/23/21

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

Equipment: one folding table with light picnic basket snacks, and trash container to carry out

Activity: 50-60 relatives, Bride & Groom would like to have a casual Sunset Meet & Greet to Welcome our guests coming from out of town, to our Wedding Weekend. (Wedding will be held at Chequessett on Saturday, the following day). At this gathering, we will be giving our guests information about the area, the many nature hiking areas, beaches, bike path, & some of our favorite spots for birdwatching, hiking, & dining. We would like our guests to have a nice sunset opportunity at one of our favorite spots, and be finished early.

Parking: the lot seems big enough and I can ask my family to carpool. They're staying at 3 hotels in the area.

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

None that I am aware of.

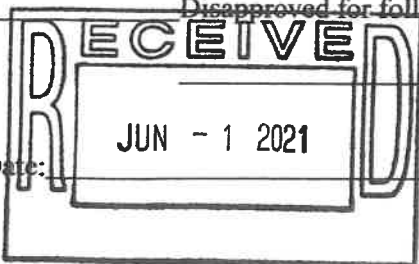
NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. 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 *paid*

Fee: 110.00

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: <i>okay -</i> Permits/Inspections needed: <i>6-3-21</i>	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>okay</i> <i>6-2-21</i>	Fire Department: Comments/Conditions: <i>6-3-21</i>
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DPW: Comments/Conditions <i>responsible for trash removal</i> <i>6-3-21</i>	Community Services Director: Comments/Conditions: <i>Duck Harbor - okay</i> <i>6-2-21</i>
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Harbormaster: Comments/Conditions	Shellfish: Comments/Conditions
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Recreation: Comments/Conditions	
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

IV

USE OF TOWN PROPERTY ~ D

REQUESTED BY:	Neal Nichols, Jr.
DESIRED ACTION:	To approve the use the Baker Field Tent on various dates and times
PROPOSED MOTION:	I move to approve the use of the Baker Field tent to Neal Nichols, Jr. for various dates and times.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant NEAL NICHOLS, JR

Affiliation or Group INDIVIDUAL ARTIST

Telephone Number 774-722-2358

Mailing Address PO BOX 738

Email address GEOGRAPHYGAMESHOW@YAHOO.COM

N. EASTHAM, MA 02651

Town Property to be used (include specific area) ONE PORTION OF BAKER'S FIELD TENT/PAVILION AS TO ACCOMMODATE TWO FOLD TABLES AND CHAIRS.

Date(s) and hours of use: 28 JUN - 2 JUL - 9-11 AM; 26-30 JUL; 3:30-5 PM; 16-20 AUG; 3:30-5 PM
23-27 AUG - 9-11 AM; 30 AUG - 3 SEPT. 9-11 AM

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.

PENCIL DRAWING CLASSES; ILLUSTRATION AND PERSPECTIVE FEATURED. AVERAGE 15-20 STUDENTS A SEASON; 2-4 PER WEEKLY SESSION AVG. PREDICTION. MATERIALS: 2 FOLD TABLES + CHAIRS; FOOD OR SNACK NOT PROVIDED; STUDENTS BRING OWN. NO PARKING EXCEPT SELF; STUDENTS ARE ALL DROPPED OFF AND RETRIEVED AT SITE. DRAWING MATERIALS INCLUSIVE OF FEE: \$100-200 WK-DEPENDENT ON CLASS. LOW INCOME FAMILIES ARE GRANTED SEAT IN EACH SESSION.

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

ON-SITE PORTABLE TOILET WILL OCCASIONALLY BE USED.

NO OTHER SERVICES OR FACILITIES REQUIRED.

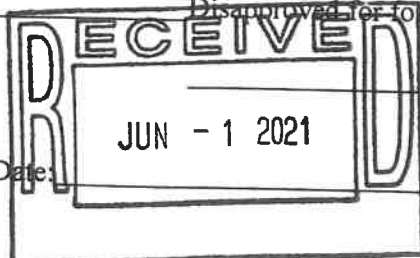
NOTE TO APPLICANTS: All applications must be accompanied by a non refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. 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 paid

Fee: _____

(over)

SUMMER 2021. WELFLEET ANNUAL DRAWING CLASSES -
HOSTED BY LOCAL ARTIST- NEAL NICHOLS, JR.

No.

SINCE 2006; I HAVE OFFERED DRAWING AND PERSPECTIVE LESSONS TO FAMILIES EACH YEAR AT BAKER'S FIELD TENT/PAVILLION. HAVING BEEN RAISED IN A LARGE WELFLEET FAMILY, IT WAS MY INTEREST TO OFFER QUALITY DRAWING LESSONS AT AN AFFORDABLE RATE TO ALL INCOME LEVELS. IN SEVERAL SITUATIONS, "FREE OR REDUCED PRICING" WAS GRANTED.

PROGRAM FEES ARE AVERAGE AT \$200, UNLIKE RATES AT CASTLE HILL IN TRURO, OR PAAM IN PROUINCETOWN. THOSE VENUES ARE UPWARD OF \$450 AND ACCOMMODATE LESS CLASS TIME, OFTEN MATERIALS ARE EXTRA. IN MY CASE, THE ONE STANDARD FEE IS INCLUSIVE OF ALL MATERIALS, (EST. \$30 PER ARTIST) AND COVERS A MONDAY-FRIDAY TERM.

IN THE EVENT OF AN ASSESSED FEE TO CONDUCT DRAWING CLASSES; IN PUBLIC LANDS; PLEASE CONSIDER AN AFFORDABLE RATE OR A "PER-ENROLLED" STUDENT BASIS. IT IS COMPLETELY UNKNOWN TO PREDICT AN ENROUMENT SIZE UNTIL THE ACTUAL FIRST DATE OF CLASS. IN THE PAST, SOME WEEKS CONTAINED TWO STUDENTS, AND OTHERS AVERAGED THREE TO SIX. "PLANS" ARE TO OFFER THE FOLLOWING TIMES: * INDICATES A "LESS LIKELY" OFFER OF CLASS, THEREFORE INCLUDING IT HERE FOR THE PROPER APPLICATION REQUIREMENT SHOULD IT BE POSSIBLE.

28 JUN - 2 JUL	9-11 AM	AVERAGE AGE OF STUDENTS -
26-30 JUL	3:30-5 PM *	5-14 YEARS.
16-20 AUG	3:30-5 PM *	
23-27 AUG	9-11 AM	RANDOM AGES- ENROLLED
30 AUG-3 SEPT	9-11 AM	3-89 YEARS

SOCIAL DISTANCING GUIDELINES ARE FEASIBLE AT ANY ALERT LEVEL; FOR DISTANCE IS ADEQUATE IN THE PROPOSED VENUE OF USE. THE TENT-PAVILLION AT BAKER'S FIELD IS TECHNICALLY A "MEETING PLACE" TO DRAW AND INSTRUCT VARIOUS ART TECHNIQUES. IN THE EVENT THE SPACE IS IN NEED OF OTHER GROUP ACTIVITY; IT IS SIMPLE TO RELOCATE SESSION UNDER TREE NEAR SKATE PARK (SAME LOCATION) BOTH, THE PAVILLION OR NEAR THE SKATEPARK ARE NON RESTRICTING AND NON-INVASIVE TO ANY PUBLIC ACTIVITY IN AREA, PLAYGROUND OR FIELDS. NEVER HAVE I REQUIRED "EXCLUSIVE USE", NOR WILL MY DRAWING CLASSES FORBID ACCESS TO ANYONE.

RESPECTFULLY SUBMITTED:

NEAL NICHOLS, JR

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: <i>ok</i> Permits/Inspections needed: <i>6-3-21</i>	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>ok</i> <i>6-2-21</i>	Fire Department: Comments/Conditions: <i>6-3-21</i>
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DPW: Comments/Conditions <i>Responsible for trash removal</i> <i>6-3-21</i>	Community Services Director: Comments/Conditions: <i>per diem rate should be charged.</i> <i>6-2-21</i>
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Harbormaster: Comments/Conditions	Shellfish: Comments/Conditions
---	--

Recreation: Comments/Conditions <i>Charge percentage of earnings.</i> <i>6-2-21</i>	Town Administrator: Comments/Conditions
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

IV

USE OF TOWN PROPERTY ~ E

REQUESTED BY:	Frank Corbishley
DESIRED ACTION:	To approve the use of the Baker Field Pavilion on June 27, 2021, from 6PM to 9PM
PROPOSED MOTION:	I move to approve the use of the Baker Field Pavilion on June 27, 2021, from 6PM to 9PM to Frank Corbishley.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant Frank J. Corbisley Affiliation or Group N/A staying at Eventide White in Wellfleet.
Telephone Number 305.606.0123 Mailing Address 921 Sorolla
Email address fcorbisley@miami.edu Coral Gables, FL 33134-3652
Town Property to be used (include specific area) Pavilion at Mayo Beach

Date(s) and hours of use: Sunday, June 27, 2021 8:00 - 9:00 PM

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.

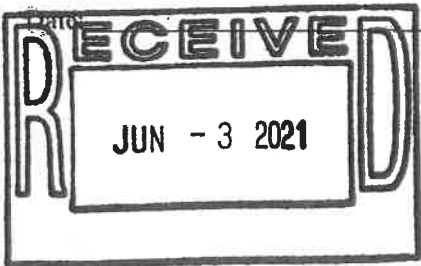
A "Shakespeare on Demand" performance as a birthday party for my wife. 30-40 attendees (extended family), though any passers-by wanting to watch would be welcomed. Equipment, I believe, provided

Describe any Town services requested (police details, DPW assistance, etc.) by Knightance Theater Co.
N/A

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): _____



Processing Fee: \$50.00
Fee: _____
(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

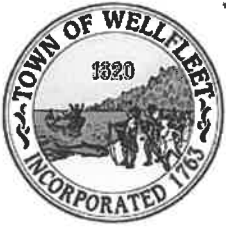
Health/Conservation Agent: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
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Police Department: Comments/Conditions: <i>okay</i> <i>6-3-21</i>	Fire Department: Comments/Conditions: <i>okay 6-3-21</i>
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DPW: Comments/Conditions <i>responsible for trash removal 6-3-21</i>	Community Services Director: Comments/Conditions:
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Harbormaster: Comments/Conditions	Shellfish: Comments/Conditions
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Recreation: Comments/Conditions <i>okay -</i> <i>6-3-21</i>	
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SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

V

BUSINESS ~ A

REQUESTED BY:	Town Moderator ~ Dan Silverman
DESIRED ACTION:	To rescind the original vote to lower Town Meeting Quorum
PROPOSED MOTION:	I move to rescind the original vote to lower the town meeting quorum due to the updated governors orders
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021



BUSINESS ~ B

REQUESTED BY:	Wastewater Committee ~ Curt Felix & Scott Horsley
DESIRED ACTION:	To approve the change of name from the Wastewater Committee to the Clean Water Advisory Committee
PROPOSED MOTION:	I move to approve the Change of Name from the Wastewater Committee to the Clean Water Advisory Committee
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

V

BUSINESS ~ C

REQUESTED BY:	Carole Ridley ~ Herring River Project
DESIRED ACTION:	To Request the Town to Serve as 10% Match Partner for Grant Proposal for Herring River Restoration Project
PROPOSED MOTION:	I move to approve that 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 American 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.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Memorandum

To: Wellfleet Selectboard

From: Carole Ridley

Date: June 4, 2021

Re: Request for Town To Serve as Grant Match Partner

BACKGROUND

The Town of Wellfleet and Cape Cod National Seashore are currently seeking funding to implement Phase 1 of the Herring River Restoration Project (Project). One funding opportunity being pursued is the US Fish and Wildlife Service (US FWS) North America Wetlands Conservation Act (NAWCA) grant program. For this year only, applicants may request up to \$2 million.

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.”

Ducks Unlimited, Inc. (DU) will be submitting an application to US FWS for a \$2 million NAWCA grant to help fund Project implementation costs. The application is due July 8, 2021. If awarded, funds will be used for implementation actions on Town of Wellfleet and/or Cape Cod National Seashore property.

Competitive NAWCA grant proposals include a minimum of three 10% match partners that contribute non-federal cash or in-kind value to the project totaling 10% of the grant amount or in this case, \$200,000. It is requested that the Town serve as one of the 10% match partners. It is proposed that the Town’s \$200,000 match contribution be met by pledging a portion of grant funds for which the Town has applied to the Commonwealth’s Municipal Vulnerability Preparedness Action Grant program. If the MVP grant funds are not received, the Town would pledge to find alternate match totaling \$200,000. This could be met by other non-federal grants and town in-kind contributions toward the project from January 2019 through September 2025, including staff and administrative time, and use of DPW facilities, etc.

If the grant is awarded, the Town would be required to sign an agreement with DU committing to undertaking the restoration efforts as proposed for a minimum of 25 years.

REQUEST

For the Town to agree to serve as a 10% match partner on the above referenced NAWCA grant proposal and authorize signature of a statement of support describing this commitment (see draft attached). A suggested motion follows:

Motion: That 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 American 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.

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

What is the title of the proposal that you are contributing to? Herring River Restoration and Protection: Phase I

What is the name of your organization (private landowners/individuals indicate "Private")? Town of Wellfleet (municipality)

When will you make the contribution? During the grant period

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 pledging \$200,000 in funding towards the construction project. Funding will cover direct restoration activities and staff time for equipment managers on restoration activities on lands owned by the Town. The value is based on cost estimates determined from external consulting firm budgets, and construction cost estimates. Specific tasks will include finalizing designs, material costs, and other direct protect related costs. The funding is based on a pending funding. Funds will not be leveraged towards any other federal sources and are non-federal in origin. If the funds are not received, the Town and partners are committed to finding a solution to ensure the pledged amount is still allocated to the project.

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

If applicable to the proposal, is your organization competent to hold title to, and manage, land acquired with grant funds and are you willing to apply a Notice of Grant Agreement or other recordable document to the property? N/A

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.

Will the project benefit tribal hunting and fishing treaty rights and if so, how? No

Do you have any additional comments?

Signature:

Name (printed), Title, and Affiliation:

Date Signed:

DRAFT



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021



BUSINESS ~ D

REQUESTED BY:	Board Member Ryan Curley
DESIRED ACTION:	Discussion of Remote Participation after the resumption of in person meetings
PROPOSED MOTION:	To see if there is a consensus of the Board.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

940 CMR: OFFICE OF THE ATTORNEY GENERAL

940 CMR 29.00: OPEN MEETINGS

Section

29.01: Purpose, Scope and Other General Provisions

29.02: Definitions

29.03: Notice Posting Requirements

29.04: Certification

29.05: Complaints

29.06: Investigation

29.07: Resolution

29.08: Advisory Opinions

29.09: Other Enforcement Actions

29.10: Remote Participation

29.11: Meeting Minutes

29.01: Purpose, Scope and Other General Provisions

(1) Purpose. The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25.

(2) Severability. If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby.

(3) Mailing. All complaints, notices (except meeting notices), and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

29.02: Definitions

As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

County Public Body means a public body created by county government with jurisdiction that comprises a single county.

District Public Body means a public body with jurisdiction that extends to two or more municipalities.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Intentional Violation means an act or omission by a public body or a member thereof, in knowing violation of M.G.L. c. 30A, §§ 18 through 25. Evidence of an intentional violation of M.G.L. c. 30A, §§ 18 through 25 shall include, but not be limited to, that the public body or public body member: (a) acted with specific intent to violate the law; (b) acted with deliberate ignorance of the law's requirements; or (c) was previously informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08, that the conduct violates M.G.L. c. 30A, §§ 18 through 25. Where a public body or public body member has made a good faith attempt at compliance with the law, but was reasonably mistaken about its requirements, such conduct will not be considered an intentional violation of M.G.L. c. 30A, §§ 18 through 25.

Person means all individuals and entities, including governmental officials and employees. Person does not include public bodies.

Post Notice means to place a written announcement of a meeting on a bulletin board, electronic display, website, or in a loose-leaf binder in a manner conspicuously visible to the public, including persons with disabilities, at all hours, in accordance with 940 CMR 29.03.

Public Body has the identical meaning as set forth in M.G.L. c. 30A, § 18, that is, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

Qualification for Office means the election or appointment of a person to a public body and the taking of the oath of office, where required, and shall include qualification for a second or any subsequent term of office. Where no term of office for a member of a public body is specified, the member shall be deemed to be qualified for office on a biennial basis following appointment or election to office.

Regional Public Body means a public body with jurisdiction that extends to two or more municipalities.

Remote Participation means participation by a member of a public body during a meeting of that public body where the member is not physically present at the meeting location.

(f) that minutes, records or other materials be made public; or

(g) other appropriate action.

Orders issued following a hearing shall be available on the Attorney General's website.

(4) A public body subject to an order of the Attorney General following a written determination issued pursuant to 940 CMR 29.07 shall notify the Attorney General in writing of its compliance with the order within 30 days of receipt of the order, unless otherwise indicated by the order itself. A public body need not notify the Attorney General of its compliance with an order requiring solely immediate and future compliance pursuant to 940 CMR 29.07(2)(b)(1) or 940 CMR 29.07(3)(a).

(5) A public body or any member of a body aggrieved by any order issued by the Attorney General under 940 CMR 29.07 may obtain judicial review of the order through an action in Superior Court seeking relief in the nature of certiorari. Any such action must be commenced in Superior Court within 21 days of receipt of the order.

29.08: Advisory Opinions

The Attorney General will generally not issue advisory opinions. However, the Attorney General may issue written guidance to address common requests for interpretation. Such written guidance will appear on the Attorney General's website.

29.09: Other Enforcement Actions

Nothing in 940 CMR 29.06 or 29.07 shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, §§ 18 through 25, pursuant to M.G.L. c. 30A, § 23(f).

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other, as required by M.G.L. c. 30A, § 20(d);

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if physical attendance would be unreasonably difficult.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

i. telephone, internet, or satellite enabled audio or video conferencing;

ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

(8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

29.11: Meeting Minutes

(1) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, in accordance with M.G.L. c. 30A, § 22(a).

(2) Minutes of all open and executive sessions shall be created and approved in a timely manner. A "timely manner" will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages public bodies to approve minutes at the next meeting whenever possible.

REGULATORY AUTHORITY 940 CMR 29.00: M.G.L. c. 30A, § 25(a) and (b).

Governor Bakers' order suspending certain provisions of the open meeting law currently allows remote meetings for public bodies until September 15th.

We need to start planning now how public bodies of Wellfleet will meet. Currently, Wellfleet does not have a Remote Participation Policy. Wellfleet will need to adopt a remote participation policy if we are to allow some members of bodies or the public to participate. Under 940 CMR 29.10, a quorum of any public body must be physically present. Someone participating remotely must be clearly audible. Such a participant can vote as well as take part in the discussions. I have written a Remote Participation Policy, but the Selectboard should discuss the issue before specific policy language is debated. Due to the Policy on Policies and the need for advance planning, we need to address this as soon as possible.

Questions we need to answer

1. Does the Selectboard want a Remote Participation Policy?
2. What are the requirements?
3. Can the Public Participate Remotely?
4. What is doable for the Town of Wellfleet

Some of the other neighboring towns have developed plans for post-Sept 15th and purchased equipment to facilitate their plans. I would encourage examining their plans.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

V

BUSINESS ~ E

REQUESTED BY:	Board Member Ryan Curley
DESIRED ACTION:	Remote Participation Policy
PROPOSED MOTION:	I move to refer the Remote Participation Policy as drafted to the Town Administrator to defer to Department Heads, Public Bodies of the Town, and Town Council, for comments and review, to be returned to the Selectboard no later than July 27, 2021.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

BOARD OF SELECTMEN

Policy on Policies

Original Date: November 9, 1988

1988-5

Revised: January 23, 1990 (1990-1)

Revised: November 22, 1993

Reaffirmed: January 16, 1996

Reaffirmed: February 2, 1998

Revised: January 16, 2001

Reaffirmed: March 9, 2004

Revised: March 23, 2004

Revised: August 14, 2007

Revised: August 11, 2015

Proposals for new policies or changes to an existing policy can be initiated by any Board member, employee or citizen. Proposals shall be submitted in writing to the Chairman of the Board of Selectmen through the Town Administrator who shall place them on a meeting agenda for consideration.

For the purpose of efficient drafting, a new policy or a policy revision considered by the Board shall not be adopted at the meeting at which it is introduced, but shall require additional readings at subsequent meetings before adoption is final.

Revocation of an entire policy may be voted on at the same meeting during which it is initially discussed.

SCHEDULE FOR ADOPTION OF POLICY

1. A topic or amendment is proposed and placed on the agenda by a Board member or the Town Administrator. The Board votes that the topic is worthy of formulation as a policy, or that amending a policy is a good idea.
2. The Town Administrator prepares a draft of the policy and sends it to department heads and other appropriate members of Town government for review and comment. If necessary, the Town Administrator refers the proposed policy to Town Counsel.
3. The draft of the proposed policy or policy amendment is placed on the agenda. The Board discusses it and then votes on it. If further amendment is necessary, they vote on the final draft at a subsequent meeting.
4. This process shall take no longer than eight weeks.

CATALOGING OF POLICIES:

Include the original, effective date of the policy and the dates of any subsequent revisions.

Have the title clearly and briefly identify the content so that it will be easy to find in the table of contents.

List the policies in alphabetical order in the table of contents.

All new policies or substantial changes in an existing policy shall be published in the annual report of the Town.

Remote Participation Policy

Purpose

The Office of the Attorney General amended the Open Meeting Law regulations at 940 CMR 29.10 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Bodies shall try to attend meetings in person, current regulations allow greater participation in government meetings by enabling members to participate remotely when physical attendance would be unreasonably difficult. This Policy intends to establish clear guidelines on the practice of remote participation by Town Boards and Committees under the Open Meeting Law, M.G.L. c.30A, §§18-25. It is essential to recognize the long-term impact of COVID on public meetings as well the character of the town's population. Wellfleet must retain the expertise of those serving on boards who may be unable to attend in person. Furthermore The Town of Wellfleet values public participation, transparency, and lively, informed discussions. In light of this, the public shall always be provided with a means of remote partition, and meetings shall be recorded.

Adaptation

The Wellfleet Selectboard Hereby Adopts Remote Participation as allowed under The Massachusetts Attorney General's Regulations, 940 CMR 29.10(2)(a), for all town public bodies by majority vote. In accordance with 940 CMR 29.10(3), the Selectboard may revoke its adoption of 940 CMR 29.10 by a simple majority vote at any time.

This Policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, subcommittees, and working groups regardless of whether such public bodies are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

Minimum Requirements for Remote Participation

Members of the public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other and, if possible, clearly visible to all persons present at the meeting location as required by M.G.L.c30A§20(d)

A quorum of the body, including the Chair or, in the Chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c.30A, §20(d).

Members of the public body who participate remotely must have access to the same materials being used at the meeting location.

Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, §23D.

All Open Session meetings shall have the ability for the public to participate, instructions on how to join a meeting shall be posted on the Town of Wellfleet Website.

In recognition of the Town Media Policy, all meetings shall be recorded, the input of those participating remotely must be captured in the recording.

Reasons for Remote Participation

A Board member may attend a meeting through electronic conferencing only if physical attendance would be unreasonably difficult. Chairs of public bodies are encouraged to continue to induce all members to attend meetings in person as a general rule due to the inherent benefits of physical presence in a meeting. It is critical to note that a quorum must be physically present 940 CRM 29.10(4)(b).

Acceptable Methods of Remote Participation

Accommodations shall be made for any public body member who requires TTY service, video relay service, or other forms of adaptive communications.

The Wellfleet Selectboard solely authorizes the use of the Zoom Video Conferencing Platform to be used by all bodies of the Town of Wellfleet.

If technical difficulties arise due to remote participation, the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection if achieved shall be noted in the meeting minutes. If a public hearing occurs after disconnection, the member shall be noted as absent.

Procedures for Remote Participation

Any member of a public body who wishes to participate remotely shall, at least 48 hours or as soon as reasonably possible prior to the meeting, notify the Chair or person chairing the meeting of his or her desire to do so and the reason for and facts supporting his or her request.

- (i) All posted public meetings of the Town of Wellfleet shall include the remote meeting information, and the public shall have the ability to participate remotely.
- (ii) Prior to the meeting, the Chair shall make every effort to ensure the equipment is available and functioning correctly. If the required equipment is not available, then the Chair shall deny the request for remote participation.
- (iii) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.
- (iv) All votes taken during any meeting in which a member participates remotely shall be by roll call vote. Members may participate remotely even if they are not qualified to vote.
- (v) Remote participants shall preserve the confidentiality of the executive session. The remote participant shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by simple majority vote of the public body, and that the session is not being remotely recorded by any device.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021



BUISNESS ~ F

REQUESTED BY:	Town Administrator Charlie Sumner, Lisa Souve, & Mary McIsaac
DESIRED ACTION:	Review of Administration's Workplan to address Auditor's Management letter and comments
PROPOSED MOTION:	To be determined
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

MATERIAL WEAKNESS	Auditor's Recommendations	Stakeholders*	Internal Action Plan Status	Target Date for Completion
CASH RECONCILIATIONS	Complete a comprehensive evaluation of the cash management process with the goal of completing full reconciliations of cash on a monthly basis. Enhance and update the cash reconciliation policy and formally document any cash reconciliation procedures as well as ensure compliance with any such policy or procedures.	Town Treasurer Town Departments, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
OTHER COMMENTS	Auditor's Recommendations	Stakeholders*	Internal Action Plan Status	Target Date for Completion
MAINTAINING PROPER VENDOR RECORDS AND DATABASE	Perform a review of the vendor listing. Ensure that a vendor database is accurate and complete. Obtain current W-9 forms for each vendor on file.	Assistant Town Accountant	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
SUPPORTING DOCUMENTATION FOR THE TOWN'S PAYROLL PROCESS	Establish and document formal internal control policies over the Town's payroll function. Establish the use of standardized forms to track payrates earned, hours worked, paid time-off and accrual balances. Adopt a standard payroll period. Conduct a full review of current bargaining unit contracts. Implement procedures to ensure compliance with such policies.	Payroll Coordinator (Asst. T/Acct) Town Treasurer Town Departments, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
AUTOMATION OF COMPENSATED ABSENCES.	Record and monitor compensated absences liability through the payroll system. Implement an automated system to monitor compensated absences.	Payroll Coordinator (Asst. T/Acct) Town Departments, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
RECORDING INTERFUND TRANSFERS AND THE CONTRIBUTION TO THE OPEB TRUST FUND	Implement procedures to reconcile any transfers as budgeted at Town Meeting to transfers recorded to the general ledger.	Town Treasurer	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
COMINGLING THE STABILIZATION FUNDS AND OPEB TRUST FUND WITH OTHER FUNDS	Utilize funds in the general ledger to appropriately track and record the balances and activity in these funds separately from other expendable trust funds....	Town Treasurer	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
ACCOUNTING FOR THE PEG CABLE ACCESS FUND	Record PEG cable access operations in compliance with DOR guidelines.	Fund Management personnel	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
MAINTAINING A BUDGET RECONCILIATION AND ACCOUNTING FOR THE GENERAL FUND BUDGET	Implement a process to verify budgetary compliance. Reconcile Town meeting votes to the amounts on the ReCap to the amounts in the General Ledger (VADAR).	Assistant Town Accountant, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
SUPPORT FOR RECEIVABLES	Establish a policy to reconcile all receivables monthly with supporting documentation and ensure that all variances are resolved timely. BETTERMENTS- Establish an internal control policy and procedures for the recording and reconciliation of betterments monthly.	Tax Collector Town Departments, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
RESERVE FOR ABATEMENTS/OVERLAY	The Town Accountant and the Town Assessor reconcile abatement activity and balances on a monthly basis.	Town Assessor	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
GENERAL LEDGER REPORTING AND MAINTENANCE	Review each project within the accounting structure across each of the Town's funds. Verify each project's current balance. Establish policies and procedures for all project activity.	Assistant Town Accountant, as needed	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
ENCUMBRANCES AND THE USE OF PURCHASE ORDERS	Implement a process to utilize purchase orders to strengthen controls over the expenditure and year-end encumbrance processes.	Assistant Town Accountant, as needed Town Departments	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
CAPITAL ASSET ACCOUNT MAINTENANCE	Perform a full review of the capital asset inventory. Implement procedures to ensure proper management of the software system to verify that capital asset additions, disposals, and depreciation are properly tracked and recorded in the Town's financial statements.	Identify the Custodian/Recordkeeper of Fixed Asset Inventory	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined
INADEQUATE CONTROLS OVER THE GENERAL LEDGER AND FINANCIAL STATEMENTS	Management review of individuals, and the roles and responsibilities of the accounting and finance departments.	All Finance Officials and their staff	Phase I- Gathering of Documents; Interview stakeholders Phase II- Examine data and identify errors and omissions Phase III- Document Corrective Action(s) Phase IV- Complete all policy/procedure drafts; Review with mgmt.	To Be Determined



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

V

BUSINESS ~ G

REQUESTED BY:	Powers & Sullivan ~ Auditors
DESIRED ACTION:	To review and discuss the 2020 Management Letter & 2020 Audit
PROPOSED MOTION:	No action needed
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2020

Powers & Sullivan, LLC

Certified Public Accountants



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To the Honorable Selectboard
Town of Wellfleet, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellfleet, Massachusetts as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the **United States of America**, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. As described in the memorandum that accompanies this letter, we identified certain deficiencies in internal control regarding the Town's cash reconciliation process that we consider to be a material weakness.

Additionally, during our audit we became aware of several matters that we believe are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter also summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management of the Town of Wellfleet, Massachusetts, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script, likely representing a member of the firm.

April 14, 2021

TOWN OF WELLFLEET, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2020

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Material Weakness

CASH RECONCILIATIONS

Material Weakness Comment

Both the Town Treasurer and Town Accountant play a key role in developing and monitoring a sound internal control structure. These roles are summarized as follows:

- The Treasurer is responsible for establishing and maintaining procedures to 1) properly safeguard the Town's cash and investments and 2) assure that all receipts and disbursements are reported accurately and timely.
- The Town Accountant's office is responsible for establishing and maintaining procedures to assure that 1) all Town receipts and disbursements are properly authorized and recorded in the general ledger accurately and timely 2) all journal entries are properly recorded and documented and 3) all departments are providing detailed and accurate accrual information on a timely basis.

One of the most effective controls to detect and correct errors in a timely manner is a timely process of reconciling bank balances to the cash book in the Treasurer's office and then reconciling those reconciled Treasurer's cash book balances to the Town's general ledger. Performing these monthly reconciliations helps to ensure that errors are detected and corrected timely and that records are complete and accurate. In 2020, the Town did not perform timely reconciliations and cash recorded on the general ledger at June 30, 2020, has not been reconciled.

In 2020, the Town implemented a new general ledger software and in performing our auditing procedures, we noted that beginning balance of cash imported into the new system for the Town's general fund did not agree to the ending balance of cash in the general fund from the previous year. This resulted in a \$2.3 million variance in beginning cash on the Town's ledgers. We were able to determine that the missing beginning balance in cash was recorded to fund balance in the general fund. This issue was not detected and corrected through the Town's cash reconciliation process. We proposed an audit adjustment which has been reflected in the Town's 2020 financial statements.

In 2020, the Treasurer's Office recorded a payment (a wire transfer, not placed on a warrant) for the purchase of land totaling \$2.0 million. The Treasurer recorded the transaction in the cashbook reconciling to the bank, but the transaction was not posted to the Town's general ledger. Because the Town did not reconcile cash between the Treasurer's cashbook and the general ledger throughout 2020, this missing expenditure was not detected and corrected in a timely manner. We proposed an audit adjustment which has been reflected in the Town's 2020 financial statements.

After the two adjustments as noted above were considered, there remained an unknown variance between the cashbook balance and the Town's general ledger totaling \$821,000, of which \$56,000 relates to outstanding checks. We proposed an audit adjustment of \$765,000 which has been reflected in the Town's 2020 financial statements.

Collectively, these instances constitute a material weakness in the Town's internal controls over cash.

Recommendation

We recommend that the Town complete a comprehensive evaluation of the cash management process with the goal of completing full reconciliations of cash on a monthly basis. With the change in the general ledger software, we also recommend that the Town enhance and update the cash reconciliation policy and formally document any cash reconciliation procedures as well as ensure compliance with any such policy or procedures.

Other Comments

MAINTAINING PROPER VENDOR RECORDS AND DATABASE

Comment

An important element of the Town's expenditure process should include maintaining proper vendor records and a comprehensive database containing all pertinent information for each vendor used by the Town, including W-9 Forms. Maintaining complete and accurate W-9 forms helps the Town prepare the required 1099 Tax Forms for independent contractor business that have been paid more than \$600.

The Town has not properly maintained vendor records including the collection of W-9 forms. Deficiencies in this process increase the risk that the Town will not prepare and file the appropriate 1099 Forms as required.

Recommendation

We recommend that the Town perform a review of the vendor listing and ensure that a vendor database is accurate and complete. This includes the preparation of W-9 forms for each vendor on file to ensure the appropriate 1099 forms are provided each year.

SUPPORTING DOCUMENTATION FOR THE TOWN'S PAYROLL PROCESS

Comment

Processing payroll is an integral part of the Town's day to day operations, and therefore should have strong internal controls. Payroll processed for each pay period should be adequately supported including signed and approved timesheets and proof of payrates. Additionally, both forms of supporting documentation should include proper signatory authority prior to the disbursement of funds.

In performing a review of the Town's internal control process for payroll operations, we noted that timesheets were not properly maintained and were not readily available for review. Furthermore, timesheets and pay periods were not standardized across departments and the timesheets did not require both the employee and their supervisor's signature for approval and support of hours worked. Nonstandard pay periods increase the risk that overtime, and other contractual benefits may not be calculated properly. Additionally, our review noted several instances where unionized employees were compensated at a rate falling outside the executed bargaining contract.

Furthermore, aside from the bargaining unit contracts, the Town does not have an annual salary notification or payrate change form that is used consistently or timely which details the annual payrate increases, if applicable, for each employee. These forms should be completed at each payrate change and should require the signature of the employee and their supervisor and/or management.

Maintaining adequate records of hours work and payrates agreed upon by both the employee and Town Management is an integral part of maintaining a strong internal control system over the Town's payroll process.

Recommendation

We recommend the Town establish and document formal internal control policies over the Town's payroll function, and to implement procedures to ensure compliance with such policies. We also recommend that as part of that internal control process, the Town establish the use of standardized forms to track payrates earned, hours worked, paid time-off and accrual balances as well as adopt a standard payroll period i.e. Sunday through Saturday. A full review of current bargaining unit contracts is also recommended to ensure payrates and terms

reflect the agreements.

AUTOMATION OF COMPENSATED ABSENCES

Comment

The Town does not have a centralized electronic system to track and accrue sick, vacation, and compensatory time. Compensated absences are specifically regulated by union contracts, and a decentralized and non-automated system increases the risk that time earned and taken will not be recorded properly, thus increasing the liability for the Town. Additionally, the records surrounding compensated absences displayed a variance from bargaining unit contracts.

Since the Town utilizes Harpers for the Town's payroll function, it is possible to record and monitor the compensated absences liability through the payroll system. This would provide greater internal control over accumulated sick and vacation time.

Recommendation

We recommend that the Town perform a detailed review of the accrued sick, vacation, and compensatory time for each employee and department to ensure that time earned and previously tracked by the non-automated system is accurate and reflects bargaining agreement terms. We then recommend that the Town implement an automated system to properly monitor compensated absences.

RECORDING INTERFUND TRANSFERS AND THE CONTRIBUTION TO THE OPEB TRUST FUND

Comment

The Town does not currently reconcile budgeted transfers to the actual transfers recorded on the ledger. A lack of reconciliation procedures surrounding the Town's budgeted transfers increases the risk that those transfers, as approved by Town Meeting, are not appropriately made in the proper period.

Consequently, in 2020, budgeted transfers were not recorded to the Town's general ledger. Furthermore, the Town did not record the \$200,000 contribution to the Town's Other Postemployment Benefit (OPEB) Trust Fund as voted at Town Meeting.

We proposed an adjustment to record budgeted transfers, including the contribution to the OPEB Trust Fund, which have been reflected in Town's 2020 financial statements.

Recommendation

We recommend that the Town implement procedures to reconcile any transfers as budgeted at Town Meeting to transfers recorded to the general ledger.

COMMINGLING THE STABILIZATION FUNDS AND OPEB TRUST FUND WITH OTHER FUNDS

Comment

GASB Statement #74 establishes accounting and financial reporting requirements for governments whose employees are provided with Other Postemployment Benefits (OPEB). For defined benefit OPEB plans that are administered through trusts that meet specified criteria as described in GASB Statement #74, the trust is required to be presented in a statement of fiduciary net position and a statement of changes in fiduciary net position.

Massachusetts General Law (MGL) Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. Stabilization funds are reported as part of the General Fund under Generally Accepted Accounting Principles.

In 2020, the Town converted to a new general ledger system, and during the conversion, set up separate funds to **account for the Town's OPEB trust fund, and the Town's general stabilization fund**. Throughout the year, the balances and activity in each of these funds were posted to a different fund, which was used to account for the **Town's expendable trust funds, rather than the funds specifically set up for these purposes**. We proposed an adjustment to reclassify the balances and activity for both the OPEB trust fund and the stabilization fund for separate reporting as a fiduciary fund and component of the general fund, respectively.

Recommendation

We recommend that the Town utilize the funds that have been set up in the general ledger to appropriately track and record the balances and activity in these funds separately from other expendable trust funds for proper reporting within the financial statements.

ACCOUNTING FOR THE PEG CABLE ACCESS FUND

Comment

The Massachusetts Department of Revenue (DOR) Informational Guideline Release No. 16-102 explains to local officials the procedures and requirements for accounting for cable television public, educational and governmental (PEG) activities.

The Release stipulates that the Town should either:

- Designate cable PEG access operations or services in an enterprise fund and separately account for all franchise fees and other revenues derived from enterprise activities in the same manner as other enterprise funds or;
- The Town may reserve the franchise fees and other cable related revenues for appropriation to support PEG access services; in a receipts reserved for appropriation fund.

In reviewing the Town's special revenue funds, we noted that PEG cable access activity was reported in another special revenue fund, and was not included as a receipts reserved for appropriation or an enterprise fund as stipulated by the DOR.

Recommendation

We recommend that the PEG cable access operations are recorded in compliance with DOR guidelines.

MAINTAINING A BUDGET RECONCILIATION AND ACCOUNTING FOR THE GENERAL FUND BUDGET

Comment

The Town is required to adopt and maintain a legal and balanced budget, and the Town utilizes their accounting system to maintain budgetary control. In 2020, the Town was unable to provide a reconciliation of the final budget recorded in the general ledger to the supporting Town Meeting votes or other documentation. This can put the Town at risk of overspending appropriations and inaccurate financial reporting.

Recommendation

We recommend that the Town implement a process to verify budgetary compliance by reconciling from Town Meeting votes to the amounts included on the tax recapitulation sheet and to the amounts recorded in the Town's general ledger system.

SUPPORT FOR RECEIVABLES

Comment

An integral part of ensuring that the financial statements are accurate and complete is ensuring that all amounts recorded to the Town's balance sheet are properly supported with underlying source documentation. Without support or source documentation, the Town is at risk for maintaining inaccurate balances in the general ledger and financial statements.

In 2020, we noted several accounts receivable balances in which supporting documentation was not provided and/or the supporting documentation that was provided did not substantiate the amounts as reported on the Town's general ledger.

Additionally, we noted that the Town does not have a strong internal control process to record activity regarding its septic betterments. We've noted variances between the general ledger and the supporting documentation for the past several years.

Recommendation

We recommend that the Town conduct a review for all of the Town's outstanding receivables to determine if the funds are still owed to the Town and if there are any receivables not properly recorded on the ledger. We also recommend that the Town retain adequate supporting documentation for all receivables and other assets recorded to the general ledger.

RESERVE FOR ABATEMENTS/OVERLAY

Comment

The Town Accountant's Office and the Assessor's Office are not managing and reconciling the Reserve for Abatement accounts. The Town is required to maintain an overlay balance that exceeds the potential liability for abatements. Without an accurate reconciliation between the general ledger and the Assessor's records the Board of Assessors could be making financial decisions for the Town based on inaccurate information.

Recommendation

In order to maintain the proper balances of overlay and to ensure that financial decisions are being made based on accurate information, we recommend that the two departments that are responsible for this actively work together to compare balances and activities, by year, and that these amounts are reconciled on a timely basis along with all other amounts recorded on the general ledger.

GENERAL LEDGER REPORTING AND MAINTENANCE

Comment

Part of the Town's accounting function is to ensure that the general ledger is adequately structured and managed in a way that allows for proper tracking of specific funding sources against any related and legal expenditures. This includes the use of funds or individual project codes that can identify specific funding sources and individual balances.

In 2020, the Town converted their general ledger system and it was constructed in a way that comingled funds and projects which hindered the ability to calculate and reconcile into beginning balance by project or fund from the previous year. This also caused the inability to determine if capital projects and grants funds were properly closed out at the end of the project or grant period. Commingling projects also increases the risk that funding sources will not be applied to proper expenditures.

Furthermore in 2020, we noted that the general ledger did not balance in total by approximately \$53,000 across seven of the Town's funds. Unbalanced ledgers are indicative of an underlying accounting issue and increases the risk that accounts are not properly recorded.

Recommendation

We recommend that the Town review each project within the accounting structure across each of the Town's funds to ensure that each present an accurate balance. We then recommend that the Town implement policies and procedures to ensure that transactions posted to the ledger are posted to the proper activity within the fund to accumulate to a proper ending balance for a specific project or fund.

ENUMBRANCES AND THE USE OF PURCHASE ORDERS

Comment

A proper purchase order system allows for disbursements to be subject to the internal controls of the Town prior to the purchase of goods or services. Purchase orders also allow management to have control over the expenditure process and provides more accurate and useful financial information by allowing management to monitor outstanding commitments against Town funds. A proper purchase order system can also mitigate risk surrounding the Town's year-end encumbrance process.

In 2020, we noted that the Town was not properly completing purchase orders prior to the purchase of goods and services. Furthermore, we noted that year end encumbrances were questionable as to their validity given the inadequate documentation to support the encumbrance and without completed purchase orders, as well as the Town not having a process in place to reconcile when encumbrances are paid down.

Recommendation

We recommend that the Town implement a process to utilize purchase orders to strengthen controls over the expenditure process as well as controls over the year-end encumbrance process.

GENERAL LEDGER JOURNAL ENTRIES

Comment

Manual adjusting journal entries are generally used to record year-end accruals, correct mispostings, and to record certain non-cash transactions. During our audit, we noted that there were an extremely large number of manual adjusting entries posted to the general ledger during the year. Additionally, we noted that some of the journal entries did not contain sufficient supporting documentation.

The accounting system used by the Town, along with most systems, is designed to minimize the need for any manual journal entries. Recording the transaction properly and charging it to the correct account at its inception is **the most efficient and accurate means of recording the Town's financial activity. For example, when a receipt is received it is entered into the system and credited to the correct revenue account/fund. When employees or vendors are paid the expenditure is to be charged to the account/fund that incurs the expense.** The only need for a journal entry is to correct errors, which should be minimal. If there is a need for a significant number of corrections to the original transactions, there is a weakness in the design of the accounting process. If the Town finds that journal entries are needed frequently, an immediate review of the policies and procedures surrounding the transaction type in question should be performed to isolate where the deviation from prescribed policies and procedures is occurring and what the correction should be.

Recommendation

We recommend that the Town work to identify the underlying issues resulting in the need for such an abundance of manual adjusting entries. Further, we recommend that procedures be implemented to properly train non-financial staff members charged with preparing source data so that errors and mispostings are minimized from the inception of each transaction. We also recommend that the Town maintain proper supporting documentation for all manual journal entries made throughout the year.

CAPITAL ASSET ACCOUNT MAINTENANCE

Comment

To comply with GASB Statement #34 reporting requirements, the Town had previously implemented a software system to maintain a list of the Town's capital assets as well as account for additions, disposals, and depreciation on capital assets each year.

Over time, the capital asset system has not been monitored or properly tracked for additions and disposals.

Recommendation

We recommend that the Town perform a full review of the capital assets listed in the capital asset software system to ensure that the assets listed are still in service and owned by the Town. Furthermore, we recommend that the Town implement procedures to ensure proper management of the software system to verify that material

capital asset additions, disposals, and depreciation are properly tracked and recorded in the Town's financial statements.

INADEQUATE CONTROLS OVER THE GENERAL LEDGER AND FINANCIAL STATEMENTS

Comment

The accounting office is responsible for proper controls over the general ledger and for preparing financial information used in compiling the financial statements. Other financial offices oversee and contribute to functions impacting the general ledger and financial statements. If there are employees who lack the qualifications and training to fulfill their assigned functions, i.e. if the person responsible for the accounting and reporting function lacks the skills and knowledge to apply GAAP in recording the Town's financial transactions and preparing its financial statements, and if the person responsible for the cash book is unable to apply standard accounting principles or payroll and accrual calculations and process are not understood by the individual(s) performing the tasks, then the Town is at risk for material misstatements.

Throughout the audit of the 2020 financial statements, we had numerous questions about account balances and **transactions recorded on the Town's accounting ledgers** or on the financial statements where it was difficult to obtain answers or explanations without the assistance individuals who did not have responsibility over the general ledger during the fiscal year.

Recommendation

We recommend that management re-evaluate individuals, and the roles and responsibilities of the accounting and finance departments, to ensure that the books and records of the Town are being maintained in accordance with internal policy and with legally prescribed external requirements.

TOWN OF WELLFLEET, MASSACHUSETTS

**REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS**

YEAR ENDED JUNE 30, 2020

TOWN OF WELLFLEET, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

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Independent Auditor's Report

To the Honorable Selectboard
Town of Wellfleet, Massachusetts

Report on the Financial Statements

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Suite 101
Wakefield, MA 01880
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We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellfleet, Massachusetts, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Wellfleet, Massachusetts' **basic financial statements as listed in the table of contents.**

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellfleet, Massachusetts, as of June 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, located on the following pages, and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 14, 2021, on our **consideration of the Town of Wellfleet, Massachusetts' internal control over financial reporting** and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Wellfleet's internal control over financial reporting and compliance.



April 14, 2021

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Wellfleet (Town), we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2020. We encourage readers to consider the information presented in this report.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. These basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net position* presents information on all assets, liabilities and deferred inflows and outflows of resources, with the difference as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, COVID-19, and interest. The business-type activities include the activities of the Water and Marina enterprise funds.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in **evaluating a government's near-term financing requirements.**

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains only one type of proprietary fund.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for the Water and Marina activities.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not available to support the Town's own programs*. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Financial Highlights. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Wellfleet, governmental assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$9.6 million at the close of 2020. Key components of the Town's governmental financial position are listed below.

Beginning net position was restated downwards in the amount of \$498,981 related to changing the measurement date of the OPEB liability to coincide with the reporting date of the financial statements. Previously, this measurement was one year behind the rest of the financial statements.

	2020	2019 (as restated)
Assets:		
Current assets.....	\$ 17,408,739	\$ 17,896,299
Capital assets, non depreciable.....	9,158,255	12,562,592
Capital assets, net of accumulated depreciation....	22,143,574	16,707,815
Total assets.....	48,710,568	47,166,706
Deferred outflows of resources.....	2,759,428	3,783,824
Liabilities:		
Current liabilities (excluding debt).....	4,644,948	1,597,755
Noncurrent liabilities (excluding debt).....	22,734,902	24,514,922
Current debt.....	1,264,008	1,378,817
Noncurrent debt.....	11,338,744	12,602,752
Total liabilities.....	39,982,602	40,094,246
Deferred inflows of resources.....	1,877,608	199,319
Net position:		
Net investment in capital assets.....	16,237,869	15,288,838
Restricted.....	3,431,689	3,094,218
Unrestricted.....	(10,059,772)	(7,726,091)
Total net position.....	\$ 9,609,786	\$ 10,656,965

Net position of \$16.2 million reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment); less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$3.4 million, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position is a deficit of \$10.1 million. This is mainly due to the recognition of a \$13.9 million net pension liability and a \$8.7 million net OPEB liability.

The governmental activities net position decreased by \$1.0 million during the current year. This decrease was primarily due to a decrease in revenue from operating grants and contributions, while expenses increased from the previous year. Expenses mainly increased for the education function, which was related to increases in educational assessments.

The following table provides a summary of the financial highlights of the Town's governmental activities for 2020 and 2019.

	2020	2019
Program Revenues:		
Charges for services.....	\$ 1,547,394	\$ 1,950,998
Operating grants and contributions.....	2,477,688	4,135,792
Capital grants and contributions.....	796,124	824,140
General Revenues:		
Real estate and personal property taxes, net of tax refunds payable.....	17,489,068	17,323,681
Tax and other liens.....	200,266	-
Motor vehicle, other excise, hotel/motel and meals taxes.....	960,004	908,495
Penalties and interest on taxes.....	91,926	88,632
Grants and contributions not restricted to specific programs.....	57,064	8,316
Unrestricted investment income.....	236,281	159,890
Total revenues.....	23,855,815	25,399,944
Expenses:		
General government.....	3,467,833	3,559,265
Public safety.....	6,492,418	6,385,527
Education.....	7,892,257	6,838,594
Public works.....	3,014,772	3,151,404
Health and human services.....	1,252,580	1,054,299
Culture and recreation.....	1,866,337	1,782,036
COVID-19.....	221,104	-
Interest.....	410,832	405,622
Total expenses.....	24,618,133	23,176,747
Excess (Deficiency) before transfers.....	(762,318)	2,223,197
Transfers.....	(284,861)	(69,512)
Change in net position.....	(1,047,179)	2,153,685
Net position, beginning of year (as restated).....	10,656,965	8,503,280
Net position, end of year.....	\$ 9,609,786	\$ 10,656,965

The following table provides a summary of the financial highlights of the Town's business type activities for 2020 and 2019.

There was a decrease of \$198,000 in net position reported in connection with the Water and Marina enterprise business-type activities as compared to a decrease of \$311,000 in the prior year.

	2020	2019 (as restated)
Assets:		
Current assets.....	\$ 1,475,582	\$ 1,228,612
Capital assets, net of accumulated depreciation....	9,614,507	10,063,106
Total assets.....	11,090,089	11,291,718
Deferred outflows of resources.....	50,695	38,143
Liabilities:		
Current liabilities (excluding debt).....	97,343	84,300
Noncurrent liabilities (excluding debt).....	378,166	255,029
Current debt.....	160,734	160,036
Noncurrent debt.....	2,636,536	2,797,270
Total liabilities.....	3,272,779	3,296,635
Deferred inflows of resources.....	35,402	2,013
Net position:		
Net investment in capital assets.....	6,817,237	7,105,800
Restricted.....	352,230	321,730
Unrestricted.....	663,136	603,683
Total net position.....	\$ 7,832,603	\$ 8,031,213
Revenues:		
Program Revenues:		
Charges for services.....	\$ 810,183	\$ 770,046
Operating grants and contributions.....	3,852	-
General Revenues:		
Unrestricted investment income.....	3,008	7,265
Total revenues.....	817,043	777,311
Expenses:		
Water.....	477,016	514,131
Marina.....	823,498	643,577
Total expenses.....	1,300,514	1,157,708
Excess (Deficiency) before transfers.....	(483,471)	(380,397)
Transfers.....	284,861	69,512
Change in net position.....	(198,610)	(310,885)
Net position, beginning of year (as restated).....	8,031,213	8,342,098
Net position, end of year.....	\$ 7,832,603	\$ 8,031,213

The water enterprise fund increased \$31,000. In addition to transfers from other funds, this is primarily due to the fact that rates are designed to cover operating costs.

The marina enterprise fund net position decreased by \$230,000. This was primarily due to an increase in the enterprise fund's net pension liability.

Financial Analysis of the Governmental Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

At the end of the current year, governmental funds reported combined ending fund balances of \$11.2 million comprised of \$4.6 million in the general fund, \$2.1 million in the Community Preservation fund, a \$483,000 deficit in the gifts and grants fund, \$2.8 million in the revolving funds, a deficit of \$402,000 in the major capital projects funds, and \$2.5 million in the nonmajor governmental funds.

The *general fund* is the chief operating fund of the Town. At the end of the current year, unassigned fund balance of the general fund was \$3.1 million, while total fund balance equaled \$4.6 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 14.0% of total general fund expenditures, while total fund balance represents 20.7% of that same amount. The general fund increased by \$192,000. This increase was primarily the result of an increase in the real estate and personal property tax collections received within the 60 days subsequent to year end, as well as activity in the general fund articles fund; offset by the use of prior year fund balance to cover current year budgetary operations.

The *Community Preservation fund* is used to account for financial resources to purchase land for open space conservation land primarily through land bank surtax, intergovernmental revenue, and bond proceeds. This major fund experienced an increase of \$300,000 in 2020.

The *gifts and grants fund* is used to account for financial resources related to intergovernmental and departmental grants, various contributions and donations, and investment income. This fund experienced a decrease of \$2.1 million, which is due to the \$2.0 million purchase of a parcel of land, and the timing of state and federal grant expenditures and when revenues are received.

The *receipts reserved fund* is used to account for financial resources reserved for specific purposes including ambulance, Balers field, beach, and shellfish receipts. This fund experienced a decrease of \$255,000.

The *highway fund* is used to account for financial resources required for the maintenance and construction of the Town's roads. The highway fund revenues equaled the expenditures.

The *major capital projects fund* is used to account for the acquisition or construction of capital facilities and other capital assets of the governmental funds. This fund experienced a decrease of \$626,000, which is due to the timing difference between capital expenditures and the financing of those capital costs.

General Fund Budgetary Highlights

The initial budget and the encumbrances carried forward from the previous year (original budget) totaled \$23.1 million. There were no net changes between the original and final budget.

General fund revenues came in \$202,000 less than budgeted while general fund expenditures came in \$770,000 less than budgeted.

Capital Asset and Debt Administration

Capital assets. The Town's investment in capital assets for its governmental and business-type activities as of June 30, 2020, amounts to \$40.9 million (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, building improvements, machinery and equipment, vehicles, drainage and water systems, infrastructure, and software. The Town's current year acquisitions totaled \$3.6 million.

Long-term debt. At the end of the current year, the Town had total bonded debt outstanding of \$15.4 million.

Standard and Poor has established the Town of Wellfleet's credit rating at "AAA," which is Standard and Poor's highest credit rating. This rating is the result of the prudent fiscal management policies the Town has and continues to pursue.

Please refer to the Notes 4, 6 and 7 and for further discussion of capital asset and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, Town Hall, 300 Main Street, Wellfleet, Massachusetts 02667.

Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2020

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 14,635,163	\$ 1,084,992	\$ 15,720,155
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	749,139	-	749,139
Tax liens.....	241,900	-	241,900
Community preservation fund surtax.....	24,352	-	24,352
Motor vehicle and other excise taxes.....	82,984	-	82,984
User charges.....	-	8,390	8,390
Departmental and other.....	271,511	29,970	301,481
Intergovernmental.....	1,298,073	-	1,298,073
Loans.....	105,617	352,230	457,847
Total current assets.....	17,408,739	1,475,582	18,884,321
NONCURRENT:			
Capital assets, nondepreciable.....	9,158,255	-	9,158,255
Capital assets, net of accumulated depreciation.....	22,143,574	9,614,507	31,758,081
Total noncurrent assets.....	31,301,829	9,614,507	40,916,336
TOTAL ASSETS.....	48,710,568	11,090,089	59,800,657
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions.....	2,219,451	45,295	2,264,746
Deferred outflows related to other postemployment benefits.....	539,977	5,400	545,377
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	2,759,428	50,695	2,810,123
LIABILITIES			
CURRENT:			
Warrants payable.....	834,238	25,718	859,956
Accrued payroll.....	583,339	11,217	594,556
Other liabilities.....	97,179	4,920	102,099
Accrued interest.....	124,984	31,488	156,472
Compensated absences.....	544,000	24,000	568,000
Notes payable.....	2,461,208	-	2,461,208
Bonds payable.....	1,264,008	160,734	1,424,742
Total current liabilities.....	5,908,856	258,077	6,167,033
NONCURRENT:			
Compensated absences.....	180,000	8,000	188,000
Net pension liability.....	13,894,542	283,562	14,178,104
Net other postemployment benefits.....	8,660,360	86,604	8,746,964
Bonds payable.....	11,338,744	2,636,536	13,975,280
Total noncurrent liabilities.....	34,073,646	3,014,702	37,088,348
TOTAL LIABILITIES.....	39,982,602	3,272,779	43,255,381
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions.....	1,597,469	32,601	1,630,070
Deferred inflows related to other postemployment benefits.....	280,139	2,801	282,940
TOTAL DEFERRED INFLOWS OF RESOURCES.....	1,877,608	35,402	1,913,010
NET POSITION			
Net investment in capital assets.....	16,237,869	6,817,237	23,055,106
Restricted for:			
Loans.....	105,617	352,230	457,847
Permanent funds:			
Expendable.....	890,339	-	890,339
Nonexpendable.....	275,120	-	275,120
Community preservation.....	2,160,613	-	2,160,613
Unrestricted.....	(10,059,772)	663,136	(9,396,636)
TOTAL NET POSITION.....	\$ 9,609,786	\$ 7,832,603	\$ 17,442,389

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

<u>Functions/Programs</u>	Program Revenues				Net (Expense) Revenue
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 3,467,833	\$ 367,405	\$ 280,340	\$ 538,568	\$ (2,281,520)
Public safety.....	6,492,418	149,704	331,887	-	(6,010,827)
Education.....	7,892,257	34,980	820,518	-	(7,036,759)
Public works.....	3,014,772	19,388	653,585	257,556	(2,084,243)
Health and human services.....	1,252,580	74,987	112,570	-	(1,065,023)
Culture and recreation.....	1,866,337	900,930	57,684	-	(907,723)
COVID-19.....	221,104	-	221,104	-	-
Interest.....	410,832	-	-	-	(410,832)
Total Governmental Activities.....	24,618,133	1,547,394	2,477,688	796,124	(19,796,927)
<i>Business-Type Activities:</i>					
Water.....	477,016	238,568	-	-	(238,448)
Marina.....	823,498	571,615	3,852	-	(248,031)
Total Business-Type Activities.....	1,300,514	810,183	3,852	-	(486,479)
Total Primary Government.....	\$ 25,918,647	\$ 2,357,577	\$ 2,481,540	\$ 796,124	\$ (20,283,406)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page..... \$	(19,796,927)	(486,479)	(20,283,406)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	17,489,068	-	17,489,068
Tax and other liens.....	200,266	-	200,266
Motor vehicle, other excise, hotel/motel and meals taxes....	960,004	-	960,004
Penalties and interest on taxes.....	91,926	-	91,926
Grants and contributions not restricted to specific programs.....	57,064	-	57,064
Unrestricted investment income.....	236,281	3,008	239,289
Transfers, net.....	(284,861)	284,861	-
Total general revenues and transfers.....	18,749,748	287,869	19,037,617
Change in net position.....	(1,047,179)	(198,610)	(1,245,789)
<i>Net position:</i>			
Beginning of year (as restated).....	10,656,965	8,031,213	18,688,178
End of year..... \$	<u>9,609,786</u>	<u>7,832,603</u>	<u>17,442,389</u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2020

	General	Community Preservation Fund	Gifts and Grants	Receipts Reserved	Highway	Major Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents.....	\$ 5,513,106	\$ 2,155,372	\$ 529,122	\$ 2,862,595	\$ -	\$ 1,234,829	\$ 2,340,139	\$ 14,635,163
Receivables, net of uncollectibles:								
Real estate and personal property taxes.....	749,139	-	-	-	-	-	-	749,139
Tax liens.....	235,839	6,061	-	-	-	-	-	241,900
Community preservation fund surtax.....	-	24,352	-	-	-	-	-	24,352
Motor vehicle and other excise taxes.....	82,984	-	-	-	-	-	-	82,984
Departmental and other.....	-	-	-	72,654	-	-	198,857	271,511
Intergovernmental.....	-	-	-	-	1,149,911	-	148,162	1,298,073
Loans.....	-	-	-	-	-	-	105,617	105,617
TOTAL ASSETS.....	\$ 6,581,068	\$ 2,185,785	\$ 529,122	\$ 2,935,249	\$ 1,149,911	\$ 1,234,829	\$ 2,792,775	\$ 17,408,739
LIABILITIES								
Warrants payable.....	\$ 608,553	\$ 24,818	\$ 7,206	\$ 100	\$ -	\$ 175,426	\$ 18,135	\$ 834,238
Accrued payroll.....	581,221	354	654	-	-	-	1,110	583,339
Other liabilities.....	52,783	-	4,697	39,699	-	-	-	97,179
Notes payable.....	-	-	1,000,000	-	-	1,461,208	-	2,461,208
TOTAL LIABILITIES.....	1,242,557	25,172	1,012,557	39,799	-	1,636,634	19,245	3,975,964
DEFERRED INFLOWS OF RESOURCES								
Unavailable revenue.....	715,030	30,413	-	72,655	1,149,911	-	304,474	2,272,483
FUND BALANCES								
Nonspendable.....	-	-	-	-	-	-	275,120	275,120
Restricted.....	-	2,130,200	-	2,822,795	-	-	2,193,936	7,146,931
Committed.....	1,467,605	-	-	-	-	-	-	1,467,605
Assigned.....	26,732	-	-	-	-	-	-	26,732
Unassigned.....	3,129,144	-	(483,435)	-	-	(401,805)	-	2,243,904
TOTAL FUND BALANCES.....	4,623,481	2,130,200	(483,435)	2,822,795	-	(401,805)	2,469,056	11,160,292
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 6,581,068	\$ 2,185,785	\$ 529,122	\$ 2,935,249	\$ 1,149,911	\$ 1,234,829	\$ 2,792,775	\$ 17,408,739

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2020

Total governmental fund balances.....	\$	11,160,292
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		31,301,829
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....		2,272,483
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....		881,820
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(124,984)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Bonds payable.....	(12,602,752)	
Net pension liability.....	(13,894,542)	
Net other postemployment benefits.....	(8,660,360)	
Compensated absences.....	(724,000)	
Net effect of reporting long-term liabilities.....		<u>(35,881,654)</u>
Net position of governmental activities.....	\$	<u>9,609,786</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2020

	General	Community Preservation Fund	Gifts and Grants	Receipts Reserved	Highway	Major Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:								
Real estate and personal property taxes, net of tax refunds.....	\$ 17,984,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,984,944
Tax Liens.....	61,129	-	-	-	-	-	-	61,129
Motor vehicle and other excise taxes.....	521,688	-	-	-	-	-	-	521,688
Hotel/motel and meals tax.....	666,121	-	-	-	-	-	-	666,121
Penalties and interest on taxes.....	91,926	-	-	-	-	-	-	91,926
Intergovernmental.....	317,046	198,130	132,859	-	445,102	-	60,011	1,153,148
Intergovernmental - COVID-19 relief.....	-	-	-	-	-	-	221,104	221,104
Intergovernmental - teachers retirement.....	551,236	-	-	-	-	-	-	551,236
Departmental and other.....	575,069	-	270	1,872,922	-	-	44,567	2,492,828
Community preservation tax.....	-	532,313	-	-	-	-	-	532,313
Contributions and donations.....	-	-	15,912	-	-	-	61,374	77,286
Investment income.....	18,193	36,161	3,435	272	-	-	16,188	74,249
Miscellaneous.....	-	-	37,514	-	-	-	56,062	93,576
TOTAL REVENUES.....	20,787,352	766,604	189,990	1,873,194	445,102	-	459,306	24,521,548
EXPENDITURES:								
Current:								
General government.....	1,773,023	313,948	2,024,855	3,275	-	70,951	340,967	4,527,019
Public safety.....	3,900,022	-	99,963	-	-	60,418	68,451	4,128,854
Education.....	6,509,789	-	45,201	-	-	-	75,401	6,630,391
Public works.....	2,055,707	-	9,429	3,535	445,102	625,482	25,337	3,164,592
Health and human services.....	787,781	-	108,946	-	-	-	1,846	898,573
Culture and recreation.....	1,380,542	-	10,765	-	-	-	35,925	1,427,232
COVID-19.....	-	-	-	-	-	-	221,104	221,104
Pension benefits.....	1,238,696	-	-	-	-	-	-	1,238,696
Pension benefits - teachers retirement.....	551,236	-	-	-	-	-	-	551,236
Property and liability insurance.....	311,909	-	-	-	-	-	-	311,909
Employee benefits.....	1,876,682	-	-	-	-	-	-	1,876,682
State and county charges.....	314,770	-	-	-	-	-	-	314,770
Debt service:								
Principal.....	1,288,817	50,000	-	-	-	-	-	1,338,817
Interest.....	382,473	2,900	-	-	-	-	-	385,373
TOTAL EXPENDITURES.....	22,371,447	366,848	2,299,159	6,810	445,102	756,851	769,031	27,015,248
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(1,584,095)	399,756	(2,109,169)	1,866,384	-	(756,851)	(309,725)	(2,493,700)
OTHER FINANCING SOURCES (USES):								
Transfers in.....	2,084,006	-	-	-	-	131,015	100,000	2,315,021
Transfers out.....	(307,861)	(100,000)	-	(2,121,515)	-	-	(70,506)	(2,599,882)
TOTAL OTHER FINANCING SOURCES (USES).....	1,776,145	(100,000)	-	(2,121,515)	-	131,015	29,494	(284,861)
NET CHANGE IN FUND BALANCES.....	192,050	299,756	(2,109,169)	(255,131)	-	(625,836)	(280,231)	(2,776,561)
FUND BALANCES AT BEGINNING OF YEAR.....	4,431,431	1,830,444	1,625,734	3,077,926	-	224,031	2,749,287	13,938,853
FUND BALANCES AT END OF YEAR.....	\$ 4,623,481	\$ 2,130,200	\$ (483,435)	\$ 2,822,795	\$ -	\$ (401,805)	\$ 2,469,056	\$ 11,160,292

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2020

Net change in fund balances - total governmental funds.....	\$	(2,778,561)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	3,552,727	
Depreciation expense.....	<u>(1,521,305)</u>	
Net effect of reporting capital assets.....		2,031,422
<p>Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue.....</p>		
		(665,733)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.</p>		
Debt service principal payments.....		1,338,817
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(35,000)	
Net change in accrued interest on long-term debt.....	(25,459)	
Net change in deferred outflow/(inflow) of resources related to pensions.....	(2,192,624)	
Net change in net pension liability.....	1,744,581	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	(510,061)	
Net change in net other postemployment benefits liability.....	<u>45,439</u>	
Net effect of recording long-term liabilities.....		<u>(973,124)</u>
Change in net position of governmental activities.....	\$	<u><u>(1,047,179)</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF NET POSITION**

JUNE 30, 2020

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Water</u>	<u>Marina</u>	<u>Total</u>
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 361,394	\$ 723,598	\$ 1,084,992
Receivables, net of allowance for uncollectibles:			
User charges.....	8,390	-	8,390
Departmental and other.....	-	29,970	29,970
Loans.....	352,230	-	352,230
Total current assets.....	722,014	753,568	1,475,582
NONCURRENT:			
Capital assets, net of accumulated depreciation.....	5,992,276	3,622,231	9,614,507
TOTAL ASSETS.....	6,714,290	4,375,799	11,090,089
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions.....	-	45,295	45,295
Deferred outflows related to other postemployment benefits.....	-	5,400	5,400
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	-	50,695	50,695
LIABILITIES			
CURRENT:			
Warrants payable.....	54	25,664	25,718
Accrued payroll.....	655	10,562	11,217
Accrued interest.....	24,907	6,581	31,488
Other Liabilities.....	-	4,920	4,920
Compensated absences.....	-	24,000	24,000
Bonds payable.....	55,734	105,000	160,734
Total current liabilities.....	81,350	176,727	258,077
NONCURRENT:			
Compensated absences.....	-	8,000	8,000
Net pension liability.....	-	283,562	283,562
Net other postemployment benefits.....	-	86,604	86,604
Bonds payable.....	2,051,536	585,000	2,636,536
Total noncurrent liabilities.....	2,051,536	963,166	3,014,702
TOTAL LIABILITIES.....	2,132,886	1,139,893	3,272,779
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions.....	-	32,601	32,601
Deferred inflows related to other postemployment benefits.....	-	2,801	2,801
TOTAL DEFERRED INFLOWS OF RESOURCES.....	-	35,402	35,402
NET POSITION			
Net investment in capital assets.....	3,885,006	2,932,231	6,817,237
Restricted for Loans.....	352,230	-	352,230
Unrestricted.....	344,168	318,968	663,136
TOTAL NET POSITION.....	\$ 4,581,404	\$ 3,251,199	\$ 7,832,603

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2020

	Business-type Activities - Enterprise Funds		
	Water	Marina	Total
OPERATING REVENUES:			
Charges for services.....	\$ 238,568	\$ 571,615	\$ 810,183
OPERATING EXPENSES:			
Cost of services and administration.....	136,268	406,839	543,107
Salaries and wages.....	20,328	213,946	234,274
Depreciation.....	266,454	182,145	448,599
TOTAL OPERATING EXPENSES.....	423,050	802,930	1,225,980
OPERATING INCOME (LOSS).....	(184,482)	(231,315)	(415,797)
NONOPERATING REVENUES (EXPENSES):			
Investment income.....	1,484	1,524	3,008
Interest expense.....	(53,966)	(20,568)	(74,534)
Intergovernmental.....	-	3,852	3,852
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(52,482)	(15,192)	(67,674)
INCOME (LOSS) BEFORE TRANSFERS.....	(236,964)	(246,507)	(483,471)
TRANSFERS:			
Transfers in.....	267,861	17,000	284,861
CHANGE IN NET POSITION.....	30,897	(229,507)	(198,610)
NET POSITION AT BEGINNING OF YEAR (as restated).....	4,550,507	3,480,706	8,031,213
NET POSITION AT END OF YEAR.....	\$ 4,581,404	\$ 3,251,199	\$ 7,832,603

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2020

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Water</u>	<u>Marina</u>	<u>Total</u>
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers and users.....	\$ 210,659	\$ 571,615	\$ 782,274
Payments to vendors.....	(136,214)	(235,497)	(371,711)
Payments to employees.....	(20,259)	(226,477)	(246,736)
NET CASH FROM OPERATING ACTIVITIES.....	54,186	109,641	163,827
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:			
Transfers in.....	267,861	17,000	284,861
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Principal payments on bonds and notes.....	(55,036)	(105,000)	(160,036)
Intergovernmental revenue.....	-	3,852	3,852
Interest expense.....	(54,701)	(21,750)	(76,451)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(109,737)	(122,898)	(232,635)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Investment income.....	1,484	1,524	3,008
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	213,794	5,267	219,061
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	147,600	718,331	865,931
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 361,394	\$ 723,598	\$ 1,084,992
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH			
FROM OPERATING ACTIVITIES:			
Operating income (loss).....	\$ (184,482)	\$ (231,315)	\$ (415,797)
Adjustments to reconcile operating income to net cash from operating activities:			
Depreciation.....	266,454	182,145	448,599
Deferred (outflows)/inflows related to pensions.....	-	15,737	15,737
Deferred (outflows)/inflows related to other postemployment benefits.....	-	5,100	5,100
Changes in assets and liabilities:			
User charges.....	2,591	-	2,591
Loans.....	(30,500)	-	(30,500)
Warrants payable.....	54	25,548	25,602
Accrued payroll.....	69	3,369	3,438
Other liabilities.....	-	4,920	4,920
Compensated absences.....	-	(21,000)	(21,000)
Net pension liability.....	-	125,591	125,591
Other postemployment benefits.....	-	(454)	(454)
Total adjustments.....	238,668	340,956	579,624
NET CASH FROM OPERATING ACTIVITIES.....	\$ 54,186	\$ 109,641	\$ 163,827

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2020

	Other Postemployment Benefit Trust Fund	Agency
ASSETS		
Cash and cash equivalents.....	\$ 36,084	\$ 460,152
Investments:		
U.S. treasuries.....	141,143	-
Government sponsored enterprises.....	133,751	-
Corporate bonds.....	250,196	-
Equity securities.....	714,126	-
Equity mutual funds.....	602,735	-
Fixed income mutual funds.....	292,189	-
TOTAL ASSETS.....	2,170,224	460,152
LIABILITIES		
Liabilities due depositors.....	-	460,152
NET POSITION		
Restricted for other postemployment benefits.....	\$ 2,170,224	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2020

		Other Postemployment Benefit Trust Fund
ADDITIONS:		
Contributions:		
Employer contributions.....	\$	200,000
Employer contributions for other postemployment benefit payments....		518,063
		718,063
Total contributions.....		
		718,063
Net investment income:		
Net change in fair value of investments.....		60,526
Investment income.....		48,447
Less: investment expense.....		(9,455)
		99,518
Net investment income.....		99,518
		99,518
TOTAL ADDITIONS.....		817,581
DEDUCTIONS:		
Other postemployment benefit payments.....		518,063
		518,063
NET INCREASE (DECREASE) IN NET POSITION.....		299,518
NET POSITION AT BEGINNING OF YEAR.....		1,870,706
		1,870,706
NET POSITION AT END OF YEAR.....	\$	2,170,224

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Wellfleet, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

A. Reporting Entity

The Town is a municipal corporation that is governed by an elected Selectboard.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. It has been determined that the Town has no component units that require inclusion in these basic financial statements.

B. Joint Ventures

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town participates in two joint ventures with other municipalities, the Nauset Regional School District and the Cape Cod Regional Technical High School. These joint ventures are designed to pool resources and share the costs, risks and rewards of providing educational services. The 2020 assessment to the Town by the District was \$3.2 million for the Nauset Regional School District and \$415,000 for the Cape Cod Regional Technical High School.

The Town is indirectly liable for the Districts' debt and other expenditures and is assessed annually for its share of operating and capital costs.

C. Government-Wide and Fund Financial Statements*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows or resources, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. Exceptions are charges between the general fund and the enterprise funds. Elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *Community Preservation fund* is used to account for financial resources to purchase land for open space conservation land under the Community Preservation Act.

The *gifts and grants fund* is used to account for financial resources related to intergovernmental and departmental grants, various contributions and donations, and related investment income.

The *receipts reserved fund* is used to account for financial resources reserved for a specific purpose including ambulance, Bakers field, beach, and shellfish receipts.

The *highway fund* is used to account for activities reimbursed through the State's Chapter 90 highway improvement program.

The *major capital projects fund* is used to account for the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The *water enterprise fund* is used to account for financial resources required for the construction and operation of the Town's water system.

The *marina enterprise fund* is used to account for the Town's marina activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* accumulates resources to provide funding for future OPEB (other postemployment benefits) liabilities.

The *agency fund* is used to account for assets held in a purely custodial capacity.

E. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on November 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed by the fourth quarter of every year on delinquent properties and are recorded as receivables in the year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle and Other Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Community Preservation

Community Preservation surcharges are billed with the real estate and personal property tax levy and are 3% of the total real estate tax bill. These surcharges are due on November 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. The surcharges are recorded as receivables in the year of the levy.

Community Preservation surcharge liens are processed by the fourth quarter of every year on delinquent properties and are recorded as receivables in the year they are processed.

The Community Preservation receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Departmental and Other

Departmental and other receivables consist primarily of parking tickets and ambulance charges receivable and are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Loans

The Town administers septic loans to qualifying residents in relation to septic system repairs. Upon issuance, a receivable is recorded for the principal amount of the loan.

The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, construction in progress, land improvements, buildings, building improvements, machinery and equipment, vehicles, drainage and water systems, infrastructure (e.g., roads, water mains, sewer mains, and similar items), and software, are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements.

Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	5 - 50
Buildings and facilities.....	5 - 50
Building improvements.....	5 - 50
Machinery and equipment.....	3 - 20
Vehicles.....	5
Drainage and water systems.....	20 - 40
Infrastructure.....	10 - 50
Software.....	3

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/ expenditure) until then. The Town reports deferred outflows related to pensions and other postemployment benefits in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town reports deferred outflows related to pensions and other postemployment benefits in this category.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town has recorded unavailable revenue as deferred inflows of resources in the governmental funds balance sheet. Unavailable revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as **"internal balances"**.

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as **"Due from other funds"** or **"Due to other funds"** on the balance sheet.

K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

L. Net position and Fund Equity

Government-Wide Financial Statements (Net position)

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Loans" represents the Town's septic loan program's outstanding loans receivable balance.

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Community preservation" represents amounts restricted for the purpose of ongoing community preservation activities.

"Gifts and grants" represents restrictions placed on assets from outside parties.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as **restricted – net position** and **unrestricted – net position** in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider **restricted – net position** to have been depleted before **unrestricted – net position** is applied.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Town meeting is the highest level of decision making authority for the government that can, by adoption of an ordinance prior to the end of the year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes but are neither restricted nor committed. The Selectboard has by resolution authorized the Town Accountant to assign fund balance. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Barnstable County Retirement Association (BCRA) and additions to/deductions from the Association's fiduciary net position have been determined on the same basis as they are reported by the BCRA. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

N. Long-term Debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Q. Fund Deficits

Several individual fund deficits exist at June 30, 2020, within the major capital projects fund and the gifts and grants funds. These deficits will be funded through grants and other available funds.

R. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

S. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

T. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances, the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

NOTE 2 – CASH AND INVESTMENTS

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool. In addition, there are various restrictions limiting the amount and length of deposits and investments.

It is the Town's policy to invest public funds in a manner which will provide the maximum security with the highest investment return while meeting the daily cash flow demands of the Town. The Town follows the policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool).

The Town maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Cash Equivalents". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

Custodial Credit Risk - Deposits

Custodial credit risk for deposits is the risk that in event of a bank failure, the government's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured. At year-end, the carrying amount of deposits totaled \$16,180,307 and the bank balance totaled \$16,236,569. Of the bank balance, \$1,000,000 was covered by Federal Depository Insurance, \$14,561,352 was covered by the Depositors Insurance Fund, and \$675,217 was uninsured and uncollateralized.

As of June 30, 2020, the Town had the following investments and maturities:

Investment Type	Fair value	Maturities		
		Under 1 Year	1-5 Years	6-10 Years
Debt securities:				
U.S. treasury notes.....	\$ 141,143	\$ -	\$ 83,920	\$ 57,223
Government sponsored enterprises.....	133,751	-	106,843	26,908
Corporate bonds.....	250,196	30,198	194,117	25,881
Total debt securities.....	525,090	\$ 30,198	\$ 384,880	\$ 110,012
Other investments:				
Equity securities.....	714,126			
Equity mutual funds.....	602,735			
Fixed income.....	292,189			
Money market mutual funds.....	36,084			
Total investments.....	\$ 2,170,224			

Custodial Credit Risk - Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town has custodial credit risk exposure of \$525,090 because the U.S. treasury notes, government sponsored enterprise securities and corporate bonds are uninsured, unregistered and held by the counterparty.

Credit Risk

Credit risk is the risk of loss due to the failure of the security issuer or backer. Quality ratings for the debt securities are as follows:

Quality Rating	Government Sponsored Enterprises	Corporate Bonds
AA+.....	\$ 133,751	\$ -
AA.....	-	26,367
AA-.....	-	57,892
A+.....	-	25,877
A.....	-	31,119
A-.....	-	26,532
BBB+.....	-	56,528
BBB.....	-	25,881
Total.....	\$ 133,751	\$ 250,196

Concentration of Credit Risk

The Town places no limit on the amount the government may invest in any one issuer. As of June 30, 2020, the Town's investment in equity investments did not exceed 5% of the total investment for any one issuer.

Fair Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town's mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The following table presents financial assets at June 30, 2020, that the Town measures fair value on a recurring basis, by level, within the fair value hierarchy:

Investment Type	June 30, 2020	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at fair value:				
<u>Debt securities:</u>				
U.S. treasury notes.....	\$ 141,143	\$ 141,143	\$ -	-
Government sponsored enterprises.....	133,751	133,751	-	-
Corporate bonds.....	250,196	-	250,196	-
Total debt securities.....	525,090	274,894	250,196	-
<u>Other investments:</u>				
Equity securities.....	714,126	714,126	-	-
Equity mutual funds.....	602,735	602,735	-	-
Fixed income.....	292,189	292,189	-	-
Money market mutual funds.....	36,084	36,084	-	-
Total other investments.....	1,645,134	1,645,134	-	-
Total investments measured at fair value.....	\$ 2,170,224	\$ 1,920,028	\$ 250,196	\$ -

U.S. treasury notes, government sponsored enterprises, equity securities, equity mutual funds, fixed income, and money market mutual funds, classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

NOTE 3 – RECEIVABLES

At June 30, 2020, receivables for the individual major and non-major governmental funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 749,139	\$ -	\$ 749,139
Tax liens.....	241,900	-	241,900
Community preservation fund surtax.....	24,352	-	24,352
Motor vehicle and other excise taxes.....	82,984	-	82,984
Departmental and other.....	271,511	-	271,511
Intergovernmental.....	1,298,073	-	1,298,073
Loans.....	105,617	-	105,617
Total.....	<u>\$ 2,773,576</u>	<u>\$ -</u>	<u>\$ 2,773,576</u>

At June 30, 2020, receivables for the water and marina enterprise funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Water user charges.....	\$ 8,390	\$ -	\$ 8,390
Water loans.....	352,230	-	352,230
Marina departmental and other.....	29,970	-	29,970
Total.....	<u>\$ 390,590</u>	<u>\$ -</u>	<u>\$ 390,590</u>

Governmental funds report *deferred inflows of resources* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *deferred inflows of resources* reported in the governmental funds were as follows:

	General Fund	Land Acquisition	Highway	Town Revolving	Other Governmental Funds	Total
<u>Receivables:</u>						
Real estate and personal property taxes.....	\$ 396,141	\$ -	\$ -	\$ -	\$ -	\$ 396,208
Tax liens.....	235,839	6,061	-	-	-	241,900
Community preservation fund surtax.....	-	24,352	-	-	-	24,352
Motor vehicle and other excise taxes.....	83,050	-	-	-	-	82,984
Departmental and other.....	-	-	-	72,655	198,857	271,511
Intergovernmental.....	-	-	1,149,911	-	-	1,149,911
Loans.....	-	-	-	-	105,617	105,617
Total.....	<u>\$ 715,030</u>	<u>\$ 30,413</u>	<u>\$ 1,149,911</u>	<u>\$ 72,655</u>	<u>\$ 304,474</u>	<u>\$ 2,272,483</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 7,158,255	\$ 2,000,000	\$ -	\$ 9,158,255
Construction in progress.....	5,404,337	-	(5,404,337)	-
Total capital assets not being depreciated....	12,562,592	2,000,000	(5,404,337)	9,158,255
<u>Capital assets being depreciated:</u>				
Land improvements.....	1,021,942	77,145	-	1,099,087
Buildings.....	19,218,736	-	-	19,218,736
Buildings and improvements.....	1,056,537	5,580,195	-	6,636,732
Machinery and equipment.....	5,352,680	557,756	(370,868)	5,539,568
Vehicles.....	1,481,646	309,193	(28,986)	1,761,853
Drainage and water systems.....	836,153	-	-	836,153
Infrastructure.....	5,009,914	432,775	-	5,442,689
Software.....	84,620	-	-	84,620
Total capital assets being depreciated.....	34,062,228	6,957,064	(399,854)	40,619,438
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(430,075)	(52,771)	-	(482,846)
Buildings.....	(8,528,142)	(457,008)	-	(8,985,150)
Buildings and improvements.....	(439,860)	(198,770)	-	(638,630)
Machinery and equipment.....	(3,735,492)	(450,858)	370,868	(3,815,482)
Vehicles.....	(908,090)	(205,767)	28,986	(1,084,871)
Drainage and water systems.....	(153,837)	(17,618)	-	(171,455)
Infrastructure.....	(3,115,112)	(131,316)	-	(3,246,428)
Software.....	(43,805)	(7,197)	-	(51,002)
Total accumulated depreciation.....	(17,354,413)	(1,521,305)	399,854	(18,475,864)
Total capital assets being depreciated, net.....	16,707,815	5,435,759	-	22,143,574
Total governmental activities capital assets, net.....	\$ 29,270,407	\$ 7,435,759	\$ (5,404,337)	\$ 31,301,829
	Beginning Balance	Increases	Decreases	Ending Balance
Water:				
<u>Capital assets being depreciated:</u>				
Infrastructure.....	\$ 8,592,875	\$ -	\$ -	\$ 8,592,875
<u>Less accumulated depreciation for:</u>				
Infrastructure.....	(2,334,145)	(266,454)	-	(2,600,599)
Total water activities capital assets, net.....	\$ 6,258,730	\$ (266,454)	\$ -	\$ 5,992,276

	Beginning Balance	Increases	Decreases	Ending Balance
Marina Enterprise Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 6,679,095	\$ -	\$ -	\$ 6,679,095
Buildings.....	114,201	-	-	114,201
Machinery and equipment.....	105,657	-	-	105,657
Total capital assets being depreciated.....	6,898,953	-	-	6,898,953
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(2,912,350)	(174,962)	-	(3,087,312)
Buildings.....	(87,759)	(4,305)	-	(92,064)
Machinery and equipment.....	(94,468)	(2,878)	-	(97,346)
Total accumulated depreciation.....	(3,094,577)	(182,145)	-	(3,276,722)
Total marina activities capital assets, net.....	\$ 3,804,376	\$ (182,145)	\$ -	\$ 3,622,231

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government.....	\$ 121,039
Public safety.....	686,217
Education.....	145,980
Public works.....	447,882
Health and human services.....	52,770
Culture and recreation.....	67,417
Total depreciation expense - governmental activities.....	\$ 1,521,305
Business-Type Activities:	
Water.....	\$ 266,454
Marina.....	182,145
Total depreciation expense - business-type activities.....	\$ 448,599

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2020, are summarized as follows:

Transfers Out:	Transfers In:					Total
	General fund	Capital Projects	Nonmajor governmental funds	Water Enterprise fund	Marina Enterprise fund	
General fund.....	\$ -	\$ 40,000	\$ -	\$ 267,861	\$ -	\$ 307,861 (1)
Community Preservation fund.....	-	-	100,000	-	-	100,000 (2)
Receipts reserved funds.....	2,013,500	91,015	-	-	17,000	2,121,515 (3)
Nonmajor governmental funds.....	70,506	-	-	-	-	70,506 (4)
Total.....	\$ 2,084,006	\$ 131,015	\$ 100,000	\$ 267,861	\$ 17,000	\$ 2,599,882

- 1) Represents budgeted transfers from the general fund to the water enterprise fund and capital projects fund.
- 2) Represents a transfer from the Community Preservation fund to the expendable trust funds.
- 3) Represents budgeted transfers from receipts reserved funds for the general fund operating budget and transfers from the revolving funds to the major capital project fund.
- 4) Represents transfers from nonmajor governmental funds for the general fund operating budget.

NOTE 6 – SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise fund, respectively.

Details related to the short-term debt activity for the year ended June 30, 2020, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2019	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2020
Governmental Funds:							
BAN	Municipal Purpose....	2.30%	05/29/20	\$ 40,000	\$ -	\$ (40,000)	\$ -
BAN	Municipal Purpose....	1.63%	09/18/20	-	1,220,000	-	1,220,000
BAN	Municipal Purpose....	1.64%	09/18/20	-	1,241,208	-	1,241,208
Total Governmental Funds.....				\$ 40,000	\$ 2,461,208	\$ (40,000)	\$ 2,461,208

On the scheduled due date of September 18, 2020, the Town renewed the \$2,461,208 BANS at an interest rate of 0.58% due on September 17, 2021.

NOTE 7 – LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit". Details related to the outstanding indebtedness at June 30, 2020, and the debt service requirements are reported on the following page.

Bonds and Notes Payable Schedule – Governmental Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2020
General Obligation Bonds:				
Refunding Debt of 2014.....	2028	\$ 6,500,000	2.00-3.00	\$ 4,085,000
General Obligation bonds.....	2031	2,489,756	1.73	1,515,000
General Obligation bonds.....	2042	7,476,000	2.05-4.00	6,560,000
Subtotal General Obligation Bonds.....				12,160,000
Direct Borrowings and Placements:				
MCWT Municipal Water System.....	2024	881,090	0.00	225,000
MCWT Pool Program.....	2026	200,000	4.58	60,000
MCWT - Series 18 - CW-10-11.....	2035	200,000	2.00	157,752
Subtotal Direct Borrowings and placements.....				442,752
Total Bonds Payable, net.....				\$ 12,602,752

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	General Obligation Bonds			Direct Borrowings and Placements			Total
	Principal	Interest	Total	Principal	Interest	Total	
2021.....\$	1,190,000	\$ 343,766	\$ 1,533,766	\$ 74,008	\$ 11,314	\$ 85,322	\$ 1,619,088
2022.....	1,105,000	307,818	1,412,818	74,204	8,555	82,759	1,495,577
2023.....	1,045,000	273,968	1,318,968	74,404	5,605	80,009	1,398,977
2024.....	985,000	241,968	1,226,968	79,609	2,602	82,211	1,309,179
2025.....	975,000	210,943	1,185,943	19,817	2,410	22,227	1,208,170
2026.....	910,000	183,968	1,093,968	20,031	2,214	22,245	1,116,213
2027.....	770,000	162,191	932,191	10,249	2,014	12,263	944,454
2028.....	695,000	143,643	838,643	10,472	1,808	12,280	850,923
2029.....	420,000	130,968	550,968	10,699	1,600	12,299	563,267
2030.....	410,000	121,848	531,848	10,932	1,386	12,318	544,166
2031.....	410,000	112,530	522,530	11,169	1,166	12,335	534,865
2032.....	295,000	101,038	396,038	11,412	944	12,356	408,394
2033.....	295,000	92,188	387,188	11,660	714	12,374	399,562
2034.....	295,000	83,338	378,338	11,914	482	12,396	390,734
2035.....	295,000	74,488	369,488	12,172	244	12,416	381,904
2036.....	295,000	65,638	360,638	-	-	-	360,638
2037.....	295,000	56,787	351,787	-	-	-	351,787
2038.....	295,000	47,936	342,936	-	-	-	342,936
2039.....	295,000	38,350	333,350	-	-	-	333,350
2040.....	295,000	28,762	323,762	-	-	-	323,762
2041.....	295,000	19,174	314,174	-	-	-	314,174
2042.....	295,000	9,588	304,588	-	-	-	304,588
Total.....	\$ 12,160,000	\$ 2,850,898	\$ 15,010,898	\$ 442,752	\$ 43,058	\$ 485,810	\$ 15,496,708

Bonds and Notes Payable Schedule – Enterprise Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2020
Refunding Debt of 2014.....	2027	\$ 940,000	2.00-3.00	\$ 690,000
Water Well, Storage & Mains (USDA).....	2049	1,500,000	2.38	1,235,480
Water Expansion - Loan 2 (USDA).....	2054	1,000,000	2.75	871,790
Total Bonds Payable, net.....				\$ 2,797,270

Debt service requirements for principal and interest for Enterprise bonds payable in future years are as follows:

Year	Principal	Interest	Total
2021.....\$	160,734	\$ 72,430	\$ 233,164
2022.....	156,448	67,936	224,384
2023.....	157,180	63,499	220,679
2024.....	157,929	59,045	216,974
2025.....	153,696	54,649	208,345
2026.....	154,481	50,308	204,789
2027.....	155,284	45,949	201,233
2028.....	61,107	42,997	104,104
2029.....	61,950	41,450	103,400
2030.....	62,812	39,883	102,695
2031.....	63,695	38,295	101,990
2032.....	64,598	36,685	101,283
2033.....	65,524	35,056	100,580
2034.....	66,471	33,404	99,875
2035.....	67,441	31,729	99,170
2036.....	68,433	30,032	98,465
2037.....	69,449	28,311	97,760
2038.....	70,490	26,566	97,056
2039.....	71,555	24,795	96,350
2040.....	72,645	23,000	95,645
2041.....	73,762	21,179	94,941
2042.....	74,905	19,331	94,236
2043.....	76,075	17,456	93,531
2044.....	77,272	15,554	92,826
2045.....	78,499	13,623	92,122
2046.....	79,754	11,662	91,416
2047.....	81,039	9,672	90,711
2048.....	82,355	7,652	90,007
2049.....	83,515	5,600	89,115
2050.....	25,642	3,525	29,167
2051.....	25,642	2,820	28,462
2052.....	25,642	2,114	27,756
2053.....	25,642	1,409	27,051
2054.....	25,604	704	26,308
Total.....	\$ 2,797,270	\$ 978,320	\$ 3,775,590

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2020, the Town had the following authorized and unissued debt:

Purpose	Amount
Paving South Wellfleet Lot.....	\$ 6,948
Elementary School Roof.....	338,909
HVAC Town Hall Furnace.....	75,000
Harbor Dredging.....	7,562,000
Police Station Construction.....	540,000
Land Acquisition.....	1,000,000
Total.....	\$ 9,522,857

Changes in Long-term Liabilities

During the year ended June 30, 2020, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
Governmental Activities:							
General obligation bonds.....	\$ 13,430,000	\$ -	\$ (1,270,000)	\$ -	\$ -	\$ 12,160,000	\$ 1,190,000
Direct borrowings and placements.....	511,569	-	(68,817)	-	-	442,752	74,008
Total bonds payable.....	13,941,569	-	(1,338,817)	-	-	12,602,752	1,264,008
Compensated absences.....	689,000	-	-	724,000	(689,000)	724,000	544,000
Net pension liability.....	15,639,123	-	-	55,745	(1,800,326)	13,894,542	-
Net other postemployment benefits....	8,705,799	-	-	1,175,575	(1,221,014)	8,660,360	-
Total governmental activity long-term liabilities (as restated)....	\$ 38,975,491	\$ -	\$ (1,338,817)	\$ 1,955,320	\$ (3,710,340)	\$ 35,881,654	\$ 1,808,008
Business-Type Activities:							
General obligation bonds.....	\$ 2,957,306	\$ -	\$ (160,036)	\$ -	\$ -	\$ 2,797,270	\$ 160,734
Compensated absences.....	53,000	-	-	32,000	(53,000)	32,000	24,000
Net pension liability.....	157,971	-	-	162,332	(36,741)	283,562	-
Net other postemployment benefits....	87,058	-	-	11,756	(12,210)	86,604	-
Total business-type activity long-term liabilities (as restated)....	\$ 3,255,335	\$ -	\$ (160,036)	\$ 206,088	\$ (101,951)	\$ 3,199,436	\$ 184,734

NOTE 8 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town classifies fund balance according to constraints imposed on the use of those resources.

There are two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portion of endowment funds are nonspendable.

In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- **Restricted:** fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- **Committed:** fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- **Assigned:** fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- **Unassigned:** fund balance of the general fund that is not constrained for any particular purpose and the deficit fund balances for other funds that would otherwise be restricted, committed or assigned.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body. Additions to the fund may be made by a majority vote of the legislative body. At year end the balance of the General Stabilization Funds is \$962,000 and is reported as unassigned fund balance within the General fund.

The Town has classified its fund balances with the following hierarchy:

	General	Community Preservation	Gifts and Grants	Receipts Reserved	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:							
Nonspendable:							
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ -	\$ -	275,120	\$ 275,120
Restricted for:							
Community preservation.....	-	2,130,200	-	-	-	-	2,130,200
School lunch.....	-	-	-	-	-	65,047	65,047
Other special revenue.....	-	-	-	-	-	569,686 ^(*)	569,686
Receipts reserved funds.....	-	-	-	2,822,795	-	-	2,822,795
Municipal buildings.....	-	-	-	-	-	626,464	626,464
Town stormwater/wastewater remediation.....	-	-	-	-	-	42,400	42,400
Expendable trust funds.....	-	-	-	-	-	890,339	890,339
Committed to:							
Articles and continuing appropriations:							
General government.....	336,345	-	-	-	-	-	336,345
Public safety.....	329,562	-	-	-	-	-	329,562
Public works.....	777,114	-	-	-	-	-	777,114
Culture and recreation.....	24,584	-	-	-	-	-	24,584
Assigned to:							
Encumbrances:							
Education.....	26,732	-	-	-	-	-	26,732
Unassigned.....	3,129,144	-	(483,435)	-	(401,805)	-	2,243,904
Total Fund Balances.....	\$ 4,623,481	\$ 2,130,200	\$ (483,435)	\$ 2,822,795	\$ (401,805)	\$ 2,469,056	\$ 11,160,292

NOTE 9 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The Town participates in a premium-based health care plan for its active employees. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

The Town also participates in a premium-based workers' compensation insurance plan for its employees, except for police officers and firefighters for which the Town is self-insured. The Town's incurred but not reported claims for workers' compensation are not material at June 30, 2020, and therefore are not reported.

NOTE 10 – PENSION PLAN

Plan Descriptions

The Town is a member of the Barnstable County Retirement Association (the "Association"), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 50 member units. The Association is administered by five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. The Association issues a publicly available financial report in accordance with accounting principles generally accepted in the United States of America (GAAP). That report may be obtained by contacting the Association located at 750 Attucks Lane, Hyannis, Massachusetts, 02601.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2019. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$551,236 is reported in the general fund as intergovernmental revenue and employee benefits and other fixed charges in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$4,545,627 as of the measurement date.

Benefits Provided

Both the Association and System provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. They provide for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the Association a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution and its actual contribution for the year ended December 31, 2019, was \$1,242,517 and \$1,247,696, respectively, which was 21.36% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

Pension Liabilities

At June 30, 2020, the Town reported a liability of \$14,178,104 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. Accordingly, update procedures were used to roll back the total pension liability to the measurement date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2019, the Town's proportion was 1.887%, which decreased from its proportion measured at December 31, 2018, of 1.999%.

Pension Expense

For the year ended June 30, 2020, the Town recognized a pension expense of \$1,837,067. At June 30, 2020, the Town reported deferred outflows of resources related to pensions of \$2,264,746 and deferred inflows of resources related to pensions of \$1,630,070.

The balances of deferred outflows and inflows at June 30, 2020, consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ -	\$ (119,509)	\$ (119,509)
Difference between projected and actual earnings, net.....	-	(847,304)	(847,304)
Changes in assumptions.....	1,648,302	-	1,648,302
Changes in proportion and proportionate share of contributions...	<u>616,444</u>	<u>(663,257)</u>	<u>(46,813)</u>
Total deferred outflows/(inflows) of resources.....	\$ <u>2,264,746</u>	\$ <u>(1,630,070)</u>	\$ <u>634,676</u>

The deferred outflows/(inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2021.....	\$ 218,539
2022.....	231,820
2023.....	414,014
2024.....	(248,846)
2025.....	<u>19,149</u>
Total.....	\$ <u>634,676</u>

Actuarial Assumptions

The total pension liability in the January 1, 2020, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2019:

Valuation date.....	January 1, 2020
Actuarial cost method.....	Individual Entry Age Normal Cost Method.
Projected salary increases.....	3.25%
Investment rate of return.....	7.15% (previously, 7.375%)

Cost of living adjustments.....	3% of the first \$18,000 of retirement income
Mortality rates.....	Pre-Retirement: The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2017 Health Retiree: The RP-2014 Blue Collar Health Annuitant Mortality Table projected generationally with Scale MP-2017 Disabled Retiree: The RP-2014 Blue Collar Health Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2017

Investment Policy

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2020, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	21.00%	6.15%
International developed markets equity..	13.00%	6.78%
International emerging markets equity...	5.00%	8.65%
Core fixed income.....	15.00%	1.11%
High-yield fixed income.....	8.00%	3.51%
Real estate.....	10.00%	4.33%
Commodities.....	4.00%	4.13%
Hedge fund, GTAA, Risk parity.....	11.00%	3.19%
Private equity.....	13.00%	9.99%
Total.....	100.00%	

Rate of Return

For the year ended December 31, 2019, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 16.09%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rates. Based on those

assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability, calculated using the discount rate of 7.15%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15%) or 1-percentage-point higher (8.15%) than the current rate:

	1% Decrease (6.15%)	Current Discount (7.15%)	1% Increase (8.15%)
The Town's proportionate share of the net pension liability.....	\$ 18,644,929	\$ 14,178,104	\$ 10,425,457

Changes in Assumptions

The net investment return assumption was lowered from 7.375% to 7.15%, and the administrative expense assumption of the Association was changed from \$1,500,000 to \$1,850,000.

Changes in Plan Provisions

None.

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Wellfleet administers a single-employer defined benefit healthcare plan (Plan). The Plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – The contribution requirements of plan members and the Town are established and may be amended by the Town. The "required" contribution is based on a pay-as-you-go financing requirement. The Town contributes 75% of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 25% of their premium costs. For 2020, the Town's contribution to the plan totaled \$718,063.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town's to establish a postemployment benefit trust fund and to enable the Town to begin pre-funding its OPEB liabilities. The Trust is managed by a 5 member Board of Trustees who are authorized to manage the Trust in accordance with the Trust Agreement.

During 2020, the Town pre-funded future OPEB liabilities by contributing \$200,000 the Other Postemployment Benefit Fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Funds financial statements. As of June 30, 2020, the balance of this fund totaled \$2,170,224.

Employees Covered by Benefit Terms – The following table represents the Plan’s membership at June 30, 2018:

Active members.....	98
Inactive members currently receiving benefits.....	97
	195
Total.....	195

Components of OPEB Liability – The following table represents the components of the Plan’s OPEB liability as of June 30, 2020:

Total OPEB liability.....	\$ 10,917,188
Less: OPEB plan’s fiduciary net position.....	(2,170,224)
	8,746,964
Net OPEB liability.....	\$ 8,746,964
The OPEB plan’s fiduciary net position as a percentage of the total OPEB liability.....	19.88%

Significant Actuarial Methods and Assumptions – The total OPEB liability in the June 30, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified, that was updated to June 30, 2020, to be in accordance with GASB Statement #74:

Valuation date.....	June 30, 2018
Actuarial cost method.....	Entry Age Normal- Level Percentage of Payroll
Inflation.....	3.25%
Salary increases.....	Service-related increases for Group 1 (excluding teachers) and Group 2 employees: 6.0% decreasing over 11 years to an ultimate level of 4.0%. Service-related increased for Group 4 employees: 7.0% decreasing over 8 years to an ultimate level of 4.5%. Service related increases for Teachers: 7.5% decreasing over 20 years to an ultimate level of 4.0%
Investment rate of return.....	7.00%
Mortality rates.....	Preretirement mortality rates: Healthy Non-Teachers: RP-2014 Employee Mortality Table projected generationally with Scale MP-2017. Healthy Teachers: RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016 Postretirement mortality rates: Healthy Non-Teachers: RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale MP-2017. Healthy Teachers: RP-2014 White Collar Annuitant Mortality Table projected generationally with Scale MO-2016. Disabled Non-Teachers: RP-2014 Healthy Annuitant Mortality Table set forward one year projected generationally with Scale MP-2017. Disabled Teachers: RP-2014 Healthy Annuitant Table set forward four years and projected generationally with Scale BB2D from 2014

Health care trend rates..... CCMHG: Under 65: 0% for 1 year, then 7.0% decreasing by 0.25% each year to an ultimate level of 4.5% per year. Over 65: 7.25% decreasing by 0.25% each year to an ultimate level of 4.5% per year. GIC: Medical/Prescription Drug: 8.0% decreasing by 0.5% for 5 years, then by 0.25% for 2 years to an ultimate level of 5.0% per year. EGWP: 5.0%. Part B: 4.5%.

Rate of Return – For the year ended June 30, 2020, the annual money-weighted rate of return on investments, net of investment expense, was 5.27%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation as of June 30, 2018, and projected arithmetic real rates of return for each major asset class, after deduction inflation, but before investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized below:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	21.00%	6.15%
International developed markets equity..	13.00%	6.78%
International emerging markets equity...	5.00%	8.65%
Core fixed income.....	15.00%	1.11%
High-yield fixed income.....	8.00%	3.51%
Real estate.....	10.00%	4.33%
Commodities.....	4.00%	4.13%
Hedge fund, GTAA, Risk parity.....	11.00%	3.19%
Private equity.....	13.00%	9.99%
Total.....	100.00%	

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following table presents the net other postemployment benefit liability, calculated using the discount rate of 7.00%, as well as what the net other postemployment benefit liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current discount rate.

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB liability..... \$	10,156,924	8,746,964	7,578,783

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates – The following table presents the net other postemployment benefit liability, calculated using the current healthcare trend rate as well as what the net other postemployment benefit liability would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability..... \$	7,324,293	8,746,964	10,501,249

Discount Rate – The discount rate used to measure the total OPEB liability was 7.00% as of June 30, 2020, and June 30, 2019. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan’s funding policy. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members.

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2019..... \$	10,663,563	1,870,706	8,792,857
Changes for the year:			
Service cost.....	371,073	-	371,073
Interest.....	754,292	-	754,292
Contributions - employer.....	-	718,063	(718,063)
Net investment income.....	-	99,518	(99,518)
Changes of assumptions.....	(353,677)	-	(353,677)
Benefit payments.....	(518,063)	(518,063)	-
Net change.....	253,625	299,518	(45,893)
Balances at June 30, 2020..... \$	10,917,188	2,170,224	8,746,964

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – For the year ended June 30, 2020, the Town recognized OPEB expense of \$1,187,331. At June 30, 2020, the Town reported \$545,377 of deferred outflows of resources and \$282,940 of deferred inflows of resources related to OPEB from the following sources:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience..... \$	89,275	-	89,275
Difference between projected and actual earnings, net.....	30,779	-	30,779
Changes in assumptions.....	425,323	(282,940)	142,383
Total deferred outflows/(inflows) of resources..... \$	545,377	(282,940)	262,437

Amounts reported as deferred outflows/(inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement date year ended June 30:

2021.....	\$	199,914
2022.....		195,205
2023.....		(69,633)
2024.....		<u>(63,049)</u>
Total.....	\$	<u>262,437</u>

Changes of Assumptions

This valuation includes the repeal of the excise tax on high cost health plans, which was effective December 20, 2019.

Changes in Plan Provisions

None.

NOTE 12 – COMMITMENTS

The Town has entered into or is planning to enter into contracts relating to various capital projects totaling approximately \$9.5 million.

NOTE 13 – CONTINGENCIES

The Town participates in a number of federal award programs. These programs are subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2020, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2020.

NOTE 14 – COVID-19

On March 10, 2020, the Massachusetts Governor declared a state of emergency in response to the coronavirus outbreak. The World Health Organization officially declared the novel Coronavirus (COVID-19) a pandemic the following day. In an attempt to slow the spread of COVID-19, governments issued various stay at home orders that caused global economic shutdowns and substantial financial market impact. Starting in March 2020, the Governor continued to issue orders allowing governments to operate and carry out essential functions safely. These included modifying the state’s Open Meeting Law, issuing a stay-at-home order, and introducing a phased approach to reopening State businesses. The Town is considered an essential business and although it was closed to the public for a period of time, departments remained operational and most employees continued to perform their daily duties.

A number of businesses have been forced to stop or significantly reduce operations decreasing, the Town's portion of certain revenue. The Town has also incurred unanticipated costs specifically related to the pandemic.

On March 27, 2020, the United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act requires that the payment from these funds be used only to cover expenses that; are necessary expenditures incurred due to the public health emergency with respect COVID-19; were not accounted for in the budget most recently approved as of March 27, 2020; and were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding. In addition to funding from the CARES Act, there are several other federal and state grants available.

The full extent of the financial impact cannot be determined as of the date of the financial statements.

NOTE 15 – RESTATEMENT OF NET POSTION PREVIOUSLY REPORTED

Beginning net position of the governmental activities, business-type activities, and the marina enterprise fund have been restated as management as determined that it would be preferable to use the respective year end measurement dates for GASB Statement #75 to coincide with similar information reported for GASB Statement #74. Accordingly, the beginning net position was updated to bring the measurement date from June 30, 2018 to June 30, 2019. The cumulative effect of the revision is as follows:

	06/30/2019 Previously Reported Balances	Restatement for the update of the OPEB measurement date	06/30/2019 Restated Balances
Government-Wide Financial Statements			
Governmental activities.....	\$ 11,155,946	\$ (498,981)	\$ 10,656,965
Business-type activities.....	8,036,203	(4,990)	8,031,213
Total.....	\$ 19,192,149	\$ (503,971)	\$ 18,688,178
Business-type Activities - Enterprise Funds			
Marina enterprise fund.....	\$ 3,485,696	\$ (4,990)	\$ 3,480,706

NOTE 16 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through April 14, 2021, which is the date the financial statements were available to be issued.

NOTE 17 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2020, the following GASB pronouncement was implemented:

- GASB Statement #95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This pronouncement postponed the effective dates of certain provisions in GASB Statements and Implementation Guides that first became effective or are scheduled to be effective for periods beginning after June 15, 2018 or later.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2021.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2022.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2022.
- The GASB issued Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*, which is required to be implemented in 2021.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2023.
- The GASB issued Statement #92, *Omnibus 2020*, which is required to be implemented in 2022.
- The GASB issued Statement #93, *Replacement of Interbank Offered Rates*, which is required to be implemented in 2022.
- The GASB issued Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #96, *Subscription-Based Information Technology Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, in which certain paragraphs are required to be implemented in 2021 and 2022.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

Required Supplementary Information

General Fund Budgetary Schedule

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 18,235,911	\$ 18,235,911	\$ 17,777,944	\$ -	\$ (457,967)
Tax liens.....	-	-	61,129	-	61,129
Motor vehicle and other excise taxes.....	536,361	536,361	521,688	-	(14,673)
Hotel/motel and meals tax.....	361,000	361,000	666,121	-	305,121
Penalties and interest on taxes.....	78,000	78,000	91,926	-	13,926
Intergovernmental.....	319,991	319,991	317,046	-	(2,945)
Departmental and other.....	683,160	683,160	575,069	-	(108,091)
Investment income.....	77,188	77,188	78,552	-	1,364
TOTAL REVENUES.....	20,291,611	20,291,611	20,089,475	-	(202,136)
EXPENDITURES:					
Current:					
General government.....	1,804,825	1,804,825	1,751,629	-	53,196
Public safety.....	4,015,272	4,015,272	3,893,409	-	121,863
Education.....	6,308,627	6,308,627	6,200,573	26,732	81,322
Public works.....	2,133,528	2,133,528	1,979,205	-	154,323
Health and human services.....	800,597	800,597	787,781	-	12,816
Culture and recreation.....	1,334,701	1,334,701	1,310,681	-	24,020
Pension benefits.....	1,247,696	1,247,696	1,247,696	-	-
Property and liability insurance.....	312,000	312,000	311,909	-	91
Employee benefits.....	1,915,577	1,915,577	1,909,682	-	5,895
State and county charges.....	459,040	459,040	314,770	-	144,270
Debt service:					
Principal.....	1,435,881	1,435,881	1,288,817	-	147,064
Interest.....	407,704	407,704	382,473	-	25,231
TOTAL EXPENDITURES.....	22,175,448	22,175,448	21,378,625	26,732	770,091
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(1,883,837)	(1,883,837)	(1,289,150)	(26,732)	567,955
OTHER FINANCING SOURCES (USES):					
Use of prior year reserves.....	400,126	400,126	-	-	(400,126)
Use of free cash.....	445,342	445,342	-	-	(445,342)
Transfers in.....	1,996,000	1,996,000	2,046,506	-	50,506
Transfers out.....	(957,631)	(957,631)	(957,631)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	1,883,837	1,883,837	1,088,875	-	(794,962)
NET CHANGE IN FUND BALANCE.....	-	-	(200,275)	(26,732)	(227,007)
BUDGETARY FUND BALANCE, Beginning of year.....	3,495,738	3,495,738	3,495,738	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 3,495,738	\$ 3,495,738	\$ 3,295,463	\$ (26,732)	\$ (227,007)

See notes to required supplementary information.

Pension Plan Schedules

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
BARNSTABLE COUNTY RETIREMENT SYSTEM**

<u>Year</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered payroll</u>	<u>Net pension liability as a percentage of covered payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
December 31, 2019.....	1.887%	\$ 14,178,104	\$ 5,728,056	247.52%	62.34%
December 31, 2018.....	1.999%	15,797,094	5,861,119	269.52%	57.63%
December 31, 2017.....	1.923%	13,084,397	5,403,056	242.17%	61.86%
December 31, 2016.....	1.855%	13,034,923	5,177,718	251.75%	57.28%
December 31, 2015.....	1.852%	11,493,202	4,991,054	230.28%	58.10%
December 31, 2014.....	1.853%	10,463,426	4,861,336	215.24%	60.43%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS
BARNSTABLE COUNTY RETIREMENT SYSTEM**

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
June 30, 2020.....	\$ 1,242,517	\$ (1,247,696)	\$ (5,179)	\$ 5,842,617	21.36%
June 30, 2019.....	1,256,352	(1,256,352)	-	5,978,341	21.02%
June 30, 2018.....	1,150,399	(1,150,399)	-	5,511,117	20.87%
June 30, 2017.....	1,051,633	(1,051,633)	-	5,281,272	19.91%
June 30, 2016.....	985,738	(985,738)	-	5,090,875	19.36%
June 30, 2015.....	965,243	(965,243)	-	4,958,563	19.47%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS
OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

<u>Year</u>	<u>Commonwealth's 100% Share of the Associated Net Pension Liability</u>	<u>Expense and Revenue Recognized for the Commonwealth's Support</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Liability</u>
2020.....	\$ 4,545,627	\$ 551,236	53.95%
2019.....	5,012,790	507,974	54.84%
2018.....	5,176,268	540,262	54.25%
2017.....	4,969,100	506,881	52.73%
2016.....	4,695,423	380,841	55.38%
2015.....	3,855,336	227,342	61.64%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

Other Postemployment Benefits Plan Schedules

The Schedule of Changes in the Town's Net OPEB Liability and Related Ratios presents multi-year trend information on the Plan's net other postemployment benefit liability and related ratios.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Return presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

**SCHEDULE OF CHANGES IN THE
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020
Total OPEB Liability				
Service Cost.....	\$ 218,902	\$ 226,564	\$ 257,337	\$ 371,073
Interest.....	560,869	587,730	613,614	754,292
Differences between expected and actual experience....	-	223,186	372,322	-
Changes of assumptions.....	-	1,063,306	(100,222)	(353,677)
Benefit payments.....	<u>(394,966)</u>	<u>(412,739)</u>	<u>(539,994)</u>	<u>(518,063)</u>
Net change in total OPEB liability.....	384,805	1,688,047	603,057	253,625
Total OPEB liability - beginning.....	<u>7,987,654</u>	<u>8,372,459</u>	<u>10,060,506</u>	<u>10,663,563</u>
Total OPEB liability - ending (a).....	\$ <u>8,372,459</u>	\$ <u>10,060,506</u>	\$ <u>10,663,563</u>	\$ <u>10,917,188</u>
Plan fiduciary net position				
Employer contributions.....	\$ 644,966	\$ 662,739	\$ 789,994	\$ 718,063
Net investment income.....	46,503	53,149	144,971	99,518
Benefit payments.....	<u>(394,966)</u>	<u>(412,739)</u>	<u>(539,994)</u>	<u>(518,063)</u>
Net change in plan fiduciary net position.....	296,503	303,149	394,971	299,518
Plan fiduciary net position - beginning of year.....	<u>876,083</u>	<u>1,172,586</u>	<u>1,475,735</u>	<u>1,870,706</u>
Plan fiduciary net position - end of year (b).....	\$ <u>1,172,586</u>	\$ <u>1,475,735</u>	\$ <u>1,870,706</u>	\$ <u>2,170,224</u>
Net OPEB liability - ending (a)-(b).....	\$ <u>7,199,873</u>	\$ <u>8,584,771</u>	\$ <u>8,792,857</u>	\$ <u>8,746,964</u>
Plan fiduciary net position as a percentage of the total OPEB liability.....	14.01%	14.67%	17.54%	19.88%
Covered-employee payroll.....	\$ 5,177,718	Not Available	Not Available	Not Available
Net OPEB liability as a percentage of covered-employee payroll.....	139.05%	Not Available	Not Available	Not Available

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

<u>Year</u>	<u>Actuarially determined contribution</u>	<u>Contributions in relation to the actuarially determined contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Covered- employee payroll</u>	<u>Contributions as a percentage of covered- employee payroll</u>
June 30, 2020.....	\$ 892,506	\$ (718,063)	\$ 174,443	Not Available	Not Available
June 30, 2019.....	864,413	(789,994)	74,419	Not Available	Not Available
June 30, 2018.....	651,702	(662,739)	(11,037)	Not Available	Not Available
June 30, 2017.....	629,664	(644,966)	(15,302)	5,177,718	12.46%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
June 30, 2020.....	5.27%
June 30, 2019.....	7.75%
June 30, 2018.....	3.97%
June 30, 2017.....	4.21%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

NOTE A – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Selectboard and Finance Committee present an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year’s original budget. Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original 2020 approved budget authorized \$23.1 million in appropriations and other amounts to be raised and \$400,000 in encumbrances and appropriations carried over from previous years. There was no change during the year from original budget.

The Town Accountant has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2020, is presented below:

Net change in fund balance - budgetary basis.....	\$	(200,275)
<u>Perspective differences:</u>		
Activity of the stabilization fund recorded in the general fund for GAAP.....		(20,359)
Activity of the general fund articles fund recorded in the general fund for GAAP.....		221,941
<u>Basis of accounting differences:</u>		
Net change in recording 60 day receipts.....		207,000
Net change in recording accrued payroll.....		(16,257)
Recognition of revenue for on-behalf payments.....		551,236
Recognition of expenditures for on-behalf payments.....		<u>(551,236)</u>
Net change in fund balance - GAAP basis.....	\$	<u>192,050</u>

NOTE B – PENSION PLAN**Schedule of the Town's Proportionate Share of the Net Pension Liability**

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Changes in Assumptions

The net investment return assumption was lowered from 7.375% to 7.15%, and the administrative expense assumption of the Association was changed from \$1,500,000 to \$1,850,000.

Changes in Plan Provisions

None

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The Town of Wellfleet administers a single-employer defined benefit healthcare plan (Plan). The Plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town's health insurance plan, which covers both active and retired members, including teachers.

The Schedule of Changes in the Town's Net OPEB Liability and Related Ratios

The Schedule of Changes in the Town's Net OPEB Liability and Related Ratios details the Plan's net other postemployment benefit liability (asset) and the covered-employee payroll. It also demonstrates the Plans net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the Town's Contributions

The Schedule of the Town's Contributions includes the Town's annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of the covered payroll. Actuarially determined contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine the contribution rates are as follows:

Valuation date.....	June 30, 2018
Actuarial cost method.....	Entry Age Normal- Level Percentage of Payroll
Inflation.....	3.25%
Salary increases.....	Service-related increases for Group 1 (excluding teachers) and Group 2 employees: 6.0% decreasing over 11 years to an ultimate level of 4.0%. Service-related increased for Group 4 employees: 7.0% decreasing over 8 years to an ultimate level of 4.5%. Service related increases for Teachers: 7.5% decreasing over 20 years to an ultimate level of 4.0%
Investment rate of return.....	7.00%
Mortality rates.....	<p>Pretirement mortality rates: Healthy Non-Teachers: RP-2014 Employee Mortality Table projected generationally with Scale MP-2017. Healthy Teachers: RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016</p> <p>Postretirement mortality rates: Healthy Non-Teachers: RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale MP-2017. Healthy Teachers: RP-2014 White Collar Annuitant Mortality Table projected generationally with Scale MO-2016. Disabled Non-Teachers: RP-2014 Healthy Annuitant Mortality Table set forward one year projected generationally with Scale MP-2017. Disabled Teachers: RP-2014 Healthy Annuitant Table set forward four years and projected generationally with Scale BB2D from 2014</p>
Health care trend rates.....	CCMHG: Under 65: 0% for 1 year, then 7.0% decreasing by 0.25% each year to an ultimate level of 4.5% per year. Over 65: 7.25% decreasing by 0.25% each year to an ultimate level of 4.5% per year. GIC: Medical/Prescription Drug: 8.0% decreasing by 0.5% for 5 years, then by 0.25% for 2 years to an ultimate level of 5.0% per year. EGWP: 5.0%. Part B: 4.5%.

Schedule of Investment Return

The Schedule of Investment Return includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

Changes in Assumptions

This valuation includes the repeal of the excise tax on high cost health plans, which was effective December 20, 2019.

Changes in Plan Provisions

None.

***Report on Internal Control over
Financial Reporting and on Compliance***



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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Independent Auditor's Report

To the Honorable Selectboard
Town of Wellfleet, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellfleet, Massachusetts, (the "Town") as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated April 14, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described below to be material weaknesses.

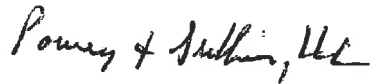
- An inadequate design of internal control over the Town's cash reconciliation process. In 2020, the Town did not have sufficient internal controls in place to ensure that all activity was recorded within the general ledger. Inconsistencies and errors in recording the Town's cash transactions were not detected and corrected in a timely manner.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether **the Town's financial statements are free from material misstatement**, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on **the effectiveness of the entity's internal control** or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in **considering the entity's internal control and compliance**. Accordingly, this communication is not suitable for any other purpose.



April 14, 2021



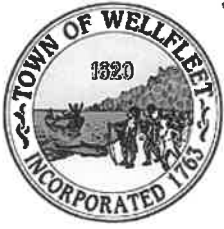
SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

VI

SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

VII

TOWN ADMINISTRATORS REPORT

- Please see selectboard packet

To: Selectboard
From Charles L. Sumner, Interim Town Administrator
Subject: Town Administrator's Report
Date: June 3, 2021

Please find enclosed a copy of my report for the period of May 25 to June 3, 2021:

1. Meetings:

- a. I participated in a series of meetings with staff representation hosted by Dan Silverman, Town Moderator in preparation for the June 26, 2021, Annual Town Meeting.
- b. I had an initial introductory meeting with Fred Magee, Chairperson of the Finance Committee on May 18, 2021. I will be attending the upcoming Finance committee meeting on Wednesday, June 9, 2021. I intend to provide an update on possible amendments that most likely will be necessary for the 2021 Annual Town Meeting. I will also provide an overview of Administration's plan to address issues identified in the Auditors 2020 Management letter. Finally, I will include a brief discussion about some of my ideas relative to fiscal management issues through the summer and fall of 2021.
- c. On May 18, 2021, I met with Joe Aberdale, Co-Chair of the Dredging Task Force to discuss the harbor dredging project.
- d. I spoke to Rep. Sarah Peake and Liz Ganz, Chief of Staff for Sen Cyr's office to discuss concerns related to Gov. Baker lifting of the emergency order as it relates to the open meeting law and retirees working within local government.

2. Host Community Agreement:

I wanted to inform you that I did finalize the community host agreement for Nature's Alternative, Inc. last week. Attorney Ben Zehnder did provide a copy of the facility site plan as well as a business summary as required under the Selectboard's policy.

3. 2021 One Stop Massworks Grant Application:

Rebecca Slick, our Assistant Town Administrator along with many other officials and volunteers just completed a grant application under the 2021 One Stop Massworks Infrastructure Program to support the costs associated with a wastewater treatment facility for the 46- unit affordable housing development project, to include the Fire Station, Police Station and the Elementary School. This was a significant effort in a narrow timeframe, all parties deserve special recognition.

4. Town Operating Budget:

Lisa Souve, our Interim Town Accountant and I have held a series of meetings with various Department Heads over the past town weeks to review the proposed FY2022 Departmental spending requests. The critical goal was to review the budget requests that have been included in the warrant for the 2021 Annual Town Meeting to determine if they are in keeping with their departmental needs. Additionally, these meetings provided us with an opportunity to meet staff and gain a better understanding of their operations and issues. It seems clear that there will be a need to amend the proposed FY2022 Budget article at Town Meeting to reflect several of these matters.

Another significant part of this process was to review spending patterns in relation to available funds for the current Fiscal Year 2021. We are concerned that there are several departmental

budgets that might have some deficiencies that will need to be addressed within Article No. 2 for Budgetary Transfers at the 2021 Annual Town Meeting.

We will be presenting the Selectboard with appropriate detail for both the FY2022 Operating Budget (Article No. 1) adjustments and FY2021 Budget Transfers (Article No. 2) at your June 22 meeting.

5. **2020 Audit and Management Letter:**

As I mentioned briefly in a recent email, I have hired Lisa Souve and Mary McIsaac to serve as interim Town Accountants for the Town of Wellfleet to aid during this transitional process. Both individuals are retired Massachusetts municipal officials with significant experience in local government finance.

We will utilize Lisa Souve to look forward in terms of working with our department heads to create an appropriate Chart of Accounts for the new year beginning July 1, 2021, relative to both revenues and expenditures. The obvious goals being to provide staff with relevant financial information on a monthly basis for their respective departments. Mary McIsaac will be working to retroactively to review financial practices and activities over the past 2 fiscal years.

Clearly the Audit Report by Powers and Sullivan for FY2020 indicates that deficiencies exist in our internal controls that are important to prevent, detect and correct, misstatements on a timely basis.

Towards this end we have developed an Administration Workplan spreadsheet that identifies the material and other weaknesses identified in the Auditor's Management letter. This document is intended to summarize this concern, identify stakeholders and identify a target for resolution. This document will be updated every two weeks so that we can update the Selectboard, other relevant officials and the public our progress in each task.

In the end we will work to create written policies and procedures, train and educate employees and establish deadlines for all aspects of each job as defined in the Massachusetts General Laws, guidance from the Department of Revenue, Best Practices and Town policies.

6. **Department Head Meeting:**

I held a department head zoom meeting on Thursday, June 3, 2021, in order to review our work plan for the completing the current fiscal year and preparing for the new fiscal year. We also provided an update as to how we were going to address issues raised in the Auditor's Management letter. The reality is that many citizens will reach out to our department heads on the current situation; and I want them to be able to articulate that we have a plan, approach and timeline to remedy these matters.

7. **2021 Wellfleet OysterFest:**

Michele Insley, Executive Director for Wellfleet SPAT has set up a meeting with many participants on Tuesday, June 10, 2021, to discuss the feasibility of holding the Wellfleet OysterFest this coming fall.

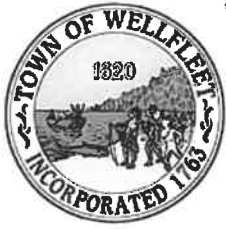
8. **Rt. 6 & Main Street Intersection Improvements Project:**

The Mass DOT will be holding a public hearing on June 30, 2021, at 7:00pm to review the 25% design plans for this project.

9. **Board of Health Covid-19 Update**

I will be meeting with the Board of Health at their virtual meeting on June 9, 2021 to discuss a phased reopening and what they recommend regarding opening town offices and holding other community events safely.

Sincerely,
Charlie Sumner
Interim Town Administrator



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

VIII

TOPICS FOR FUTURE AGENDAS

Requested by:	Topic:	Requested to be on:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

IX

CORRESPONDENCE AND VACANCY REPORTS

*** Email and letters from the Bike & Walkways
Committee**

Rebekah Eldridge

From: cookpd@comcast.net
Sent: Monday, May 24, 2021 11:20 AM
To: Board of Selectmen
Cc: Bikeandwalkways
Subject: Bike & Walkways Committee Request for Selectboard Action
Attachments: Selectboard Letter to Gov Baker, 26 Aug 2020.pdf; DCR Letter to Wellfleet SB, 24 Sep 2020.pdf

Importance: High

To the Wellfleet Selectboard:

As voted unanimously in our public meeting on May 21, the Bike & Walkways Committee is writing to request Selectboard action and to express the committee's concern that the DCR has violated its Commissioner's written commitment to the Town of Wellfleet by demolishing the Amsler property. The committee first wrote to the Selectboard on March 26, 2021, when the Amsler property was still standing and could have been saved, requesting the Selectboard engage the DCR (see our first email below). A week later, the DCR began demolition work at the Amsler property.

The Selectboard's August 2020 letter to Governor Baker (attached) described strong public concern about the safety of a bikeway terminus beside the highway. The DCR Commissioner wrote in September 2020 (attached) that his agency would temporarily pause the final phase of bikeway construction leading to Route 6. The DCR has now leapfrogged ahead to build the hotly contested terminus first – a terminus which was the root cause of public opposition in the first place, and the principal subject of your letter to Governor Baker.

The Bike & Walkways Committee hereby inquires what action the Selectboard is taking to address this ongoing situation, and how the committee may be of assistance.

Thank you,

Town of Wellfleet Bike & Walkways Committee

//signed//

Peter Cook, Chair
Rebecca Noble, Vice Chair
Christie O'Campbell, Member
Ned Oliver, Member

Committee email: Bikeandwalkways@wellfleet-ma.gov

Committee website: [Bike and Walkways Committee | Wellfleet MA \(wellfleet-ma.gov\)](http://BikeandWalkwaysCommittee|WellfleetMA(wellfleet-ma.gov))

From: cookpd@comcast.net <cookpd@comcast.net>

Sent: Friday, March 26, 2021 11:46 AM

To: 'Board of Selectmen' <BoS@wellfleet-ma.gov>; 'Maria Broadbent' <Maria.Broadbent@wellfleet-ma.gov>

Cc: 'Bikeandwalkways' <Bikeandwalkways@wellfleet-ma.gov>

Subject: Bike & Walkways Committee Request for Immediate Selectboard Inquiry to the MA DCR

Importance: High

To the Wellfleet Selectboard and the Town Administrator:

We, the Wellfleet Bike & Walkways Committee, in our advisory capacity to the Selectboard, have voted unanimously in public committee meeting today to express to you the committee's concern that the State DCR is actively developing a Rail Trail parking lot on the site commonly known as the Amsler property on Route 6 despite the DCR Commissioner's written assurance to the Selectboard that Rail Trail extension work would temporarily pause at the Wellfleet Hollow Campground. The DCR's contractor is seeking demolition work permits to clear the Amsler property of the existing buildings and trees.

As a committee, we request the Town of Wellfleet Selectboard immediately engage the DCR Commissioner to confirm the DCR is halting demolition efforts at the Amsler property and is, in fact, doing no Rail Trail related work beyond the Wellfleet Hollow Campground.

Safety concerns about this proposed parking lot led to 2019 Annual Town Meeting Article 44 being passed by the town voters, and the Selectboard's request to Gov Baker (attached) that the project be halted while safer alternatives were considered. The DCR Commissioner replied "as requested, we have placed those plans on hold for the present" and "deferred feasibility studies" of alternatives to the Town and others (attached). Our committee is engaged with other agencies in a comprehensive analysis of alternatives.

Again, as a committee, we request the Town of Wellfleet Selectboard immediately engage the DCR Commissioner to confirm the DCR is halting demolition efforts at the Amsler property and is, in fact, doing no Rail Trail related work beyond the Wellfleet Hollow Campground.

Thank you,

Town of Wellfleet Bike & Walkways Committee

//signed//

Peter Cook, Chair

Rebecca Noble, Vice Chair

Lance Miller, Member

Christie O'Campbell, Member

Ned Oliver, Member

Committee email: Bikeandwalkways@wellfleet-ma.gov

Committee website: [Bike and Walkways Committee | Wellfleet MA \(wellfleet-ma.gov\)](http://BikeandWalkwaysCommittee|WellfleetMA(wellfleet-ma.gov))



September 24, 2020

Mr. Michael DeVasto, Chair
Town of Wellfleet Select Board
300 Main Street,
Wellfleet, MA 02267

Dear Chairman DeVasto,

I just received your letter of August 26, 2020, expressing the Town's concerns over the extent and current timeline of the DCR Wellfleet extension project for the Cape Cod Rail Trail (CCRT).

Thank you for your input and communication. At this time DCR has elected to phase our project and only construct the CCRT extension from the Lecount Hollow trailhead to DCR's Wellfleet Hollow Campground. We hope to initiate construction of this project early next calendar year and complete it sometime in 2022. We believe that this Phase One project will be a benefit to both Wellfleet and Commonwealth residents.

While we appreciate your desire to explore alternative shared-use pathway routes north of Old County Road, DCR does not own any other rights of way and would defer any feasibility studies to the Town and other parties. In addition, DCR continues to believe that the safest and best approach for users of the CCRT, and for Wellfleet residents of all ages, will be to continue the CCRT on the former railroad corridor to a new terminus trailhead at Route 6. However, as requested, we have placed those plans on hold for the present.

As a part of our current project, we do ask that the Town work with DCR to provide temporary alternative parking for the Lecount Hollow trailhead near the Chamber of Commerce on the Town-owned old State Highway.

We hope that this addresses the Town's concerns, and we look forward to working with you as the Phase One project moves into construction. Please feel free to reach out to me again, or to Craig Cashman, DCR Director of Legislative Affairs, (craig.r.cashman@mass.gov), or Paul Jahnige, DCR Director of Trails and Greenways (paul.jahnige@mass.gov) with any questions.

Sincerely,



Jim Montgomery
Commissioner

CC: Maria Broadbent, Town Administrator, Maria.Broadbent@Wellfleet-MA.gov
Senator Julian Cyr Julian.Cyr@masenate.gov
Rep. Sarah Peake: Sarah.Peake@mahouse.gov
Craig Cashman, DCR
Paul Jahnige, DCR

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston, MA 02114-2199
617-626-1250 617-626-1351 Fax
www.mass.gov/orgs/department-of-conservation-recreation



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides, Secretary, Executive
Office of Energy & Environmental Affairs

Jim Montgomery, Commissioner
Department of Conservation & Recreation

We request your help in giving the Town of Wellfleet an effective role in this process, so that we may protect the safety of our citizens and our visitors.

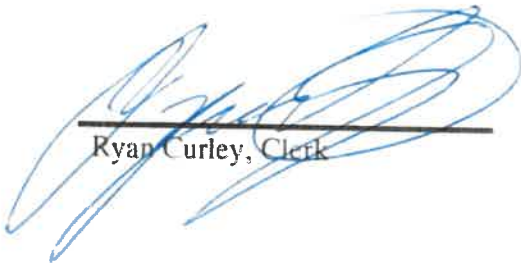
Sincerely,

The Wellfleet Selectboard



Michael De Vasto, Chair

Janet Reinhart, Vice-Chair



Ryan Curley, Clerk



Helen Miranda Wilson

Justina Carlson

CC:
The Honorable Lt. Governor Karen Polito
DCR Commissioner Jim Montgomery



**TOWN OF WELFLEET
OFFICE OF THE SELECTBOARD**

300 MAIN STREET WELFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

August 26, 2020

Massachusetts State House
24 Beacon St.
Office of the Governor, Room 280
Boston, MA 02133

Dear Governor Baker, Lt Governor Polito and DCR Commissioner Jim Montgomery,

As members of the Wellfleet Selectboard, we represent our residents and taxpayers in all matters that important public issues. We are writing to bring to your attention a serious, ongoing public safety concern related to where the DCR plans to end the Cape Cod Rail Trail Bike Path in Wellfleet.

Our town is very supportive of continuing the Bike Path through Wellfleet and appreciates all the hard work and planning that has gone into the project. However, we do not support the current DCR plan, as it has the proposed Bike Path project terminus immediately abutting and corresponding with an expanded bike lane on Route 6 proposed by the DOT, at the busiest and most congested stretch of the highway in Wellfleet. At issue is the foreseeable increase in use of this dangerous section of road for cyclists to reach nearby attractions. Members of our community have repeatedly voiced their public safety concerns with this proposal at public meetings hosted by the DCR, and in smaller gatherings with DCR and DOT staff, but they feel that their valid considerations have been overlooked.

On April 23, 2019 at our Annual Town Meeting, citizens of Wellfleet voted almost unanimously in favor of Article 44, which requested

“that the Board of Selectmen, the Conservation Commission and the Planning Board consider alternate routes for the Bike Trail Extension and to ask the appropriate agencies to halt any planning or construction of the bike trail extension beyond Old County Road until those deliberations have occurred.”

Therefore, we formally request that the DCR postpone any further construction and planning of the bike trail extension beyond Old County Road (also known as Old Kings Highway) due to public safety concerns. We ask that in future planning, the DCR work with DOT staff, the Town, and the Superintendent of the Cape Cod National Seashore, to seek alternative routes and safely continue the Cape Cod Rail Trail through Wellfleet.

We request your help in giving the Town of Wellfleet an effective role in this process, so that we may protect the safety of our citizens and our visitors.

Sincerely,

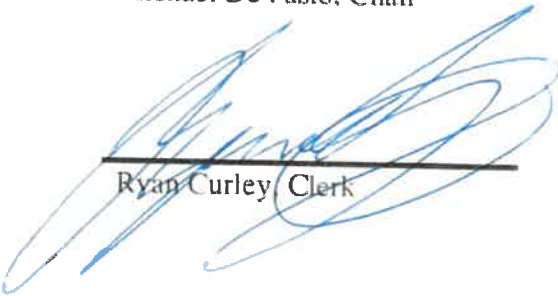
The Wellfleet Selectboard



Michael De Vasto, Chair




Janet Reinhart, Vice-Chair



Ryan Curley, Clerk



Helen Miranda Wilson



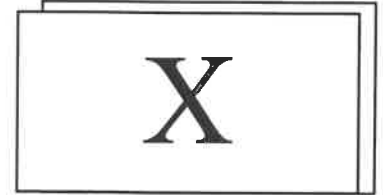
Justina Carlson

CC:
The Honorable Lt. Governor Karen Polito
DCR Commissioner Jim Montgomery



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021



MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes for May 17, 18, 20, 25, 2021
PROPOSED MOTION:	I move to approve the Minutes of May 17, 2021; May 18, 2021, May 20, 2021, and May 25, 2021 as printed in Draft form
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**Wellfleet Selectboard
Virtual Meeting ~ May 17, 2021; 6PM
Meeting Minutes**

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

Others Present: Charlie Sumner, Interim Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Rich Pauley, Fire Chief; Chief Michael Hurley, Police Chief; Harry Terkanian; Warrant Assistant; Jay Norton, Assistant Director Department of Public Works; Will Sullivan, Harbormaster;

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.

- Board Member Curley announced that the Federal Government has opened and emergency broadband discount. He gave details to the public and presented two slides to show them how to find out if you qualify and how to apply for the discount.

II. *Business*

A. 2021 Annual Town Meeting Warrant discussion and placement

- Chief Pauley discussed his command car that can be funded out of his ambulance fund, he requested that the portable radios be kept on the ballot because he is in great need for them.
- Board Member Wilson asked Sullivan to explain his need for his emergency response vessel. Will explained that his boat mechanic has stated that the marina should not put any more money into the current emergency boat because it will not fix the issues. The Board agreed that this needs to be on the warrant.
- Eldridge screen shared the budget with the Board and went through each article that they hadn't previously placed or recommended. They expressed that the police cruisers need to be purchased.
- They moved on to the radios for the fire department they agreed these need to stay on the warrant, as well as the emergency vessel for the marina.
- The Board continued with the DPW items requested on the warrant. Norton expressed that the roll off truck is needed to help with the culch program and he respectfully requested they keep it on the warrant as the vehicle is unsafe. The Board agreed to keep the roll off truck on the warrant. The continued and removed the Keller's Corner off the warrant, the shack in South Wellfleet.
- They did keep the May Creek Revetment on the warrant and Board Member Curley stated that he would agree to keep this on the warrant as long as the flood gate was included in the article.

- The continued onto the basketball Courts at Mayo Beach and Chair DeVasto stated he saw the court and didn't think this was as important and suggested moving it to the special town meeting in the fall and maybe be able to pay for it with the certified free cash. Board Member Curley asked Norton to go down and look at the courts and give his opinion on whether or not he feels this could be postponed to the fall. Norton stated that the contract to do this wouldn't even be able to begin work until the following spring. The Board agreed this could be left off the warrant until the fall town meeting.
- The continued with the next article which was the awning at the pier for the bandstand, they were all in agreement that this could be removed.
- The town clerk requests for shelving and microfilming were also taken off the warrant. Terkanian explained that the town shouldn't be borrowing for these items, they needed to be moved to the budget.
- **Chair DeVasto moved, Board Member Wilson seconded; and it was voted to place the Main Street/Route 6 Engineering Design on the 2021 Annual Town Meeting Warrant.**
Roll Call Vote: 5-0
- **Board Member Curley moved, Board Member Wilson seconded; and it was voted to recommend the Main Street/Route 6 Engineering Design on the 2021 Annual Town Meeting Warrant.**
Roll Call Vote: 5-0
- The Board moved onto the Water Enterprise budget, Terkanian explained that there is an \$84,000 deficit. Board Member Reinhart asked the board if they had to fund this article, Chair DeVasto stated that they didn't need to fund it, but they did need to appropriate it.
- The Board continued with the additional police officer. That will be removed from the warrant because it is going into the budget itself.
- The Wastewater articles were next to be discussed.
 - **Board Member Curley moved, Board Member Wilson seconded; and it was voted to recommend the Wastewater Mitigation/95 Lawrence Road Cluster Wastewater Treatment Facility.**
Roll Call vote: 5-0
- The Board discussed the OPEB article and agreed it wouldn't be possible to be funded at this year's town meeting.
- **Board Member Curley moved; Board Member Wilson seconded; and it was voted to recommend Public, Educational, and Governmental (PEG) Access and Cable Fund.**
Roll Call Vote 5-0
- The Board came to Real Estate Tax Article and Chair DeVasto asked the Board if they wanted to discuss it now or move on to other articles and circle back to this. The Board wanted to get this done tonight.
- Eldridge screenshared the article that is being proposed to be placed in the warrant. The Board discussed the changes Board Member Curley made and discussed this at great length. The housing crisis was brought up and the need for this article to proceed. Board Member Reinhart expressed her concern with the two-million-dollar price tag she would like the number

moved down to one million. Board Member Wilson stated there are more people in Wellfleet claiming residency here now. She continued to state that she agrees with Board Member Reinhart that two-million dollars is too high. There was a part in it the article that had an exemption for domicile residents, they agreed to remove that. The Board debated on certain language in the article and values. They took a "straw pull" vote on domicile exemption. They agreed no exemption but include the words median price plus 30%. Board Member Curley stated that within the next three years they would be getting to a million-dollar price tag. Chair DeVasto disagreed stating that there isn't much inventory right now and this could go up or down. They continued to discuss this article and the logistics of it. They came to an agreement on buyer and seller paying fees.

- **Board Member Reinhart moved; Board Member Wilson seconded; and it was voted to approve the real estate transfer tax of 2% (1% buyer, 1% seller) to all real estate over the median value plus 20%.**

Roll Call Vote: 5-0

- The Board continued with more discussion on this article, making small changes. Board Member Curley had different options and wording for the board to decide on. Terkanian asked if Board Member Curley could make the changes discussed and send it to him so it could be added to the warrant.
- **Board Member Wilson moved; Board Member Reinhart seconded; and it was voted to recommend and place the Property Tax Transfer into the 2021 Annual Meeting Town Warrant.**
- The Board continued with the disposition of Town owned land. Board Member Reinhart expressed that she would like other boards to weigh in on this article, including the Planning Board and Open Space Committee. They all agreed that they would like to postpone recommendation until Town Meeting.
- **Board Member Curley moved; Board Member Reinhart seconded; and it was voted to recommend the Prevailing Wage Article in the Annual 2021 Town Meeting Warrant.**

Roll Call Vote: 5-0

- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place and recommend the Underground gas tanks at the Wellfleet Pier in the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 5-0

- The Agricultural wording will be worked on at the next night's meeting. Chair DeVasto informed Terkanian that he will get him the correct wording to him.
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to recommend the Right to Farm article into the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 3-1-1 (Wilson voted no, Curley abstained)

- Expanding Residential Property tax Exemption was discussed next. Board Member Curley stated they had discussed and voted to place on this at a previous meeting.
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to recommend the expansion of the residential tax exemption.**

Roll Call Vote: 5-0

- The Blakely article was next on the warrant, which Board Member Curley stated they had already voted to place and recommend both articles.
- The Wellfleet Harbor Flora and Fauna Survey was discussed next.
- **Board Member Wilson moved; Board Member Reinhart seconded; and it was voted to place and recommend the Wellfleet Harbor Flora and Fauna Survey.**

Roll Call Vote: 5-0

- The ADU bylaw came up next and Board Member Wilson asked to speak to the article. It was noted by Board Member Curley that it has already gone to the Planning Board. She stated there was a typo. Chair DeVasto stated these are small changes that don't need to be nit picked at this meeting.
- They continued through the petitioned article.
- The Board moved onto the Dog Bylaw.
- Terkanian spoke to the Dog Bylaw and stated that the word dog in this needs to be changed to animal.
- Board Member Reinhart asked about what they voted in her absence on the short-term rental tax. They explained they had moved it to 6%. Board member Reinhart was in favor of it. And asked that her approval be recorded in the warrant.

B. 2022 Budget discussion if needed.

- Chair DeVasto asked Terkanian to explain the budget to the board and how he came to the information he did. Terkanian began expressing that there could be a need for a special town meeting in the fall so that at that time they should have received a free cash balance. He continued that his worksheet at this time shows a deficit of approximately \$91,000. He proposed that they remove \$5,000 from the emergency management budget. He continued explaining the cuts that he is suggesting.
- He expressed that there are capital items that need to be looked at, explaining that some are necessary and some that could possibly be moved out of the budget to next year. He stated that the Town Clerk needs to get the ballot questions to the printer, and it needs to be done by Thursday May 20, 2021. The Board had some questions for Terkanian regarding what needs to be moved, what were debt exclusions and what were overrides. Terkanian explained what his opinion was regarding the articles. The Board discussed their options for the articles and which ones should be moved to the capital budget and which ones need to be a ballot question. Sumner stated that maybe the Board could discuss what was critical now and maybe move the

other things to a special town meeting in the fall, and by that time the free cash could be certified and would have less of a burden on the taxpayers. Board Member Wilson asked Terkanian if he had to triage articles which ones would he. Terkanian gave his opinion on which articles should be moved and kept.

- Norton explained there were a few things that the DPW had requested that he would be willing to take off this year's warrant. He stated that the South Wellfleet Substation roof could be moved, and the canopy on the pier could be moved to another year as well. He added that the backstops at the ballfield needed to be fixed as there are metal pieces.
- Board Member Curley asked Chief Hurley about his police cruisers and the need for them. Chief Hurley explained that his cars are wearing down and he understands that the town is in financial need, but he expressed that his department is spending a lot of money on repairs to the current vehicles. Chair DeVasto expressed these are the town's safety vehicles and they shouldn't be pushed off. He stated these should be kept on this ballot and they have been postponed long enough. Chief Pauley expressed his concern for the police cruisers as well.

III. Selectboard Reports

- Board Member Carlson gave a heads up that she will be bringing in an alternative septic warrant article to be placed in the 2021 Annual Town meeting warrant. She explained that she spoke with the Wastewater chair and consultant and feels this needs to be inserted in the warrant.

IV. Town Administrator's Report

- Sumner explained to the Board that he has hired Lisa Souve back to help him with the finances. He continued that he is meeting with a retired accountant Wednesday and hopes to have her come on to keep the accounts moving forward while Souve will look back at past transactions. To help figure out the new fiscal year and finances moving forward. He will update the Board with how that interview goes and hopes to have a plan in place sooner rather than later. He will continue to keep them posted.
- He also stated that the auditors from Powers & Sullivan will be attending the meeting on May 25th to go over the audit and management letter with them.

V. Topics for Future Discussion

VI. Correspondence and Vacancy Reports

VII. Adjournment

- **Board Member Wilson moved; Board Member Carlson seconded; and it was voted to adjourn.
Roll Call Vote: 5-0**

Meeting adjourned 9:03PM

Public Documents:

- *Draft 2021 Annual Town Meeting Warrant*
- *Current 2022 Budget sheets*
- *Slide show regarding the cable discount*

**Wellfleet Selectboard
Virtual Meeting
Tuesday May 18, 2021; 6PM
Meeting Minutes**

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

Others Present: Charlie Sumner, Interim Town Administrator; Rebekah Eldridge, Executive Assistant; Harry Terkanian, Warrant writer; Chief Rich Pauley, Fire Chief; Chief Michael Hurley, Police Chief; Jay Norton, Assistant Director of DPW; Will Sullivan, Harbormaster; Nancy Civetta, Shellfish Constable

Chair DeVasto Called the meeting to order at 6:00PM

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.

- Board Member Wilson stated that she emailed the board and wanted to inform them that she is in the works to get the round table scheduled for the board, and DCR.

II. Business

A. Dredging – Chair DeVasto

- Chair DeVasto stated to the Board that he was contacted from one of the chairs of the dredging task force asking him to write a memo authorizing him to represent the town of Wellfleet with all matters concerning the dredging of Wellfleet. The Chair stated that he explained to this Chair that he was unable to do that and did some research into this. He stated that the Harbormaster is the main contact person that will represent the Town of Wellfleet. There needs to be a chain of command and that starts with the Harbormaster.
- **Chair DeVasto moved; Board Member Wilson seconded; and it was voted that the Harbormaster Will Sullivan is to be the primary contact for any and all matters concerning the dredging project in Wellfleet Harbor, informing and communicating with the Marine Advisory Committee and Dredging Task Force; Will is to report to the Town Administrator and Selectboard.**

Roll Call Vote: 5-0

B. Annual 2021 Town Meeting Warrant Discussion and placement

- Chair DeVasto asked Terkanian if there was anything missing from the warrant? Terkanian questioned the Board about the permeable reactive barriers that was mentioned to him last night by Board Member Carlson. They explained to him that they were worded differently and equaled two different articles.
- Chair DeVasto asked if they could go through each article and number them so they can complete the warrant.
- They began going down the warrant one article at a time discussing what needed to be placed, moved and numbered. There was discussion about having each article that has a financial bearing on the town have what the dollar amount to each taxpayer and break down would be. Terkanian spoke to his availability to fix this.
- They continued down the warrant. They discussed articles that were moved or removed. Terkanian asked if the Board felt they needed to discuss the Wastewater articles and expressing he needed the language for the articles that will be placed.
- The Board continued with the Agricultural Commission article; Board Member Curley stated he was uncomfortable with this because he felt it interfered with the Shellfish Advisory Board. He stated they needed to be clear that there was an interest that people wanted to serve on an agricultural committee and there are other towns that have a right to farm bylaw and no agricultural commission. Board Member Wilson discussed her concern with this article similar to Curley's concerns. The Board discussed this and the right to farm article at great length including the Board of Health and not just aquaculture but agriculture. Chair DeVasto stated his inability to understand why some of the Board Members feel that this will interfere with the Shellfish Advisory Board. Civetta gave her opinion about this article and stated some of her concerns.
- **Board Member Hurley moved; Chair DeVasto seconded; and it was voted to place the Agricultural Commission Article in the 2021 Annual Town Meeting Warrant.**
Roll Call Vote: 4-1 (Curley voted no)
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to recommend the Agricultural Commission Article in the 2021 Annual Town Meeting Warrant.**
Roll Call Vote: 3-2 (Wilson and Curley voted no)
- They moved on to the Home Rule Petition for the Blakely article. Board Member Curley stated it wasn't to recommend the article it was to recommend the curb cut for the Blakely's. They discussed this article and the need for a summary as the article itself states what it is.
- Terkanian continued reviewing the articles and once he got to the Animal Bylaw Board Member Wilson had questions about language that was removed or added. The continued with numbering the articles and where they need to be in the warrant. The final discussion the Board had with Terkanian was the Appendices. The water enterprise, the marina enterprise are both ready to be

placed and Sumner informed the Board that Lisa Souve will be looking at the budgets and do the best she can to get it into shape where it can be placed into the warrant.

- The water enterprise was the next article the Board discussed, and it was questioned as to why the expense budget was so high. Eldridge informed the Board that a billing company was hired a little over a year ago and that has caused the increase in budget. Board Member Curley asked if the Board had voted on the budget, it was discussed that they had not. He continued with the fact that he was concerned that the water enterprise fund was running on a deficit. They discussed that there was supposed to be a consultant to be hired and he questioned why that hadn't happened yet? Board Member Carlson informed Curley that the water commissioners had not hired a consultant because they had been working diligently acquiring the 95 Lawrence road project grant. Board Member Curley asked Eldridge if the water rates have ever increased and Eldridge reported to him that every November the rates increase by 2% .
- **Board Member Wilson moved, Board Member Curley seconded; and it was voted to approve the water enterprise budget as printed in appendix D in the 2021 Annual Town Warrant.**

Roll Call Vote: 5-0

- **Board Member Wilson moved; Board Member Curley seconded; and it was voted to place and recommend the Water Enterprise Budget into Appendix D in the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 5-0

- The Board moved onto the Marina Enterprise Budge. Civetta explained to the Board that both she and Suzanne Thomas pay the marina rent to use their building at the pier.
- **Board Member Curley moved; Board Member Reinhart seconded; and it was voted to place and recommend the Marina Enterprise Budget into the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 5-0

- The Final Budget that Terkanian discussed with the Board was the Capital Budget. He explained what he put into this budget and what he moved out. Civetta questioned her part time seasonal employee, she stated it was originally in her capital budget but didn't see it there up on the screen. Terkanian explained that the position was in her operating budget. Board Member Curley agreed with Terkanian and stated that the position was moved into her operating budget and should be reflected there.
- **Board Member Curley moved; Board Member Wilson seconded; and it was voted to approve, insert, and recommend Appendix B into the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 5-0

C. 2022 Budget discussions if needed.

- Terkanian discussed some changes he made in the budget and explained what those changes were.

DRAFT a full recording of the meeting can be found on the towns website.

- He continued with the Operating Budget. He explained some changes he made with these and screen shared the budget to show them what he was working on. The Board had some questions, and they discussed some salary increases.
- Terkanian recommended that the board make one vote at their Thursday meeting to approve this budget together. He informed them that the financial articles will be going to bond counsel in the next day or two. Sumner stated that he hopes to have a full response from them before Thursday's meeting.
- He explained the debt service articles. The Board expressed their sincere gratitude to Terkanian.

III. *Selectboard Reports*

IV. *Town Administrator's Report*

V. *Topics for Future Discussion*

VI. *Correspondence and Vacancy Reports*

VII. *Minutes*

A. May 12, 2021 ~ continued to the May 25, 2021 meeting.

VIII. *Adjournment*

Board Member Curley moved; Board Member Reinhart seconded; and it was voted to adjourn.

Roll Call Vote: 5-0

Meeting adjourned at 7:45pm

Public records:

Draft Warrant as of 5-18-2021

Budgets as presented on screen by Harry Terkanian and found in the draft warrant

DRAFT a full recording of the meeting can be found on the towns website.

**Wellfleet Selectboard
Virtual Meeting ~ Zoom
Thursday May 20, 2021; 6PM
Meeting Minutes**

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Mike Hurley, Police Chief; Rich Pauley, Fire Chief; Harry Terkanian, Warrant writer; Jay Norton, Assistant DPW director; Melissa Yow, Right of the Public Access Committee.

Chair DeVasto called the meeting to order at 6:00pm

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.

- Board Member Wilson reminded the board that Hillary Lemos the Wellfleet Health Agent had sent a reminder about an event regarding the “Right to Farm even”. She encouraged the Board and Public to attend.

II. Business

A. 2021 Annual Town Meeting Warrant discussion and placement

- Chair DeVasto asked Terkanian if he wanted to tackle the Operating Budget or the Warrant. Terkanian stated he wanted to finish the warrant.
- He went right to the Wastewater articles and explained there were two articles. He stated one of them the Board hadn’t discussed putting it back in the warrant, but he placed it to have them vote or not.
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place and recommend the Wastewater Commercial Street PRB Hydrological Assessment and Engineering Article as amended.**

Roll Call Vote: 5-0

- The Board continued with the IA Wastewater article for the warrant. They discussed which version of the article should be inserted into the warrant. Board Member Wilson stated I&A system is not what the state calls these systems. They debated about and kept it as is.
- **Chair DeVasto Member moved; Board Member Reinhart seconded; and it was voted to place the enhanced septic system on the annual 2021 warrant.**

Roll Call Vote: 5-0

- **Chair DeVasto moved; Board Member Reinhart seconded; it was voted to recommend the enhanced septic system into the annual 2021 town meeting warrant.**

Roll Call Vote: 3-1-1 (Curley Abstained; Wilson voted no)

- The Board moved on to Agricultural Commission, Board Member Curley and Wilson expressed their concern with this article.
- **Board Member Curley moved; Board Member Wilson seconded; and it was NOT voted to amend the written article to state: promoting agricultural and land-based aspects of aquaculture economic opportunities for the town.**

Roll Call Vote: 1-4

- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to substitute and place the existing article with the one in front of the Board at tonight's meeting.**

Roll Call Vote: 4-1 (Curley voted NO)

- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to recommend the Agricultural Article in the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 3-2 (Curley & Wilson voted NO)

- The Board moved onto the ADU article that they had discussed and edited. Terkanian moved down the screen to go over the ADU. Board Member Wilson wanted to change a few errors in the article. The Board disagreed.
- The Board continued with this discussion.
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to replace the Accessory Dwelling Units article with Town Counsel's amendments into the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 4-1 (Wilson voted NO)

Wilson left the meeting at 6:23PM

- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to recommend the Accessory Dwelling Unit Article as amended by town counsel in the 2021 Annual Town Meeting Warrant.**

Roll Call Vote: 4-0

- Chief Pauley stated there was a mistake in article 10 as there will be no effect on property taxes.
- The Board Moved onto discussion with Yow, who is requesting \$2,500. from the board to use for her committee for surveys and other work that needed to be done. Terkanian explained how this could be funded and gave a few options to do this. There was some discussion about using the funds and which department head to go to in order to get certain things done. It was decided to keep this request in the consulting budget and the approval could come from the Town Administrator.
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to keep the funding in the Town Administrator's office as the consulting budget.**

Roll Call Vote: 4-0

B. 2022 Budget discussion if needed.

- Terkanian moved on to the operating budget. He stated right now the operating budget totals \$21,673,707.69. He explained that he corrected a few mistakes. The retirement fund was mistaken, and he gave details of that budget, and the Town Administrators budget was off which he explained he also fixed that. He explained they may have to take money out of the stabilization fund. Sumner recommended that it be amended on Town Meeting floor. He stated he and the two accountants will be looking more closely at the budgets to see what they can do. He explained there is a deficit that they may be able to correct. He stated they could still make a motion at town meeting to fund it differently.
- Chief Hurley expressed his concern with the number of questions and stated his concern for his police cars getting turned down. He stated this should be an expense in his budget not an election item. Chair DeVasto agreed. The Board members also agreed that police cars need to be moved back into the operating budget and not be a capital expense every year. There were some questions about how the funds would be received.
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to move the two police cruisers into the Capital Budget.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Carlson seconded; and it was voted to approve the Selectboard's Operating Budget.
Roll Call Vote: 4-0**
- Terkanian moved onto to the Beach fund as Thomas needed to transfer money from her beach fund to apply to department salaries.
- He continued with the 2 ½ override. He explained how this works and how the Board needs to vote. He continued that these articles need to be reviewed by bond counsel. He moved on to debt exclusion and he explained how that works.
- The Board discussed removing questions from the ballot or lumping some questions together. They decided that it wouldn't be beneficial to lump them together. Also, less confusing to keep them as individual articles to not confuse the residents.
- Norton questioned that if the DPW projects are put together and didn't pass would that mean that the projects fail. Terkanian stated that was the case. Norton expressed his concern that he didn't want all the projects to put off. It was decided to keep all the articles as separate articles and explain to the town how important these articles are.
- **Board Member Reinhart moved; Board Member Reinhart seconded; and it was voted to place the portable radios on the 2021 town election warrant as a debt exclusion.
Roll Call Vote: 4-0**

- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place the marina response vessel on the 2021 town election warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place the DPW Pick-up truck on the annual 2021 town election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place the DPW roll off truck on the Annual 2021 Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place the Mayo Creek Revetment in the 2021 Annual Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place the Baker's Field Backstops in the 2021 Annual Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place the Route 6 Main Street Engineering on the 2021 Annual Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place the Commercial Street PRB as a debt exclusion on the 2021 Annual Town Election Warrant.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place the I/A Septic System on the 2021 Annual Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Curley seconded; and it was voted to place the Lawrence Road Treatment Plant on the 2021 Annual Town Election Warrant as a debt exclusion.
Roll Call Vote: 4-0**
- **Chair DeVasto moved; Board Member Reinhart seconded; and it was voted to place the additional Fire Department personnel in the 2021 Annual Town Election Warrant in the amount of \$168,080.
Roll Call Vote: 4-0**
- **The Board expressed their gratitude to Terkanian for his help.**

III. Selectboard Reports

- A. Board Member Curley notified the public that a quorum of the selectboard was at the Planning Board meeting the previous night.**
- B. Chair DeVasto notified the public that the auditors will be joining their 5/25 meeting to go over the 2020 audit.**

DRAFT a full recording of the meeting can be found on the towns website.

IV. Town Administrator's Report

A. Sumner informed the board that he interviewed Mary McIsaac to come help with the accounting at town hall and has a tremendous amount of experience. He explained that Mary and Lisa will be developing a work plan together to attack the financial issues regarding the town.

V. Topics for Future Discussion

VI. Correspondence and Vacancy Reports

VII. Adjournment

A. Board Member Reinhart moved; Board Member Reinhart seconded; and it voted to adjourn the meeting.

Roll Call Vote: 4-0

Meeting adjourned 7:17PM

Public Records:

Draft Warrant as of 5-20-2021

Various Department Budgets for FY2022

**Wellfleet Selectboard
Virtual Meeting ~ Zoom
Tuesday May 25, 2021; 6PM
Meeting Minutes**

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Rebecca Slick, Assistant Town Administrator; Chief Rich Pauley; Fire Chief; Chief Mike Hurley, Police Chief; Dawn Walsh, Lily House Representative; Trudy Vermehren, Fox and Crow Restaurant; Deborah Freeman, Jay Norton, Assistant Director DPW Director; Ben Zehnder, Lawyer for Nature's, Patrick Casey, Katherine Myers, Reporter for Provincetown Independent; Jeff Baker, Manager for new restaurant; Matthew Porter, Attorney for the new restaurant; Frank Alexander, Minister from Grace Chapel; Nicole Costanzo, KP Law attorney; Matthew Wilkes, Nature's Alternative; Nancy O'Connell, Blake Olsen, Beth Treffeisen & Aaron Bacon, Carole Ridley; Ridley Associates for the Herring River Project, Terri Smith

Chair DeVasto called the meeting to order at 6:01

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.

- Board Member Carlson announced she will be running as a write in candidate for Selectboard. She stated she has the experience and feels she has more to offer to the town.
- Board Member Curley read a letter written to the Board from the Bike & Walkways Committee regarding the gratitude to their member Lance that is retiring from the committee.
- Board Member Curley stated the water table in the Town of Wellfleet is extremely low and explained that residents please be cautious when using water to water lawns.
- Walsh presented to the Board giving a background of the Lily House which she explained is an end-of-life home that allows people to come and have end of life hospice level of care. She gave details of the program. She continued that a resident of Wellfleet has passed away and left her home to the Lily House. She asked if the Board would be willing to write a letter of support because they are applying for a grant to help renovate the house, so the residents are able to live there safely. The Board agreed to write a letter of support.
- Myers questioned the auditor's participation, Chair DeVasto explained that the auditors had to cancel at the last minute but have been rescheduled to the June 8, 2021 meeting.

II. *COVID-19 Updates and Recommendations*

A. Any updates, new information, or recommendations will be given from the Health Agent or Chair of the Selectboard.

- Chair DeVasto stated that it looked like restrictions were winding down and Saturday May 29, 2021, many restrictions would be lifted.

- Board Member Carlson stated that there has been an extension for zoom meetings, and they would need to discuss it

III. *Public Hearings*

A. Transfer and Pledge of Inventory of the seasonal all alcohol license at 842 State Highway, Route 6 from Bocce Italian Grill, Minina Benevento, manager, to New Fleet Corporation, Jefferey Baker, Manage

- Attorney Porter updated the Board that this is a small business and there will be no major changes to the business and will continue to be run as an Italian Eatery.
- **Board Member Reinhart moved; Board Member Carlson seconded; and it was voted to approve the transfer and pledge of inventory of the seasonal all alcohol license at 842 State Highway Route 6 Wellfleet from Bocca Italian Grill, Minina Benevento, Manager, to New Fleet Corporation, Jefferey Baker, Manager. Roll Call Vote: 4-0 (Wilson was away from the meeting)**

IV. *Use of Town Property*

A. Mayo Beach Parking Lot ~ June 17, 2021, 3pm-5pm ~ Nancy O'Connell

- Board Member Reinhart state that she would like to see fees applied to these. The Board asked O'Connell for more details regarding this. The Board discussed charging a fee with this because it was a memorial service. The normal fee for the use of town property is \$110.
- **Board Member Reinhart moved; Board Member Carlson seconded; and it was voted to approve the use of Mayo Beach Parking lot to Nancy O'Connell on June 17, 2021, from 3pm to 5pm.**

Roll Call Vote: 4-0 (Wilson away from the meeting)

B. DPW Parking Lot ~ October 2, 2021, 1pm – 3pm ~ Blake Olson

- Olsen explained to the Board that he is getting married in October and would like to use the DPW parking lot for his guests to park their cars, explaining it was a weekend so it wouldn't interfere with town staff.
- **Board Member Reinhart moved; Board Member Carlson seconded; and it was voted to approve the use of the DPW Parking lot located at 220 Main Street Wellfleet, on October 2, 2021, from 1pm to 3pm with the additional fee of \$110.**

Roll Call Vote: 4-0 (Wilson away from the meeting)

C. Memorial Garden ~ August 8, 2021, 3pm – 5pm ~ Beth Treffeisen/Aaron Bacon

- Board Member Reinhart expressed her concern with having 100 people at the memorial garden stating it was to high a number. Bacon spoke to the Board stating that they have booked Preservation Hall. Board Member Curley stated he read the Health and Conservation comments about the lawn being damaged and asked that the party be responsible for any damage done to the grounds.
- **Board Member Wilson moved; Board Member Reinhart seconded; and it was voted to approve the use of the Wellfleet Memorial Garden located beside Preservation Hall on Main Street in Wellfleet to Beth Treffeisen and Aaron Bacon on August 8, 2021, from 3pm to 5pm with the conditions that a.) no alcohol will be served or consumed in the garden, b.) that any damage to lawn**

**will be repaired to the satisfaction of the DPW and Health Agent a fee of \$110 will be included.
Roll Call Vote: 5-0**

D. Town Pier ~ June 13, 2021, 3pm – 7pm ~ Rev. Frank J Alexander

- Board Member Reinhart questioned how many people will attend and cars to be parked at the pier. She stated knowing parking is an issue what was the plan for parking. Reinhart questioned Sullivan if he thought this would be a problem regarding parking. Sullivan stated he didn't see any issues because it was a Sunday afternoon.
- Alexander stated that they will suggest to members planning to attend to carpool or park at Mayo Beach so that there aren't as many cars at the pier.
- **Board Member Reinhart moved; Board Member Wilson seconded; and it was voted to approve the use of the Town Pier located at 255 Commercial Street Wellfleet and the Mayo Beach Parking lot on June 13, 2021 from 3pm to 7pm with the fee of \$100.
Roll Call Vote: 5-0**

V. Board/Committee Appointments and Updates

A. Herring River Executive Council ~ Deborah Freeman/ Terminating Maria Broadbent's appointment from Herring River Executive Council

- Board Member Wilson introduced Freeman to the Board and stated how well she would be in this position. It was decided to terminate Broadbent first and then move on to appoint Freeman.
- **Board Member Reinhart moved; Board Member Wilson seconded; and it was voted to terminate Maria Broadbent's appointment from the Herring River Executive Council.
Roll Call Vote: 5-0**
- The Board discussed the new appointment and Board Member Curley stated that he was uncomfortable with this appointment as it is usually a town staff member. He stated it was going to be a resident he felt it should be elected position. The Board discussed the appointment of Freeman. It was suggested that instead of appointing her with an indefinite term give her a term.
- **Board Member Reinhart Moved; Board Member Wilson Seconded; and it was voted to approve the appointment of Deborah Freeman to the Herring River Executive Counsel for a term of three years ending June 30, 2024.
Roll Call Vote: 4-1 (Curley voted no)**

B. Terri Smith ~ Bike and Walkways Committee term ending 6/30/2022.

- Smith introduced herself to the Board and explained why she wanted to be a part of the Bike & Walkways Committee and how she came to know the members and committee. She stated she is very familiar with their methods of assessment and has been helping in a technical sense to the committee. The Board agreed unanimously that Smith was a great candidate for this committee.
- **Board Member Curley moved; Board Member Wilson Seconded; and it was voted to approve Terri Smith as a member to the Bike and Walkways Committee for a term of one-year ending June 30, 2022.
Roll Call Vote: 5-0**

VI. Business

A. Nature's Alternative, extension of Community Host Agreement ~ Ben Zehnder

- Chair DeVasto moved this item up on the agenda with the Board's approval. Sumner gave an update on the progress of the host agreement and explained that there were some changes made to the agreement with provisions that benefited the town of Wellfleet. He gave details of some of the changes and explained this was worked out with both the Town's attorney and Attorney Zehnder.
- Attorney Zehnder gave a brief update on what they discussed and worked on. He thanked the town. Costanzo explained to the Board that there is an odor control provision, there was a required volunteer program added to the contract. She continued giving updates to the Board about language that was added.
- Board Member Curley discussed some missing items in the Board's packet. He wanted copies of the site plan for the proposed site. Attorney Zehnder explained what was submitted. Curley wasn't satisfied with the answer he was given, stating that 2 out of the 3 items that are required were missing.
- There was discussion about how to proceed with his host agreement. It was discussed if this business would be medical marijuana or just adult use only. Wilkes explained that it was an adult use only business. Board Member Curley asked for a list of contractors. Wilkes stated he would get that list to the Board as he didn't have the names on hand. They continued to discuss the host agreement.
- **Board Member Reinhart moved; Board Member seconded; and it was voted to approve the Community Host Agreement between the Town of Wellfleet and Nature's Alternative and appoint Charlie Sumner able to sign the agreement on behalf of the town.**

Roll Call Vote: 3-1 (Curley voted no)

B. Special Officers Reappointment/Full Time Officers Reappointment ~ Chief Mike Hurley

- Chief Hurley stated that as the fiscal year is closing July 1, 2021, special officers from the national seashore and the Town of Wellfleet are in this group. He explained that the Seashore has explained that this program is on a three-year phase out.
- **Board Member Reinhart moved; Board Member Wilson seconded; and it was voted to approve the reappointment of the Town of Wellfleet's Special Officers as listed in the packet from the period of July 1, 2021, to June 30, 2022.**

Roll Call Vote: 5-0

- Chief Hurley stated the next document was full time officers that have less than five years tenor.
- **Chair DeVasto moved; Board Member Wilson Seconded; and it was voted to reappoint the full-time officers as listed in the selectboard packet for a period beginning July 1, 2021, through June 20, 2022.**

Roll Call Vote: 5-0

C. High Toss Road ~ Carole Ridley/Brian Carlstrom National Seashore

- Chair DeVasto stated that the motion that was presented to the Board on the screen was incorrect, and the Board had received a new Motion. Carole Ridley presented to Board.
- **Chair DeVasto moved; Board Member Wilson Seconded; and it was voted that the order of layout High Toss Road whereas the Selectboard of the Town of Wellfleet acting pursuant to general law Chapter 82, 21- 24, having deemed that common convenience and necessity require the layout as a public way of High Toss Road between Pole Dike Road and Duck Harbor Road hereby lays out High Toss Road as here in described as a town way as shown on the plan in the Selectboard packet and whereas the boundaries of said way as laid out are shown on a plan entitled Plan of Land High Toss Road, Wellfleet MA. Being a 40-foot public way as laid out by the Town of Wellfleet dated April 6, 2020, prepared by Outermost Land Survey Inc. which plan was referred to the Planning Board in which plan is hereby adopted as a part of this order and all land lying within the above-described boundaries of High Toss Road as herein described is hereby laid out as a town way. The afore mentioned plan is hereby forwarded to the Town Clerk for filing and the foregoing layout is hereby reported to the town for acceptance signed by the Selectboard and adopted on a chosen date.**
- Ridley explained to the board that the abutters were notified of this meeting and if there was anyone on the meeting they could speak. There weren't any abutters on the meeting to speak to this project.
- Chief Pauley spoke to the Board about the amount of pressure that administration staff was under within the last five weeks dealing with budgets and warrants, he asked the Board to please not put anything on the administration.

Roll Call Vote: 5-0

D. Discussion with Historical Commission ~ Merrill Mead-Fox

- Mead-Fox was not on the meeting.
- **No Action was taken.**

E. Discussion regarding Mass DOT projects ~ Main Street/Rt 6 & Route 6 Repaving ~ TA Charlie Sumner

- TA Sumner explained to the board that there was a meeting with a series of people from MASS DOT and explained they are ready to hold a public hearing and stated they would like to hold that hearing on June 30, 2021. He stated he thinks the hearing will be from 6:30Pm to 9:30PM. He continued to give more information about the meeting. He stated Norton could provide some additional information if they needed it. Norton stated it was a procedural hearing, and in order to maintain their statues on the TIP (Transportation Improvement Plan) they need to hold the hearing to maintain their funding for the project.
- Silverman questioned if the plans would be posted on the website before the hearing, Norton explained that yes, he would coordinate that to be on the website.
- Board Member Wilson stated that she would like to let the Board know that she has coordinated a round table meeting and that is coincides with this topic.
- **No action was taken.**

F. Discussion on management letter and 2020 Audit ~ Powers & Sullivan

- **No Action taken ~ Discussion to be moved to the June 8, 2021, meeting.**

VII. *Selectboard Reports*

A. Board Member Wilson to discuss doodle poll for round table meeting.

- Board Member Wilson gave an update on the doodle poll for the round table to be held before Town Meeting. The meeting will be open to the public but because there will be many people at the table, they won't recognize the public to speak.
- The Board continued to discuss who would be chairing the meeting because there would be many people with many things to speak about. Chair DeVasto agreed to chair the meeting if a decision couldn't be made.
- Norton stated he would like to have Stantec attend the round table to answer questions and address any concerns. Chief Pauley spoke in agreement having Stantec at the meeting.

VIII. *Town Administrator's Report*

A. Sumner stated to the Board, moving forward he will give a written report. He stated that he and Lisa Souve met with various department heads to go over and understand the FY2022 budget, and they may have to make changes on Town Meeting Floor. He also expressed that he is in contact with the state regarding his retirement and being able to work, he continued that the Governor's Emergency Orders allow certain things to be lax but regarding how many hours and retired person can work.

He continued stating to the Board that he has hired Mary McIsaac as another accountant to come in and help with the town's finances. He expressed his confidence in both Mary and Lisa getting the finances back in order, they will be working on a work plan that they can present to the Board and the public so everyone knows what they are doing and where progress is being made and what their priorities are.

B. Letter from Beth Albert, Barnstable County Administrator ~ American Rescue Plan – Fiscal Recovery Fund

IX. *Topics for Future Discussion*

A. Board Member Curley spoke to wastewater and needing it to happen soon.

B. Board Member Curley stated the Board needed to start discussions on a new Town Administrator Search Committee. He also stated that if the Governor lifts restrictions the Board need to investigate the town's policy for taping meetings.

Chair DeVasto asked Sumner when they should start that progress, Sumner stated that the Board wants to entice incoming candidates and feels that some of the financial issues need to be reconciled before they begin a search. Chief Pauley stated that he feels it could take up to six-months to reconcile all the issues with the town. He also recommended having a discussion using residents and department heads as a search committee rather than a headhunter.

X. *Minutes*

- May 12, 2021

Board Member Curley moved; Board Member Carlson seconded; and It was voted to approve the minutes as printed.

Roll Call Vote: 4-1 (Wilson Abstained)

XI. *Adjournment*

- **Board Member Wilson moved; Board Member Reinhart seconded; and it was voted to adjourn.**

Roll Call Vote: 5-0

DRAFT a full recording can be found on the town's website.

Meeting adjourned 8:15PM

Public Records:

Public Hearing Documents –

- *copy of hearing notice.*
- *application processing form for liquor license,*
- *application for transfer of license*

Applications for use of town property

- *Mayo Beach and Harbor*
- *Department of Public Works Parking Lot*
- *Memorial Garden beside Preservation Hall*
- *Town Pier*

Application Town Membership/Committee

- *Deborah Freeman ~ Herring River Executive Counsel*
- *Terri Smith ~ Bike & Walkways Committee*

Town of Wellfleet's Special Police Officer's Reappointment

Town of Wellfleet's Full Time Police Officer's Reappointment

Herring River Restoration packet

- *Letter for Grant Approval ~ Rebecca Slick/ Assistant Town Administrator*
- *Letter to Wellfleet Planning Board*
- *Maps of High Toss Road Wellfleet Layout*
- *Layout of Acceptance and acquisition of town ways, checklist of public ways procedures*

Nature's Alternative

- *Updated Community Host Agreement between the Town of Wellfleet and Nature's Alternative*
- *Letter from Attorney Zehnder on behalf of Nature's Alternative*
- *Zoning Board of Appeals Decision and letter signed by Wellfleet Town Clerk Jennifer Congel*
- *Special Permit Grant from Zoning Board of Appeals*
- *Map of Store Layout*
- *Corporate and Operational Structure*
- *Letter from Former Town Administrator Daniel Hoort notifying of the Selectboard's approval.*
- *Original Community Host Agreement*

Powers & Sullivan

- *Management Letter 2020*
- *FY 2020 Audit*

DRAFT a full recording can be found on the town's website.

Letter from Beth Albert, Barnstable County Administrator

May 12, 2021, Meeting Minutes ~ DRAFT



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: June 8, 2021

XI

ADJOURNMENT

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